

BECK PRIMARY SCHOOL
PART OF
CASCADE MULTI ACADEMY TRUST

CATERING ASSISTANT
RECRUITMENT PACK



SUMMARY



Catering Assistant

Workplace:

Beck Primary School
Beck Road
S5 0GG
Sheffield

Details:

16.25 hours per week for 39 weeks per year

3.25 hours a day from 10:30am to 1:45pm

The salary: Grade 1, Scale point 3

Full time equivalent (FTE): £25,614 per annum

Actual salary: £9,676 - £9,894 per annum

This role is to start as soon as possible.

Term time dates are published in advance each year for 39 weeks of the year.

In terms of working the additional weeks, this will be discussed and agreed with the Line Manager. These will be agreed in advance based on service needs and staff will be given reasonable notice of when the set days are.

Term time+ employees are paid to work for their specified number of school weeks in the year (normally 39 weeks, including inset days) plus their pro rata annual leave entitlement plus their pro rata bank holiday entitlement. This is all included in their annual salary, which is then paid in 12 equal instalments.

WELCOME FROM THE HEADTEACHER



As the Headteacher, I would like to thank you for your interest in the post of Catering Assistant at Beck Primary School and to provide further background regarding the post and the application process.

Beck Primary School is situated in the north east of Sheffield and, we provide unique learning opportunities through a bespoke curriculum that fosters children's interests and challenges them to become the best that they can be.

Through stimulating and safe environments, we ensure every child has positive learning attitudes and captures a life-long love of learning; setting strong foundations for their future.

I hope that the information provided will give you a flavour of what we are aiming to achieve and enable you to determine whether we are the school for you at this stage of your professional development, if you decide this is the school for you, I will be delighted to receive an application from you, if not, then may I thank you for your interest in our school and wish you well in the future.

As a school, we are committed to excellence in all aspects of our work and we are committed to building strong links with the local community and services to ensure we do not work alone. Our families play an unprecedented role in ensuring children are happy and safe at school, so we create strong links between home and school learning, no matter when children start their journey at Beck Primary School.

I hope that you submit an application and would be happy to provide any further information you may require.

Thank you for showing an interest in working with us.

Jenny Birks
Headteacher



WELCOME FROM THE CEO



Dear Applicant,

Thank you for your interest in Cascade Multi Academy Trust. Choosing the right Trust to work with is a very important decision. We would recommend that you visit the Trust and take a tour before submitting your application to understand the vision and values of our Trust.

Who are we?

Cascade is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve.

We are six primaries situated in the North of Sheffield. We are a growing Trust and have a number of schools that have expressed an interest in joining us.

Our principles shape how we work and what we stand for. We create exciting and enriching learning experiences that spark children's curiosity, provide high-quality teaching and support so every learner can thrive and encourage pupils, staff, families and communities to take active leadership roles. Above all, we foster a culture of care, respect, inclusion and celebration of diversity across all our schools.

We are committed to professional development for all our staff. We work with Sheffield College, Hallam University, SCITT, The Teaching School Alliance and The National College to offer a wide range of qualifications to enable staff to develop further in their professional career. We have a proven track record of training teaching assistants to become HLTAs and teachers as well as supporting staff into leadership positions.

We care about the wellbeing of all our staff and hope they feel happy to come to work each day because they feel valued and supported. We offer a wellbeing package for all staff, which includes wellbeing days, access to The Listening Service and private counselling.

If you would like to know more about us please visit our website www.cascademat.co.uk and come have a look round to meet the team.

Thank you for showing an interest in working with us.

Sue Bridges

CEO Cascade Multi Academy Trust

OUR VISION



"Our vision is to provide an excellent primary education that gives our children the very best chance of succeeding in life."

Cascade MAT

To transform the life-chances of our children by ensuring an increasing number of pupils are secondary ready.

