

# Albany Academy

## CATERING ASSISTANT APPLICATION PACK

DECEMBER 2025

## **ALBANY ACADEMY**

### **Catering Assistant**

**Salary: Real Living Wage £ 25,948 (Pro Rata) / £13.45 per hour**

**Hours: 20 hours a week – Term time (190 days)**

**Monday to Friday 10.45am to 14.45pm**

**ARE YOU LOOKING FOR A NEW CHALLENGE? ARE YOU HARD-WORKING? PASSIONATE ABOUT FOOD? If this sounds like you then we want to hear from you.**

We have an exciting opportunity within Albany for a Catering Assistant to join our team, working 10 hrs per week, Monday to Friday, term time only. This is a permanent position; subject to a 6-month probationary period.

In joining our catering team, you will need to be a fast working all-rounder. Your daily tasks will mainly consist of:

- general kitchen duties
- food preparation
- serving, cleaning and washing up
- maintaining high standards of presentation of food and replenishing counters keeping them looking attractive throughout the service time
- speaking to pupils and staff in a friendly, helpful and professional manner
- assisting pupils and staff whenever necessary
- undertake all basic training and work effectively with colleagues as part of a team

Working within a school environment you will need good communication skills and be able to demonstrate a clear understanding of the English language.

Experience in a similar role would be an advantage but full training will be provided for the successful candidates.

Albany Academy is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. Please note that an enhanced DBS disclosure is required for this role.

Application documents are available to download in the vacancies section of the school website [www.albanyacademy.co.uk/vacancies](http://www.albanyacademy.co.uk/vacancies)

**Apply online by the closing date of midday, on Monday 15<sup>th</sup> December, to:**  
[vacancies@albanyacademy.co.uk](mailto:vacancies@albanyacademy.co.uk)

Positions are to commence as soon as practical.

Dear Applicant

**Catering Assistant**

Thank you for your interest in the post of Catering Assistant.

Albany Academy is a highly regarded small school located in the south of Chorley, an area that boasts excellent schools and colleges in all phases. The academy is a high performing school, which has an excellent reputation in the local area and is heavily oversubscribed. It is consistently in the top 10 schools in Lancashire for pupil progress. We are highly ambitious for our students, our staff and the wider educational community and we provide support for other schools, work closely with other providers and have established the first Multi-Academy Trust of its kind in Lancashire. Further details can be found on the trust website <https://www.albanylearningtrust.com>. We have strong links with local teaching schools and local primary schools and we are part of the SSAT Leading Edge network. Several of our staff provide support to other schools.

The successful candidate will join an experienced and highly successful Catering team. The site department is made up of a hardworking, dedicated team who are committed to high standards.

We take the development of our staff very seriously and this pack contains a job description and a copy of the Albany Way. Our school website provides a great deal of further information about the school which you may find useful as part of the application process. Prospective candidates are always welcome to visit the school and visits can be arranged by contacting Mrs Shaw on 01257 244020.

We may use internet searches using information held in the public domain to perform due diligence on candidates in the course of recruitment, in terms of suitability for the post applied for. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.

If you are successful as a candidate for this post you will be a welcome new addition to our staff. Albany Academy is a small friendly school with a strong sense of identity that engenders real loyalty amongst all who are associated with it.

Please return completed application forms, along with a supporting letter of no more than two sides of A4, before the closing date of mid-day on Monday 15<sup>th</sup> December. Applications should be submitted electronically to [vacancies@albanyacademy.co.uk](mailto:vacancies@albanyacademy.co.uk). I look forward to receiving your application.

P Mayland  
**Headteacher**

## **JOB DESCRIPTION**

### **Job Title: Catering Assistant**

Living Wage - £24,309 pro rata

Responsible to: Catering Manager

**Main Purpose:** To actively participate in the daily operation of the catering unit under the direction of the Catering Manager.

