



Catering Assistant RECRUITMENT PACK

Proud to be part of the



Forest of
Dean Trust

Introduction



Dear Candidate,

Firstly, I would like to take this opportunity to thank you for taking an interest in joining us at Dene Magna School.

As you explore the information in this pack and consider a visit to our school, we hope you'll see why Dene Magna is such a remarkable place to learn and work. Our school is committed to the goal that "each and every learner shall achieve their maximum potential and enjoy the process," and we take immense pride in our community.

As an outstanding, successful, oversubscribed, and high-achieving school for students aged 11-18, Dene Magna is full of character, personality, and soul. We are a proud member of the Forest of Dean Trust, which also includes Drybrook Primary School and Forest View Primary School. Nestled in a picturesque setting, our location offers an easy commute from Cheltenham, Gloucester, Hereford, Bristol, and the surrounding cities.

We warmly invite you to arrange a visit to our school for a chat before you apply. Please contact us at 01594 546030 or email vacancies@denemagna.co.uk to set up an appointment. To apply, download our application form from the vacancies page on our website, and send it along with a cover letter detailing why you are the ideal candidate to vacancies@denemagna.co.uk by the closing date. Interviews will be scheduled based on suitability and availability.

This is a wonderful opportunity, and we look forward to hearing from you!

Best regards,

A handwritten signature in black ink that reads "Declan Mooney".

Declan Mooney
Head Teacher



About the Trust



Who are we?

The Forest of Dean Trust is built on collaboration, challenge and support. We are passionate about achieving the best possible outcomes for the students and communities we serve.

We are three schools situated in the Forest of Dean, Gloucestershire. Our Schools include Dene Magna (a secondary and sixth form), Drybrook Primary and Forest View Primary schools. All our schools have been graded Good or Outstanding by OfSTED in their most recent inspections.

We are ambitious and want our trust to continue to grow, but we are mindful that this growth should be done at the right pace and for the right reasons.



About Dene Magna School

Dene Magna is a Secondary and Sixth form school based across two sites in Micheldean and Cinderford. We have around 1,200 students in KS3, 4 and 5.

We work with our community and know that raising aspirations and supporting the pursuit of dreams is not straightforward. We listen, challenge and support and we know that everybody experiences a different journey. There is a genuine partnership between students, staff and parents/carers to support the pursuit of our vision. We have a relentless focus on excellent teaching and learning and, alongside our house system and a healthy dose of fun, we know that our community continues to thrive.

Our school is founded upon the collective pursuit of our leading aim and our students know what that leading aim is. We know that life throws us many challenges and we aim to work in partnership so that we can learn about what lies ahead and prepare ourselves for our role in not just modern Britain, but the world. Progress is rarely linear, in life and school, and we are passionate that our broad and balanced curriculum complements our pastoral care and pedagogy.

*Each and Every Learner Shall
Achieve their Maximum Potential & Enjoy the Process*

Dene Magna is built upon excellent relationships, honest conversations and unwavering support to get the best out of each other. Staff work together to improve their teaching, students are actively involved in leadership across the school and parents are listened to and supported in our shared journey.

The modern world is a complex place and we seek to equip our students with the skills to thrive and to make a difference. We acknowledge that teenage years are a minefield to navigate and we support parents/carers in their journey, but we relish the opportunity we have been given to influence the lives of young people in the Forest of Dean.

If you visit Dene Magna you will see that there is a simple, common-sense approach to working with young people that is founded on giving and getting respect. Our staff love their jobs and we work hard to instil that love of our school into our students and the wider community. We are very serious about our role within the community and we are an active presence within it.



HeadTeacher - Mr Mooney

Dene Magna
Abenhall Road
Micheldean
Gloucestershire
GL17 0DU

01594 542370

vacancies@denemagna.gloucs.sch.uk

www.denemagna.co.uk





Job Description

Catering Assistant

Part time, 15 hours per week Monday-Friday (10:00am - 1:00pm) - Permanent Contract
Term time only

Annual full time salary £24,413 (which equates to £12.66 per hour)

Reporting to the Catering Manager

Closing Date - 9pm 30th January

Interview - w/c 9th February

Desired Start - ASAP

PURPOSE OF THE JOB

To assist in the provision of a high quality catering service for students and staff of the trust.