To ensure safe and secure learning environments by constantly improving our facilities on an annual cycle

To create inspirational places for our staff to work in and to effectively recruit and retain high quality staff

To be an influential part of our local communities finding ways to contribute to their health and wellbeing

OUR PRINCIPLES



An Enriched and Exciting Curriculum

- Children enjoy their learning and want to come to school to learn. Enjoyment of learning is crucial to success.
- Learning is real, purposeful, exciting and relates to the world the children live in and will contribute to as they grow up.
- Educational visits and visitors, enrich children's education experience on a regular basis.
- Our learning environments will enhance the learning and curriculum opportunities we provide.
- Specialist teaching ensures all children have opportunity to learn a musical instrument, take part in sporting competitions and learn to swim.
- Community involvement is part of the life of our schools and the children impact on the life of the community.
- Equal opportunities through the curriculum, inspire all children to succeed.

We believe that everyone is a Leader

- Pupils are leaders of their own learning and have opportunity to develop their interests and become experts.
- We offer our communities opportunities to take on leading roles within our schools.
- We will support and champion family learning and learning together.
- We value every member of staff and will develop them through high quality training and an investment in their professional development.
- Our leadership teams keep learning at the heart of their work, recognising the uniqueness of each and every learner.
- We become an organisation of evidence-driven experts.



High Quality Provision

- High quality teaching and learning in the all subjects leads to the acquisition of the best set of life and learning skills for every child.
- Early identification of need leads to intervention, which supports and challenges children to access all of the curriculum.
- Rigorous assessment, tracking and expert teaching promotes accelerated progress.
- Continual process of School Self Review/Peer Review and evaluation as we strive to provide outstanding provision.
- Behaviour and reward systems which promote exemplary behaviour.

A shared ethos of Care and Respect

- Understanding and celebrating diversity.
- Include and nurture everybody.
- Celebrate and encourage everybody.
- Provide opportunities and success for everybody.
- An understanding of how we can contribute to and shape the world around us on a local and global scale.
- A curriculum which enhances the health, safety and wellbeing of all our school communities.
- Our children are well prepared for learning in the next stage of their educational journey.

ABOUT BECK PRIMARY SCHOOL



Welcome to Beck Primary School – a big school with a big heart and high ambitions. We are dedicated to providing exceptional experiences that help every child develop the skills, knowledge and confidence they need for the future.

Located in north Sheffield, Beck Primary includes Reception to Year 6, Little Beck Nursery for 2 and 3-year-olds, and Beck Burrow, a specialist provision for children with social communication needs.

With extensive outdoor spaces, strong community links and a committed staff team, we provide outstanding academic, pastoral and SEND support. Everything we do is guided by our Core Values: Aim High, Be Respectful, Be Safe, Be Enthusiastic, Be Honest, Be Team Players, and Have Your Say.

VALUES AND ETHOS: A BIG SCHOOL WITH A BIG HEART

At Beck, we are proud of our inclusive culture where every child is valued as an individual. Aligned with the vision of Cascade Multi-Academy Trust, we are committed to providing an excellent primary education that gives every child the best chance of success.

We have high expectations for all pupils and provide a supportive environment where children are encouraged to love learning, work positively together and celebrate their unique strengths. Through our broad and engaging curriculum, children develop the confidence, resilience and curiosity they need to thrive at secondary school and beyond.

Beck is often described as one big family. We value the partnership we have with parents and carers and believe children achieve their best when home and school work closely together. We are particularly proud of our specialist music provision, which gives every child the opportunity to learn a brass instrument and take part in a range of extra-curricular activities. We also have extensive expertise in supporting children with Special Educational Needs and Disabilities (SEND), ensuring all learners can flourish.

Following our June 2024 Ofsted inspection, Beck was judged Good in all areas. Inspectors described Beck as "a special and welcoming school where pupils are happy" and recognised that the school truly is "a big school with a big heart."



WHO WE ARE

Cascade MAT is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve. We believe that by working together, we can provide shared expertise, resources and opportunities for everyone within the MAT. We are a Trust where commitment, participation, involvement and achievement are expected of all.