### **Main Duties**

- Assist with all aspects of the preparation of food service areas and presentation of food to the required standard.
- To prepare all food with due care and attention, particularly in regard to customer's special dietary requirements, for example nut, dairy or wheat allergies.
- You may be required to undertake some basic cooking including the reconstitution of prepared food.
- The transferring and serving of meals, sandwiches and beverages.
- General kitchen and dining room duties, including washing up; setting up and clearing away equipment and tables, cleaning of the kitchen and dining room surrounds and equipment to include all work surfaces, dining furniture, floors and walls.
- The school operates a cashless biometric system and you may be required to operate a till on this system.
- You may be required to undertake cash handling and reconciliation.
- Assist with hygienic cleaning of utensils and work areas after service periods and to assist with implementation of cleaning schedules.
- All duties must be carried out to comply with Health & Safety and Hygiene regulations.
- All necessary paperwork that may be required must be completed.
- To attend meetings and training courses as required.
- Duties as delegated in connection with the services provided.
- To carry out other duties appertaining to the use of the premises as may be necessary from time to time in accordance with the reasonable requirements of the Headteacher.

PERSON SPECIFICATION: Catering Assistant					
Attributes	E = Essential, D = Desirable HI = How Identified	E	D	HI	Comments
Qualification	Educated to GCSE/O Level standard		√	A/R	
Experience	Previous experience of working in a catering environment undertaking food preparation and basic cooking		√	A/I/R	
	Face to Face, experience of dealing with people		√	A/I/R	
	Appreciation of Customer Care practices		√	A/I/R	
	Ability to order, control and rotate stock		√	A/I/R	
	Experience of cash reconciliation and handling		√	A/I/R	
Skills	Must be highly organised and able to work on own initiative with the minimum of supervision	√		A/I/R	
	Must possess a valid Food Hygiene qualification, or be willing to train for one and undertake H&S training as necessary		√	A/I/R	
Personal Qualities	To be able to work calmly and efficiently under	√		A/I/R	
	Enthusiastic, assertive and energetic	√		A/I/R	
	Must be smart in appearance with a pleasing personality and maintain good personal hygiene	√		I/R	
	Have a flexible approach to work and routines	√		A/I/R	
	To be committed to an honest, helpful, hard working approach	√		A/I/R	
	Good record of attendance and punctuality	√		A/R	
	An understanding of school policies and procedures and a commitment to safeguarding		√	I/R	
KEY: A= APPLICATION, I = INTERVIEW, R = REFERENCE					

# The Albany Way

*We succeed because we care.*

## Community

This is a *community* where everyone is valued, can make a contribution and is empowered to take control of their own destiny. Where everyone *works together* and learns from each other.

# Aspiration

We hold *hope* for every individual member of our community. In recognising their personal circumstances and by offering opportunities, we lay the foundations for their *future success*.

# Resilience

Within our nurturing community we recognise that success is built on *effort*, a ‘can do’ attitude, ensuring the little things are done well and having no fear of failure. Everyone sets themselves the highest expectations and maintains a *hunger for improvement*.

## Enthusiasm

As a result, we develop *well rounded human beings*, who are prepared to make a positive contribution to our wider community; who demonstrate mutual respect, empathy, an acute appreciation of fairness and a *strong sense of self-worth*.



