CATERING ASSISTANT

21.25 hours per week, term time only (37 weeks, plus one training day of 4.25 hours).

9.45am – 2.00pm, Monday to Friday.

Actual salary is £11,851pa 48.08% of a full time equivalent
(£24,648 pa full time equivalent)

To start: January 2026

JOB PURPOSE

Are you interested in working as part of a team to provide nutritious, healthy food for our students? The role is predominantly based at Catmose College, however, the postholder can be moved to either site within the Rutland and District Schools' Federation. The schools within the Federation are Catmose College, Catmose Primary and Harington School all located within one-mile of each other.

Flexibility, a sense of humour, and the ability to communicate effectively are essential characteristics for this role. The successful candidate will be joining a strong and supportive team who take pride in the service they offer.

Staff are able to enjoy many additional benefits that come as part of working within the Federation. These include, amongst others:

- A commitment to continued professional development.
- Priority admission for children of staff to the College and Primary.
- Outstanding facilities.
- A broad range of opportunities to engage in extracurricular trips and activities.
- Highly rated average final salary Government Pension Scheme.
- A subsidised restaurant, refectory and orangery.
- Complimentary lunch on staff training days.
- Cycleshare scheme salary sacrifice for bike purchases.
- Free parking.
- Complimentary flu vaccination.
- Staff gym.

We are committed to being an inclusive employer and welcome applications from candidates looking for a variety of flexible working arrangements.

If you have any questions regarding the role, please contact Emma Dilks who is the Finance Director and line manages catering, she may be contacted via email: edilks@catmosecollege.com

The Federation is committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment. We provide safeguarding training to all staff on an annual basis, and all staff are responsible for ensuring safeguarding, health and safety policies are implemented in line with Federation policy and current legislation. Please familiarise yourself with our Safeguarding Policy, available online at www.rutlandfederation.com/policies

This position advertised is a 'regulated position' which means it will involve regular contact with children and young people; under the Safeguarding Vulnerable Groups Act 2006 it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. This position is also 'exempt' from the Rehabilitation of Offenders Act 1974.

HOW TO APPLY

Application forms and information are available online at www.rutlandfederation.com or by emailing office@rutlandfederation.com

- You should write a letter of application on no more than 2 sides of A4.
- You should complete all sections of the application form.
- On the form clearly state the names, addresses, telephone numbers and e-mail addresses of two professional referees; it is our usual practice to ask for references before shortlisting and always to ask for references before interviews.
- It is a condition of employment that you can provide proof of identity and qualifications gained.
- **Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.**
- Further information is within our Staff Recruitment Policy which can be found online at www.rutlandfederation.com/policies

Please note that due to the high number of applications we receive for positions, your application is unlikely to be considered if you do not follow these requirements. CVs are not accepted. You should send your application to Stuart Williams, Executive Principal, Catmose College, Huntsmans Drive, Oakham, Rutland, LE15 6RP by 9am on Friday 21 November 2025. Applications can also be emailed to office@rutlandfederation.com