Cascade is currently a Trust of six primaries situated in the North of Sheffield. Our focus is one of partnership working to continually improve the educational offer for our children and their families. We aim to create opportunities for all our children regardless of their needs and strive to help them fulfil their potential.

As a Trust, we are a developing vibrant community in which all children and staff are able to thrive. Our strategic vision is to move this Trust forward by retaining a complete commitment to our ethos, our community and the principles of a comprehensive education.

WHY WORK FOR CASCADE MULTI ACADEMY TRUST



Our staff are at the heart of everything we do. We are committed to fostering a supportive, ambitious and people-centred culture where every colleague feels valued, respected and empowered to succeed. To support staff wellbeing, professional growth and a healthy work-life balance, we offer a comprehensive package of employee benefits.

Flexible Working

Wherever possible, we promote flexible working arrangements to help colleagues balance their professional responsibilities with personal commitments.

Staff Recognition

We recognise and celebrate the dedication and achievements of our staff through trust-wide and school-level recognition initiatives.

Pension Schemes

All employees are eligible to join a generous pension scheme, including:

- Local Government Pension Scheme (support staff)
- Teachers' Pension Scheme (teaching staff)

Generous Annual Leave

Support staff benefit from an enhanced annual leave entitlement.

Healthcare and Wellbeing Support

All colleagues have access to our Employee Assistance Programme, providing:

- Free, confidential telephone support
- Face-to-face counselling
- GP services
- A range of wellbeing resources and guidance.

Staff Voice

We actively encourage staff feedback through regular surveys and forums, ensuring colleagues have a meaningful voice in shaping trust policy and practice.

Discounts and Perks

- Health Cash Plan - helps colleagues manage everyday healthcare costs by offering money back on a range of routine treatments, supporting both wellbeing and peace of mind.
- Cycle to Work
- Eligibility for the Blue Light Card, offering a wide range of national and local discounts
- Discounted gym membership
- Free on-site or nearby parking at all trust schools

Pay progression

Automatic pay progression for all colleagues in line with their grading structure

Family Leave

Enhanced family leave benefits and pay to offer you support in life's most important moments.

Continuous service

We honour continuous service with other local authorities and Multi Academy Trusts.



JOIN OUR TEAM

At Cascade Multi Academy Trust, you will be part of a collaborative, forward-thinking community where colleagues are motivated, ambitious and highly skilled. We work together with energy, creativity and shared purpose, united in our commitment to supporting the success, wellbeing and potential of every pupil. Alongside our professionalism and high ambitions, we are also a fun, friendly and supportive team who enjoy working together and celebrating successes along the way.

Our Schools



Beck Primary School



Beck is a big school with big heart and big ambitions!

It is committed to giving every child exceptional, memorable experiences and helping them develop the skills and knowledge they need for later life. Beck benefits from extensive outdoor space, including a large field used for sports, playtimes, and 'Muddy Mondays' for nursery children. Multiple playgrounds and two secure quadrangles provide outdoor learning areas, including a garden where children grow vegetables. The staff team is dedicated to providing the best possible education, with each class supported by both a teacher and a teaching assistant, alongside additional specialist staff who work with children with special educational needs and disabilities (SEND).

Hucklow Primary School



Hucklow Primary School is a warm and welcoming primary school known for its diverse community and caring ethos. The school offers an engaging, meaningful curriculum designed to spark curiosity and help every child reach their full potential, with a clear vision that ensures pupils feel safe, happy and proud as they learn and grow. As part of Cascade Multi Academy Trust, Hucklow provides high-quality teaching, strong safeguarding and inclusive support for pupils aged 2 to 11, including specialist provision for speech, language, communication needs and autism.

Owler Brook Primary School



Owler Brook Primary School is a welcoming and nurturing school at the heart of the Sheffield community. The school is committed to providing a high-quality education through a broad, rich and balanced curriculum that inspires curiosity and supports every child to thrive. Its caring ethos is reflected in strong relationships with families, regular communication and a positive, inclusive environment where children feel safe and supported. With nursery provision, dedicated staff and a focus on developing essential skills and confidence, Owler Brook ensures pupils are well-prepared for the next stage of their learning and for life beyond the classroom.

