

Anything  
is  
Possible

Show  
Respect



Ashby  
School

Empowered to Learn

Accept  
Responsibility

We are looking to  
recruit a  
Catering Assistant

Grade 4

Build  
Resilience

Required from  
March 2025



Ashby  
Sixth  
Form



# Catering Assistant



**Grade 4, Points 6**

**Actual salary: £11,205**

**20 hours a week, 39 weeks a year**

**Required from March 2025 or earlier if possible**

Do you want a job that is fulfilling? Do you love and value supporting young people? Do you believe in the opportunity for every child to have the best possible opportunity to learn? Are you patient, tenacious, optimistic and a great communicator? Then Ashby School could be the place for you!

We're looking for a friendly and reliable person to join our school canteen team, serving meals to students aged 11-18. This is a great opportunity to work in a welcoming environment where you'll play a key role in providing nutritious food to our school community.

With a supportive team and a good work-life balance, this role is perfect for someone who enjoys working with food and being part of a school setting. If you have a positive attitude and take pride in great service, we'd love to hear from you!

Monday to Friday 4 hours per day. This is for 38 weeks term time plus 1 additional week. This is a permanent contract.

Closing date for applications is Monday 24<sup>th</sup> February 2025 at 9am



## Job Description

<b>Job Title</b>	<b>Catering Assistant</b>
<b>Grade</b>	<b>Grade 4, Points 6</b> <b>Salary FTE £24,222 Actual Salary £11,205</b>
<b>Hours and Weeks</b>	<b>20 hours a week, 39 weeks a year</b> <b>4 hours per week</b>

Personnel within this role are employed under the following Job Description and Person specification below. Details of specific roles are directed as necessary by the school.

## Job Description

Overall	<p>All Catering Assistants must be willing to:</p> <ul style="list-style-type: none"> <li>• Under the general direction of the Catering Manager or cook, assist in the preparation and production of food, including for hospitality and special dietary requirements</li> <li>• To undertake the clearing and cleaning of premises, plant and equipment</li> <li>• Report the breakdown of equipment, including food safety hazards and accidents to the Catering Manager</li> <li>• Carry out cashier transactions via cashless catering</li> <li>• Undertake basic administration tasks under the direction of the Catering Manager/Cook</li> <li>• Assist with the provision of a quality service to contract specification, including transported meals where applicable</li> <li>• Attend training sessions as specified during term time</li> <li>• Undertake all specified duties in compliance with relevant Food Safety and Health &amp; Safety legislation, and to react as directed to future amendments.</li> <li>• To take all reasonable precautions and exercise due diligence to avoid breaches of legislation</li> <li>• Attend and assist in the cleaning of the kitchen and surrounds on the five specified out of term cleaning days</li> <li>• Be willing to work in all catering outlets throughout the school site</li> <li>• Be available for and willing to work overtime when required for appropriate remuneration</li> <li>• Be flexible in both approaches taken and the use of time/resources.</li> <li>• Support current policies and recognise good practice within the school.</li> <li>• Undertake such duties which are within the scope of the job purpose, title of the job and its grade.</li> </ul>
Culture	<ul style="list-style-type: none"> <li>• Contribute to a culture where students experience a positive and enriching school life.</li> <li>• Be proactive and positive in interactions with young people within and beyond the role.</li> <li>• Work to establish a staff culture that promotes excellence, equality and high expectations.</li> <li>• Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.</li> </ul>

## Person Specification

Essential	Desirable
<p>Great interpersonal skills with colleagues and young people.</p> <p>Be clean, tidy and wear uniform smartly as required</p> <p>Ability to work effectively as part of a team.</p> <p>Ability to take own initiative as necessary</p> <p>Willingness to undertake training</p> <p>Willingness to work in a front-facing catering role as required</p> <p>Ability and willingness to undertake training as required for the role.</p> <p>Empathy with young people</p>	<p>Basic Food hygiene certificate</p> <p>Experience of working in a school environment.</p> <p>Experience of working in a catering environment</p> <p>Ability to operate a service till point</p> <p>Knowledge of health and safety procedures.</p>

