

Anything
^{is}
Possible

Show
Respect



Ashby School

Empowered to Learn

Accept
Responsibility

We are looking to
recruit a
Catering Assistant

Grade 4

Required from
August 2025

Build
Resilience



LIFE
inspiration innovation integrity

| | |
|------------------------|---|
| Job Title | Catering Assistant – Closing date Monday 30th June at 9am |
| Grade | Grade 4, Points 5-6 Salary FTE £24,033 - £24,222 Actual salary - £11,118 - £11,206 |
| Hours and Weeks | 20 hours a week, 39 weeks a year 38 weeks term time plus one week. |

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

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> |

