



# St. Julie's Catholic High School

## Catering Assistant

## Application Pack

**REQUIRED FOR SEPTEMBER 2025**

**Permanent Contract: 12.5 hours per week / Term Time only (39 weeks per year) plus 5 INSET days, 11.30 am to 2.00 pm (Part time post)**

**Salary: Grade 1 (Points 2-3) £12.96-£13.17 per hour  
Actual salary £7419-£7539 (26 days holiday included)**



## **Welcome to St Julie's Catholic High School**

### ***"Serve the Good God Well with Much Liberty of Spirit"***

Dear Applicant

Thank you for your interest in the post of Catering Assistant at St Julie's Catholic High School. I would like to highlight what makes our community special and how proud we are of our unique school.

St Julie's is a popular oversubscribed 11-18 girls' school in Woolton, South Liverpool. We are an inclusive school welcoming students of all faiths or none and celebrate diversity as central to our core purpose.

GCSE and Sixth Form results demonstrate good progress in line with national. We benefit from state-of-the-art buildings and an inspiring learning environment which we moved to in 2017.

Our Trustees are the Sisters of Notre Dame and we are part of the Archdiocese of Liverpool family of schools as well as the wider family of Liverpool schools. The Archdiocesan strategy to develop Catholic Multi Academy Trusts, so that every school has a named CMAT to join at the appropriate time, is an ongoing development as part of the changing educational landscape in Liverpool and throughout the Archdiocese.

We aim to be a Catholic learning community through our mission statement:

- which respects and embraces the diversity of all God's people
- where opportunities allow for all individuals to discover their

potential and to develop and share their unique talents

- where friendship and enjoyment are experienced by all and a welcome is offered to those who visit
- which provides all with a safe and secure environment
- where faith, prayer and reflection are visible in word and in action
- which takes good care of God's world and all who inhabit it, especially the poor and disadvantaged
- where fairness, care and compassion are central to life

The Sisters of Notre Dame de Namur were founded in 1809 by St Julie Billiart. St. Julie's predominating trait in the spiritual order was her ardent charity, springing from a lively, devout faith. Her whole soul was echoed in the simple formula which was continually on her lips and pen: "Qu'il est bon, le bon Dieu" (How good God is). She possessed all the qualities of a perfect superior, and inspired her subjects with filial confidence and tender affection. Julie is known as the smiling saint.

At St Julie's following in the footsteps of our founder Julie Billiart our community is one of fairness, care and compassion and everything we do reflects these values. Her teachings are at the core of our catholic school and focus our moral purpose.

St Julie lived in very challenging times- through wars, revolution and poor

health as well as a constant battle with the authorities to establish the Sisters of Notre Dame de Namur. She said *"Never let the peace of your heart be disturbed by anything in the world."* She also said that *"we must have hearts as wide as the world."*

Our values of faith, truth, joy, love, justice and hope mean we seek to encourage all members of our community to serve with much liberty of spirit. Our young people prove their commitment to these values in their school and daily life. We pride ourselves on the support we provide for some of our more vulnerable pupils who live their lives in challenging circumstances.

We encourage our students to aspire to be successful in whichever field or interest they choose, whether that be in sport, academic and creative achievements, or selflessly helping others. We try to create the opportunities and nurturing environment for their success.

In May 2023 OFSTED stated that

*"Students including Sixth Form are proud to be part of this caring and close-knit school community"*

*"A typical view that students shared with inspectors was that – everyone is welcome here, you can be yourself"*

We want our Catering Assistant to:

- be passionate about serving delicious, nutritious meals in a warm and friendly environment.
- be stringent about all aspects of food hygiene and food preparation.

- be a positive and proactive team player, forging strong and supportive working relationships with colleagues.
- have a commitment to training and developing your skills.

We look forward to receiving your application and hopefully meeting you soon.

