



**Acorn**  
Education Trust



# Catering Assistant

Clarendon Academy

# Welcome from Sara Edwards

*Acorn Education Trust CEO*

**Thank you for your interest in one of our vacancies, I hope the information enclosed in this pack inspires you to apply.**

Acorn Education Trust was established in 2014 to provide a local solution to a national strategy. We now serve 21 settings: 16 Primary Schools, 3 Secondary Schools and 2 nurseries.

Our mission is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We strive for excellent leadership, excellent teaching and excellent learning. Our vision is to transform lives through education.

In every Acorn School, you will see:

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

Every Headteacher focuses on leading teaching and learning in their school. Central teams manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure and invest in school to school support. We are therefore able to direct as much money as possible into teaching and learning thus improving the life chances of all our young people.

Whatever role you are applying for, whether in a school or as part of the central team, we hope you can align with our vision and values, have the determination to succeed and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development and a career with Acorn.

We hope this information pack provides you with a flavour of working within our Trust and we look forward to receiving your application.

*Sara Edwards*

# About Clarendon Academy

*Respect, determination and excellence*

Clarendon Academy is a thriving co-educational, non-denominational secondary school and sixth form, educating young people between the ages of 11 and 18 years. Located in the bustling town of Trowbridge, Wiltshire, our school has a strong reputation in the local community, and beyond, for being a school with high standards of teaching and learning.

We pride ourselves on being a centre of excellence and a place where young, enthusiastic children enter in Year 7 and leave us at the end of Year 13 as fully rounded young adults. Our staff aim for every lesson, every day, to be exceptional. To support this, we ensure that all staff receive regular training so they can continue to develop their craft. Our curriculum is enhanced by the strong pastoral support offered by all staff. We care deeply about our students and work tirelessly to ensure they feel that they belong and can achieve their dreams.

In June 2023 we retained our 'Good' Ofsted rating and were praised for our high-quality, well sequenced curriculum and for our staff, who not only have good subject knowledge but also know our pupils exceptionally well.

In 2018 we joined Acorn Education Trust, which has provided exciting opportunities to improve local education and draw on collective experience. We work closely with other schools within the Trust and the central team to help us continue to grow from strength to strength.

We look forward to welcoming you to our school.

Craig Turze  
*Headteacher*

For more information, please visit our website: [www.clarendonacademy.com](http://www.clarendonacademy.com)

# Job description

Job title	Catering Assistant
Reporting to	Executive Chef Manager / Headteacher

## Main purpose

The Catering Assistant will work alongside the Catering team to support with school meal time provision, providing nutritious and balanced meals for pupils to enjoy. This includes preparing ingredients for cooking, cooking and serving food, maintaining a high standard of hygiene, dealing with clean up where necessary (setting and clearing up the dining and kitchen areas) and refuse removal, while ensuring health and safety compliance at all times. It may also involve monitoring and organising catering stock/supplies, and liaison with food suppliers.

## Duties and responsibilities

### General

- Support catering staff in the day-to-day running of school mealtime provision, ensuring that it runs smoothly;
- Work together with the Catering team/Executive Chef Manager to ensure consistency with weekly meal provision for all students;
- Ensure Health and Safety compliance / policies are met at all times and high standards of hygiene are maintained;
- Assist with general kitchen preparations within school kitchens
- Fridge stocking and stock management checks;
- Prepare ingredients for cooking;
- Serve pupils in the main dining room;
- Maintain calm and positive engagement with pupils while serving food;
- Prepare the dining area for meal times;
- Ensure cleanliness standards are maintained before, during and after mealtimes (provisions set up are tidied away, food serving areas are cleaned, floors swept, washing up is completed and refuse is removed, etc.);
- Monitor and organise catering supplies/stock as required;
- Liaise with and build good relationships with food suppliers;
- Receive and return meals from/to outside caterers.

# Person specification

Criteria	Essential
Qualifications and Training	<ul style="list-style-type: none"><li>• Hold a Level 2 food hygiene certificate (advantageous);</li><li>• First aid training (or willingness to complete it).</li></ul>
Experience	<ul style="list-style-type: none"><li>• Working in a catering / kitchen environment;</li><li>• Working with children or young people;</li><li>• Working and collaborating within a team;</li><li>• Experience planning and delivering healthy and nutritious meals;</li><li>• Proven experience and/or expertise working in a similar catering role.</li></ul>
Skills and knowledge	<ul style="list-style-type: none"><li>• Good practical and organisational skills;</li><li>• Excellent communication and interpersonal skills;</li><li>• An awareness of health and safety requirements;</li><li>• Solid understanding of food handling, preparation and hygiene;</li><li>• Ability to liaise with external catering / food suppliers and providers;</li><li>• Ability to prepare and serve food;</li><li>• Ability to thrive working in a busy environment.</li></ul>
Personal attributes	<ul style="list-style-type: none"><li>• Commitment to promoting the ethos and values of the school;</li><li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school;</li><li>• Commitment to safeguarding and equality;</li><li>• Enjoys working with children;</li><li>• Takes pride in their work;</li><li>• Has a cheerful, positive personality and a “can do” attitude.</li></ul>

The Catering Assistant will be required to follow school policies and the staff code of conduct.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the successful applicant will carry out. The postholder may be required to do other duties appropriate to the level of the role.*

## How to apply

If you would like more information about this role, please contact the school office via email at [aes@clarendonacademy.com](mailto:aes@clarendonacademy.com) or by phone on 01225 785210.

### To apply

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Please visit our [Acorn careers page](#) to complete an application form.

Shortlisted candidates will be invited for a one-day interview.

Clarendon Academy, Frome Road, Trowbridge, BA14 0DJ

01225 762686

[general@clarendonacademy.com](mailto:general@clarendonacademy.com)

*Clarendon Academy, as part of the Acorn Education Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.*