

# Catering Assistant

## Candidate Information Pack

**Closing Date: 12.00pm, Monday 22 September 2025**



# Contents

Welcome from the CEO .....	3
Welcome from the Headteacher .....	4
Catering Assistant .....	5
Job Description .....	6
Person Specification .....	7
How to Apply .....	8
Employee Benefits.....	9

# Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a newly merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



# Welcome from the Headteacher

Dear Applicant,


We are seeking to appoint a committed Catering Assistant to join our team. This is an exciting opportunity to join our school.

Laurence Jackson School is a genuinely comprehensive school serving the rural town of Guisborough and surrounding rural area. Students also choose to come to Laurence Jackson from south Middlesbrough. Whilst the school has a pupil premium that is broadly in line with the national average at 25%, our intake is wide ranging by nature, and we are proud of our very inclusive philosophy. In June 2024, Ofsted rated our school as Good.

The school is a larger than average 11 to 16 secondary school with 1240 on roll and PAN of 1250 and is full on first choices for September 2024 and has been oversubscribed for the last three years. Student mobility is low. The school moved into a new building in 2016 as part of the Building Schools for the Future initiative. The new school provides an excellent learning environment.

We have a strong and committed staff team and are very invested in developing our staff and providing excellent opportunities for progression and development and offer a number of opportunities for progression both in the school and wider trust.

Kind regards,



Catherine Juckes  
Headteacher



# Catering Assistant

**Job Title:** Catering Assistant

**Location:** Laurence Jackson School (Guisborough)

**Start Date:** October 2025

**Actual Salary:** £9,025 (Grade C, SCP 3)

**Hours of Work:** 16 hours per week, term time only

**Contract Type:** Permanent

**Closing Date:** 12.00pm, Monday 22 September 2025

**Interviews:** W/C Monday 22 September 2025

## About the Role

We are seeking to appoint a Catering Assistant. Your role will be to support the Catering Manager in delivering an effective catering service in a busy school kitchen, operating to the highest standards of food safety. On a daily basis you will be serving meals to students and staff, setting out and clearing away dining furniture, washing up and cleaning the kitchen and dining room, basic food preparation.

## About Us

We are a newly merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

## What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#) or contact the Vacancies Team at [vacancies@laurencejackson.org](mailto:vacancies@laurencejackson.org).

## How to Apply

Please make sure that the application form is completed and returned via email to [vacancies@laurencejackson.org](mailto:vacancies@laurencejackson.org), addressed to Mrs C Jukes, Headteacher.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

## Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

# Job Description

<b>SCHOOL</b>	LAURENCE JACKSON
<b>POST TITLE</b>	CATERING ASSISTANT
<b>GRADE</b>	SCP 3
<b>HOURS</b>	16
<b>REPORTS TO</b>	CATERING MANAGER
<b>MAIN PURPOSE</b>	To work under the direct instruction of the Catering Manager to prepare and serve food and ensure the school kitchen and all associated areas are kept clean, hygienic and safe.

## SPECIFIC RESPONSIBILITIES

- Serving meals to students and staff.
- Operating and cleaning catering equipment
- Operating tills for payment of meals
- Maintaining standards of cleanliness and hygiene in the kitchen and associated areas, including the dining halls.
- Preparing and clearing away dining areas and service areas.
- Basic Food Preparation
- Ensuring that only the correct cleaning materials are used
- To be aware of COSHH in relation to the above activities and the school's needs
- Follow personal cleanliness and hygiene guidelines and rules
- Be willing to undertake training i.e. First Aid at work

To observe **Health and Safety** regulations and guidelines by:

- Following agreed risk assessment when moving furniture etc. to clean
- Ensuring that cleaning materials are safely stored, and are not accessible to pupils
- Alerting appropriate staff of potential Health & Safety risks or hazards encountered during their duties.
- To be aware of and follow policies and procedures

# Person Specification

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in training and development opportunities</li> <li>• Basic skills/induction</li> <li>• Food hygiene certificate</li> </ul>	
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of catering for school children</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• An ability to fulfil all spoken aspects of the role with confidence through the medium of English</li> <li>• The operation of catering equipment/machinery</li> <li>• The ability to communicate with children and adults</li> <li>• A knowledge of basic catering practices</li> <li>• Knowledge of COSHH and Health &amp; Safety regulations</li> <li>• The ability to work to deadlines</li> <li>• Be able to use own initiative and work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of COSHH and Health and Safety regulations</li> </ul>
<b>PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>• Pleasant and Friendly manner</li> <li>• Reliable</li> <li>• A high level of personal cleanliness and appearance</li> <li>• Flexibility</li> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> </ul>	

# How to Apply

Application forms and further details are available on the Trust's website –

[sparkeducationtrust.org.uk](https://sparkeducationtrust.org.uk)

Please make sure that the application form is completed and returned via email to [vacancies@laurencejackson.org](mailto:vacancies@laurencejackson.org), addressed to Mrs C Jukes, Headteacher.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

## Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

## Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

## Person Specification

Sets out the criteria to be used for the shortlisting process.

**Closing date: 12pm, Monday 22 September 2025**

**Interviews to be held: W/C Monday 22 September 2025**



# Employee Benefits

## Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

## Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

## Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through [www.greencommuteinitiative.uk](http://www.greencommuteinitiative.uk) which enables staff to access a new bike and bike equipment.

## Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

## Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.