## ALBANY ACADEMY PPD FRAMEWORK - SUPPORT STAFF

Role	What can I do?	How might school support me?	CPD opportunities through Links	Opportunities through the local authority	CPD opportunities through National links
<b>Newly appointed support staff</b>	Consider joining a Professional Association or Union Start a continuing professional development (CPD) file Consider your career goals Become familiar with the National Occupational Standards relevant to your role Explore the school and local authority websites Visit the Training and development Agency (TDA) website for the support staff career development framework Become familiar with the Albany Way and read about the policies relevant to your role Find out about the 5 Every Child Matters (ECM) Outcomes for all children and young people	Induction to school in order to: Understand roles and responsibility within the school Understand about school policies and procedures (for example, Safeguarding policies and protocols and the named Child Protection person) Your role, your Job Description and the relevant National Standards Ensure that you understand the probationary period and the mechanisms for performance review	Visit other establishments	Attend local authority development and training courses	Skills for Life – National Literacy/Numeracy Level 2 Adult Education Move On/Learn Direct ECDL/ITQ National Vocational Qualifications
<b>Administration and finance</b>	Understand the school improvement plan and the part you can play Maintain a CPD file Reflect upon the National Occupational Standards relevant to your role Consider career goals and discuss with line manager Prepare for and undertake professional development reviews as part of the schools Performance Management arrangements Indicate training needs through professional review Undertake development opportunities Enrol for Basic Skills/L2 Literacy/Numeracy if not already held Participate in mentoring new colleagues Maintain a Professional Development Portfolio	In addition to Induction (above): A clear and up to date Job Description which is discussed during review meetings Participate in Peer Coaching or mentoring Observation and feedback (as part of the performance management process) Peer observation (of and by peers) The school may provide a mentor to support you undertaking work based qualifications Performance management 1:1 meetings to reflect upon performance, to discuss and agree professional priorities that link with school priorities, national occupational standards and career aspirations Guidance regarding how to keep a CPD file and how it should be used to demonstrate evidence for the National Occupation Standards Opportunities to review school policies and protocols relevant to your role Job Shadowing Participation in staff meetings Opportunities to mentor less experienced colleagues Support to attend training and development identified during performance management	Local support staff networks Training opportunities through local networks Sharing good practice through local networks Best practice visits to other schools	SIMS training and support Courses available through the Local Authority PPD programme Speak to your school PPD Leader	As above plus ... NVQ in Team Leading Certificate in Business Administration Certificate / Diploma in School IOSH Managing Safety Qualification ILM Diploma in Business Management
<b>Caretakers and site managers</b>  <b>Team leaders</b>	As above  Mentor and coach new colleagues Undertake development opportunities Consider career goals and discuss with line manager Train as a Reviewer to take a role in Performance Management Seek leadership and management qualification	As Above plus; Provision of information through HSE information	Local support staff networks Training opportunities through local networks Sharing good practice through local networks Best practice visits to other schools	Courses available through the Local Authority CPD programme Speak to your school PPD Leader First Aid at Work Manual Handling	As above (top line) plus ... Certificate in Support Work in Schools Award in health and safety in the workplace Certificate in basic first aid NVQ in property and caretaking supervision Foundation Degree (eg in facilities management) <a href="http://www.creativeeducation.co.uk">www.creativeeducation.co.uk</a> PPD specific to support staff; Technicians, Health and Safety officers <a href="http://www.britsafe.org">www.britsafe.org</a> Managing Safety qualification
<b>Cleaning and site support</b>  <b>Team leaders</b>	As above  Mentor and coach new colleagues Undertake development opportunities Consider career goals and discuss with line manager Train as a Reviewer to take a role in Performance Management Seek leadership and management qualification	As above	Local support staff networks Training opportunities through local networks Sharing good practice through local networks Best practice visits to other schools	Courses available through the Local Authority CPD programme Speak to your school PPD Leader First Aid at Work Manual Handling	As above (top line) plus ... Certificate in Support Work in Schools NVQ in Cleaning and Support Services Award in health and safety in the workplace Certificate in basic first aid <a href="http://www.creativeeducation.co.uk">www.creativeeducation.co.uk</a> PPD specific to support staff; Technicians, Health and Safety officers

<b>Kitchen staff</b>	As above	As above	As above	Courses available through the Local Authority CPD programme Speak to your school PPD Leader First Aid at Work Manual Handling	As above (top line) plus ... Certificate in Support Work in Schools Award in health and safety in the workplace Certificate in basic first aid Certificate in basic and intermediate Food Hygiene Award in food safety in catering NVQ in professional cookery
<b>Team leaders</b>	Mentor and coach new colleagues Undertake development opportunities Consider career goals and discuss with line manager Train as a Reviewer to take a role in Performance Management Seek leadership and management qualification				
<b>Pastoral staff and Teaching Assistants</b>	As above plus; Information available in LPDS publications for example, health and well-being, ethnic minority achievement. Become familiar with the Teaching Assistant standards. Oversee a Learning and Teaching project.	As above plus;	Join networks such as Chorley and South Ribble; Attendance, Equalities, Health. L2/L3 counselling and introduction to counselling qualification.  Runshaw College - NCFE CACHE in supporting teaching and learning L2/L3	LPDS courses, behavior and attendance, well-being, educational visits, first aid, governor training, safeguarding, school support staff, ethnic minority achievement. Moving and Handling training	Best Practice Network. Support staff courses HLTA National qualifications National Leadership courses <a href="http://www.creativeeducation.co.uk">www.creativeeducation.co.uk</a> CPD specific to pastoral staff; safeguarding officers cover supervisors Teaching Assistants Librarians



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