



St Edmund's Catholic School

Caelum Dives IngreDi

Headteacher: Mr S Graham BSc, NPQH



Catering Assistant

Information for Applicants

Our aim is to encourage spiritual development and understanding of the faith, create an atmosphere of order, discipline and respect, enabling every pupil to achieve their true potential. Maintaining standards of excellence in teaching and learning and build a family which cares for all its members where understanding, mutual trust and friendship are fostered.



'I can do all things with the help of God who strengthens me.'
Philippians 4:13



St Edmund's Catholic School

Arundel Street, Portsmouth Hampshire PO1 1RX

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Headteacher: Mr S Graham BSC, NPQH

Dear Colleague,

CATERING ASSISTANT: November 2025 Onwards

St Edmund's is a thriving, positive and happy school, where individuals achieve excellent levels of personal development and outstanding academic achievement. As a Voluntary Aided Catholic School we seek to provide a Christian education for our children within the discipline and traditions of the Catholic church.

We are extremely proud of the quality of education, opportunities and life experiences that our children receive. This is only possible thanks to the fantastic staff who put students first and are committed to all aspects of the St Edmund's family. Our outcomes for students have been the best in Portsmouth and South Hampshire for several years. St Edmund's has been in the top 10% of all schools nationally for many years. We have been rated Outstanding by Ofsted in 2016 and June 2022 AND Outstanding in our Section 48 report in 2012 and 2023. This fantastic achievement reflects the special learning environment which exists here at St Edmund's, allowing students to learn and develop in a family where mutual trust, respect, collaboration and tolerance are fostered. Staff working at the school can enjoy their roles and reap the rewards of working with young people and educating the future generations of our world.

As a Christ-centred learning community we have a passion for developing the individual God given gifts which we are bestowed. We seek to improve curiosity, creativity and a passion for life long learning. In an environment with high standards and an atmosphere of order, discipline and respect. Our faith identity is not an add on but permeates all aspects of life at St Edmund's allowing individual, spiritual development in a positive family, where tolerance, love and mutual respect, a zest for learning are some of our guiding principles.

We are looking for someone with a commitment to the Catholic Christian ethos of the school, a capacity for hard-work and a passion for ensuring that students are successful both academically and in their educational experiences. Working with staff, students, parents and governors, you will have the enthusiasm, dedication and talent to continue to drive this outstanding family forward.

As a Catering Assistant you will help prepare, cook and pack food, and also be able to operate a till. In addition, you will set up and clear dining room areas and carry out cleaning duties. The Catering Assistant role is ideal for someone who enjoys working as part of a team, has a flexible approach and enjoys working with both adults and children. This role is for 15 hours per week (Monday to Friday 11.30am to 2:30pm), term time only.

The deadline for receipt of application is **Thursday 30th October 2025**. These can be emailed to the school via: recruitment@saintedmunds.org.uk.

I very much hope that having read the enclosed details and looked at the school website, you choose to apply.

**'An inclusive education finds a place for all
and does not select in an elitist way the
beneficiaries of its efforts.'**
Pope Francis

Yours faithfully

Mr S Graham
Headteacher



Application Procedure

We hope this guide is helpful and that, having read the details, you will wish to apply for the post. If so, please complete the St Edmund's application form.

I would ask you specifically to describe:

- Your experience to date and the main features of your current experience.
- Your reasons for applying for the post.
- How you might contribute to the St Edmund's family?

Please do not submit additional documentation.

Completed applications should be returned to the Headteacher no later than:

Thursday 30th October 2025.

The post will start in March/April 2024.

Job Reference: CA25.



St Edmund's Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and you will be required to declare whether you have any criminal convictions. St Edmund's Catholic School is an equal opportunities employer and welcomes applications from all sections of the community.



JOB PURPOSE:

To undertake general kitchen duties, assisting with some food preparation in accordance with menus, serving of meals including the organisation, setting up, clearing and cleaning up. Cleaning vending machines and maintaining stock levels. To sell meals, snacks, confectionary and beverages.

KEY ACCOUNTABILITIES:

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

PRINCIPAL RESPONSIBILITIES/DUTIES

- To undertake general kitchen duties, assisting with some food preparation in accordance with menus, serving of meals including the organisation, setting up, clearing and cleaning up. Cleaning vending machines and maintaining stock levels.
- To sell meals, snacks, confectionary and beverages.
- Clearing and cleaning of Kitchen and Dining areas.

At the discretion of the Catering Manager, such other activities as may be agreed consistent with the nature of the job described above.

'Success is no accident. It is hard work, perseverance, learning, studying and most of all, the love of what you are doing or learning to do.'