Whiteways Primary School



Whiteways Primary School is a vibrant and inclusive community where every child is valued and supported to reach their full potential. The school offers an engaging, interest-led curriculum that nurtures creativity, celebrates diversity and promotes lifelong learning, creating a safe and positive environment where children feel happy and confident. Parents and inspectors highlight its strong nurturing ethos and positive staff–pupil relationships, with Ofsted noting that children feel safe and proud to attend. Whiteways works closely with families, embraces differences and prepares pupils to make a positive contribution both within school and in the wider community.

Limpsfield Junior School



Limpsfield Junior School is a welcoming and inclusive school committed to helping every child reach their full potential through high expectations, strong relationships and a nurturing environment. The school's vision emphasises positive relationships, diversity and inspiring children to become confident, inquisitive lifelong learners. With a "Good" Ofsted rating and solid academic outcomes Limpsfield combines high-quality teaching with a broad range of opportunities such as forest school, sports, arts and enrichment clubs.

Sharrow Primary School



Sharrow Primary School is a highly inclusive and diverse school welcoming children and families from a wide range of cultural and linguistic backgrounds, with around 40 languages spoken across the community. With strong nursery provision and an on-site Children's Centre, Sharrow supports children from as young as three months through to Year 6, offering flexible childcare, wrap-around provision and free healthy breakfasts through its Magic Breakfast partnership to ensure pupils start the day ready to learn. Known for its warm ethos, broad curriculum and commitment to celebrating difference, the school provides a nurturing environment where children feel safe, included and empowered to thrive academically and personally.

Our People, Our Stories

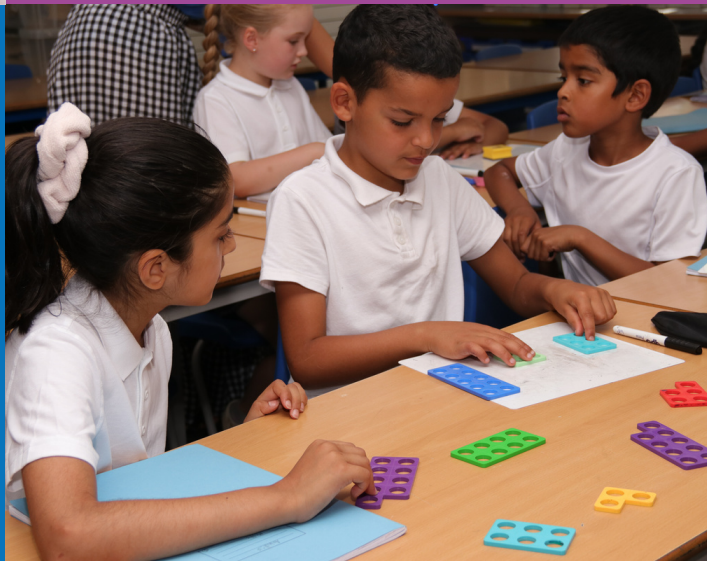


"We work with real purpose in our school. The focus on care, high expectations and building children's confidence shapes everything we do. I feel supported, trusted, and encouraged to try new ideas. It's a place where both staff and pupils grow together."

- Teaching Assistant -

"Working in the central team at Cascade MAT is incredibly fulfilling. We're united by a shared purpose - to strengthen, support and celebrate our schools so they can provide the very best for children and families. It's inspiring and a privilege to be part of a Trust that puts people first."

- Central Team Staff Member -



"Hucklow is a fantastic place to work. No two days are the same and that's what makes it special. The children are fantastic, the families are engaged, and the team are incredibly dedicated. There's a real focus on enabling every child to succeed, and being part of that journey feels genuinely impactful."