Yours sincerely

Mrs Kate McCourt

**Headteacher**

*"Let us help each other with all our hearts and with all prayers"*

St Julie Billiart

# Job Description

<b>Post Title</b>	<b>Catering Assistant</b>
<b>Working Time</b>	Part Time, 12.5 hours per week, 11.30 am to 2.00 pm, Term Time Only, 39 weeks including 5 INSET days
<b>Salary/Grade</b>	<b>Grade 1: (Points 2-3)</b>
<b>Line Manager</b>	Catering Manager
<b>DBS Disclosure Level</b>	Enhanced with Children's Barred Checklist
<b>Main Purpose</b>	To assist in all aspects of meal preparation and delivery, and cleaning of area and equipment post delivery
<b>Operational Strategic Planning</b>	<ul style="list-style-type: none"> <li>To abide by School Policies, Procedures, and current Government Legislation</li> <li>To maintain confidentiality of information obtained at work</li> <li>To show due regard to the Health and Safety of yourself, colleagues and customers</li> <li>To work to the specified standards for good customer care</li> <li>To carry out the service of meals for and to students, staff and guests</li> <li>To carry out general cleaning duties associated with the Catering Department including cleaning the Dining Rooms, Kitchen and associated areas, cleaning equipment in the Department, etc</li> <li>To cover for colleagues' work when directed or through your own initiative where appropriate</li> <li>To report of faults, defects or problems associated with the work area to the appropriate person</li> <li>To report unsafe practices or methods of work or breaches of Health and Safety rules to the Catering Manager or appropriate person</li> <li>To work reasonable additional hours when necessary, by prior agreement, unless in the event of an emergency</li> <li>To undertake any training that has been identified as being required for the undertaking of your duties</li> </ul>
<b>Management Information</b>	<ul style="list-style-type: none"> <li>To attend meetings and training as directed by the Catering Manager</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>To ensure that any issues relating to Catering are relayed to the Catering Manager, or in his absence the designated appropriate person, on a daily basis</li> </ul>
<b>Marketing and Liaison</b>	<ul style="list-style-type: none"> <li>To make sure at all times that the Dining areas are clean and hazard free</li> </ul>
<b>Pastoral System</b>	<ul style="list-style-type: none"> <li>To comply with the school's Safeguarding procedures and to undertake the relevant courses as necessary</li> </ul>

Quality Assurance	<ul style="list-style-type: none"> <li>• To help implement the school procedures and Best Value principles</li> <li>• To maintain appropriate records as required by the Catering Manager</li> <li>• To implement and to assist in the improvement and modification of the Catering systems</li> <li>• To play a full part in the life of the school supporting our mission statement and encourage staff and students to support this ethos.</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• To continue Professional Development as agreed with Line Manager</li> <li>• To engage in the Performance Review process</li> </ul>
<ul style="list-style-type: none"> <li>• This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.</li> <li>• <b>This role is envisaged to be as above, subject to negotiation with the post holder.</b></li> <li>• <b>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</b></li> <li>• While every effort has been made to explain the main duties and responsibility of the post, each individual tasks may not be identified.</li> <li>• Employees will be expected to comply with any reasonable request from a Manager to undertake work of a similar level or grade that is not specified in the Job Description.</li> <li>• Employees are expected to be courteous to colleagues and to provide a welcoming environment to visitors.</li> <li>• Employees are expected to have a consistently clean, tidy and orderly appearance.</li> <li>• Employees are expected to possess a reasonable level of fitness suitable for the work required.</li> <li>• The school will endeavour to make every reasonable adjustment to the job and the working environment to enable access to employment appointments for disabled job applicants and continued employment for any employee who develops a disabling condition.</li> </ul>	

# Person Specification

	ESSENTIAL	DESIRABLE
Qualifications		Food Hygiene Certificate
Experience	<ul style="list-style-type: none"> <li>• Experience of preparing and cooking food in work, home or voluntary environment</li> </ul>	
Knowledge and Understanding		<ul style="list-style-type: none"> <li>• Basic knowledge of healthy eating options</li> </ul>
Skills and Attributes	<ul style="list-style-type: none"> <li>• Ability to prepare and cook a range of food options</li> <li>• Ability to understand and recognise the importance of ensuring a clean and safe environment</li> <li>• Ability to able to use own initiative</li> <li>• Ability to work effectively and supportively as a member of the school team</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use appropriate cleaning materials and equipment.</li> <li>• Ability to work in an organised and methodical manner.</li> <li>• Ability to take personal responsibility for standard of work carried out</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Willingness to undertake further training</li> <li>• Be flexible and adaptable in approach</li> </ul>	<ul style="list-style-type: none"> <li>• Have a positive and enthusiastic attitude</li> <li>• Have a well organised and systematic approach to work</li> </ul>
Other	<ul style="list-style-type: none"> <li>• High standard of personal hygiene</li> <li>• Enhanced DBS clearance with Children's Barred check list</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to undergo First Aid training</li> </ul>
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>• Must be flexible and willing to work 'out of hours' to assist with school events</li> <li>• Commitment to supporting the school's aims and actively implement the school's policies</li> <li>• Uniform and protective equipment will be provided</li> </ul>		

Closing date for application: **Wednesday 4<sup>th</sup> June 2025 at 9:00am**

Shortlisting will take place: **Thursday 5<sup>th</sup> June 2025**

Interviews will be held: **Thursday 12<sup>th</sup> June 2025**

- [Safeguarding Policy](#)
- [Code of Staff Conduct](#)
- [Safer Recruitment Policy](#)

Visit our website for more information [www.stjulies.org.uk](http://www.stjulies.org.uk)