

## CATERING ASSISTANT

37 hours per week, term time only (37 weeks, plus one training/cleaning day of 8 hours).



Scale 1, Point 2 £24,648 pa full time equivalent

**Actual salary is £20,645 (83.76% of a full time equivalent)**

(Typical hours are 8am - 4.15pm Monday to Thursday and Friday 8am - 2.30pm, this however can be discussed at interview)

To start: September 2026

### JOIN OUR FRIENDLY CATERING TEAM AS A CATERING ASSISTANT

Do you enjoy working in a team, keeping busy, and helping to provide great food that really makes a difference? We are looking for a Catering Assistant to join our welcoming and supportive catering team, helping to deliver nutritious, high-quality meals to our students.

This is a rewarding role at the heart of our school community, perfect if you enjoy practical work, meeting people, and being part of a team that takes pride in what they do.

### ABOUT THE ROLE

You will support our catering team in preparing, serving and presenting food to a high standard, while maintaining excellent hygiene and safety practices. Although the role is mainly based at Catmose College, you may occasionally work across any of our Federation schools, all within easy reach of each other. No two days are the same, but your role will include:

- Helping prepare food, sandwiches and vegetables
- Serving students courteously and efficiently
- Keeping food displays stocked and looking great
- Supporting high standards of cleanliness and hygiene
- Working as part of a friendly, supportive team

### WHAT WE'RE LOOKING FOR

We are looking for someone who is:

- Reliable, flexible and a good team player
- Friendly, approachable and able to communicate well
- Proud of delivering a good service
- Willing to learn and follow food safety procedures

Experience in a kitchen environment is helpful but not essential – training will be provided for the right person.

### WHY WORK WITH US?

As part of the Rutland & District Schools' Federation, you will enjoy a range of excellent benefits, including:

- Ongoing training and professional development
- Access to the Local Government Pension Scheme
- Staff gym and free parking
- Subsidised restaurant and complimentary lunch on training days
- Cycle-to-work scheme

- Priority admission for children of staff to Catmose College
- A supportive, inclusive working environment

## HOW TO APPLY

Application forms and information are available online at [www.rutlandfederation.com](http://www.rutlandfederation.com) or by emailing [office@rutlandfederation.com](mailto: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](http://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 Tuesday 9 June 2026. Applications can also be emailed to [office@rutlandfederation.com](mailto:office@rutlandfederation.com)

## SAFEGUARDING

**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](http://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.