- Teacher -





Catering Assistant

Permanent

16.25 hours per week, 39 weeks per year

Salary: Grade 1, Scale point 3

Full time equivalent (FTE): £25,614 per annum

Actual salary: £9,676 - £9,894 per annum

Beck Primary School is seeking a reliable, enthusiastic and hardworking Catering Assistant to join our dedicated team. This is a fantastic opportunity for an organised, proactive and highly motivated professional to play a key role in the smooth and successful operation of our school.

As part of Cascade Multi Academy Trust, you will contribute to our vision of transforming the life chances of children, providing safe and inspiring learning environments and making a positive impact within our local communities.

The Role

As a Catering Assistant, you will help provide healthy, nutritious meals for our pupils.

Duties will include:

- Assisting with the preparation and serving of food
- Setting up and clearing dining areas
- Maintaining high standards of cleanliness and food hygiene
- Washing dishes and kitchen equipment
- Supporting the catering team to ensure a positive lunchtime experience for pupils
- Working as part of a team in the cleaning of all work areas
- Assisting in the periodic deep clean work associated with food areas
- Undertaking cash handling



We're Looking For Someone Who:

- Has a positive and friendly attitude
- Works well as part of a team
- Is reliable, punctual, and organised
- Understands the importance of food hygiene and safety
- Has experience in catering or food service (desirable but not essential)

Why Beck Primary School?

At Beck Primary School, we are known as "The Big School with the Big Heart." We are a large, diverse and welcoming school where strong relationships, high expectations and a genuine commitment to children sit at the heart of everything we do.

Our staff are valued, trusted and supported to thrive. We work collaboratively, celebrate new ideas and are committed to creating a positive workplace where people enjoy coming to work every day.

As part of the Beck team, you will join a school that is ambitious for every child and committed to ensuring that all pupils can be here, belong here, take part here and succeed here. Every role within our school contributes to that vision, including our catering team, who play an important part in providing a positive and welcoming lunchtime experience.

Being part of Cascade Multi Academy Trust also provides access to a wider network of support, professional development opportunities and staff wellbeing benefits, helping colleagues grow and succeed in their careers.

Join Beck and become part of a caring, ambitious school community where your contribution truly makes a difference to children's lives every day.



What we Offer:

- A supportive Central Team and collaborative school leadership community
- Employer-funded enhanced DBS check
- Commitment to ongoing professional development
- Local Government Pension Scheme
- Employee benefits including Westfield Health, EAP, Health Cash Plan, Listening Service

How to apply:

If you wish to discuss this role or arrange a visit to the School, please contact Jenny Birks, the Headteacher, via email at **jbirks@beckprimary.co.uk**.

You can download the Word version of the application form from Cascade's website.
Please do not use the Sheffield City Council application form.
www.cascademat.co.uk

or alternatively an application form can be obtained by e-mailing
recruitment@beckprimary.co.uk.

Your completed application should be emailed to **recruitment@beckprimary.co.uk**.

Closing Date: 27th September 2026

Shortlisting: 28th September 2026

Assessment Date: week commencing 28th September 2026

THE APPOINTMENT PROCESS



These notes are intended to guide you when making an application

Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand make sure that it is legible and that you use black ink. Indicate clearly on the front page, the post you are applying for and submit a concise application.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses, including emails and telephone numbers.



The Supporting Statement within your Application Form

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualification and experience match the requirements of the post. You should take particular care to demonstrate how you meet the person specification included this pack.

Please limit your supporting statement to two sides of A4 in size 11 font.

Arrangements for Assessment

Shortlisted candidates will be contacted as soon as possible after the closing date.

Referees are contacted prior to the interview stage, unless you have specified in your application a reason not to do so.

A variety of assessment methods are used for different posts and candidates will be invited for an interview and task(s) associated with the role skills, knowledge and personal attributes, which are known collectively as competencies.

Feedback

Verbal feedback is offered to shortlisted candidates who were unsuccessful in securing the post following the assessment process.

Selection for Appointment

A conditional offer is made subject to 2 satisfactory references and satisfactory completion of pre-recruitment checks.

Completed Applications

When you have completed your application form and equal opportunities monitoring form, these should be returned via email by the closing date specified in the advert.