MAIN DUTIES

- To work as part of the catering team to deliver good customer service for the trust.
- Preparation of food as required for the various sittings during break and lunchtime.
- To assist on the serving counter, portioning and delivering the food to students and staff.
- To ensure that you possess suitable knowledge of the food products to answer questions over content – specifically regarding potential allergies.
- To ensure that you are familiar with the students that suffer from critical food allergies and the cause.
- To serve on the till and record transactions correctly through the till.
- To replenish counters of hot and cold food as required for each sitting.
- To assist in accepting deliveries and storing the products correctly in the appropriate storage area.
- To identify to the manager any problems with equipment within the kitchen area.
- To assist in the cleaning of the kitchen areas and equipment.
- To assist in the cleaning of items on the cleaning schedule for periodic cleaning.
- To collect and sort with the assistance of the midday supervisors the clearing of food trays, ensuring the washing process adheres to the water temperature and they are cleaned to the required standards.
- To follow health and safety guidelines when working within the trust and particularly the kitchen.
- To follow fire guidance procedures and other aspects of kitchen training such as manual handling, COSHH, storage of consumable foods and the Food Safety act.
- To notify the manager if food products or disposables need re- ordering.
- To participate in performance management processes, implementing any recommendations identified to improve working effectively and career development.
- To work as a team promoting the benefits of the catering service, to flex across roles within the kitchen if your menu options allow.
- **To cover other team members' absence as required.**
- To wear the uniform provided in an acceptable and hygienic manner. To ensure that jewellery is kept to a minimum and in line with guidance.
- To follow the trust's procedures for reporting absence and personnel aspects of the job, reporting any infectious diseases or issues to your line manager ASAP.
- Any reasonable request from the catering manager.



Skills and Experience

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Hold a basic food hygiene certificate 	<ul style="list-style-type: none"> NVQ in Catering qualification or equivalent
Experience	<ul style="list-style-type: none"> Customer service experience 	<ul style="list-style-type: none"> Experience working with young people Experience in a catering environment
Knowledge and skills	<ul style="list-style-type: none"> Excellent oral and written communication skills Flexible attitude to work Ability to work in an organised and methodical way Excellent student service skills A working knowledge of health and safety legislation Knowledge of COSHH legislation Effective administrative skills Computer literacy skills Commitment to undertake relevant personal development of self Willingness to work outside of contracted hours, e.g. parents evenings and inset days Maintain an excellent record of health and attendance 	<ul style="list-style-type: none"> An understanding of the term safeguarding and what it means to the role
Personal qualities	<ul style="list-style-type: none"> Organised and efficient Reliable and punctual Have a polite, friendly and flexible approach to work/shift times Have a good sense of humour! The ability to follow instructions Able to keep calm and professional at all times Interpersonal - common courtesy, tact and confidentiality Working in close proximity to others 	



Benefits

We believe that to provide the best teaching and learning experience to our students we should invest in our staff, and insure they are supported in delivering great experiences, that will shape our students growth.

Supported by the Trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of all staff, including work-life balance.

Pension Scheme

At the trust, we value your future. That's why we offer membership to the Local Government Pension Scheme (LGPS) to all staff. The LGPS is one of the UK's largest and most generous public sector pension schemes, providing you with a secure and reliable income in retirement, employer contributions, and a range of valuable benefits for you and your family.

Other staff benefits

- Competitive, benchmarked salary
- At least 5 INSET days a year
- Supported professional development pathways for all staff
- Excellent leave entitlement for central services trust staff, 25 days a year, increasing to 30 days after 3 years of service.
- Annual leave trading for eligible staff allowing the purchase or sale of up to 5 days leave a year.
- Family-friendly policies
- Flexible working for appropriate roles
- Membership to industry benefit scheme - Blue Lights, offering discount
- Free access to the Gym out of hours at Dene Magna School
- Access to our Employee Benefits Package - Perkbox, which includes access to discount codes, medical appointments online and celebration system



Are you interested?



Application

To apply for this position, please complete an application form which can be found at <https://www.denemagna.co.uk/page/?title=Vacancies&pid=109>

Please send this application form to vacancies@denemagna.co.uk along with a covering letter explaining why you think you would be a great fit for the position.

Applications must be received no later than 9:00pm on Friday 30th January 2026. Applications received after this date will not be considered.

If you have any questions about the role, or recruitment process please contact us on HR@fodt.co.uk.

Interview Process

The interviews will be held week commencing 9th February 2026. Shortlisted candidates will be invited by email to attend an interview.

References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification - this will be confirmed when we send you an interview schedule nearer the date, along with any prior preparation you can complete.

Safeguarding

Forest of Dean Trust and its Schools are committed to safeguarding and promoting the welfare of children and young people and would expect all staff to share this commitment. The school believes in equal opportunities and encourages all staff and children to be treated similarly, unhampered by artificial barriers or prejudices or preferences.

As a Trust we are committed to safety awareness and we undertake the following procedures:

- We have DSL's trained to an enhanced level.
- All staff will require an enhanced DBS check, section 128 check and the prohibition register will be checked. We also have staff trained in Safer recruitment.
- Our Child Protection Policy can be found on our website under Policies.

Dene Magna School
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Mitcheldean
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www.denemagna.co.uk

HR@fodt.co.uk

