

# Briefing Pack for Applicants Catering Assistant



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.**



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***May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.***



## Section 1: Post Advertisement

**Post:** Catering Assistant  
**Location:** Woodthorpe Primary School  
**Pay scale:** NJC Grade 1, Point 3: £24,796 gross per annum  
**Actual Annual Salary:** £11,232.99 per annum (under 5 years service; pay award pending)  
**Contract:** Part-time, Permanent, 20 hours per week, 38 working weeks  
**Start date:** 18<sup>th</sup> May 2026

Minerva Learning Trust is a growing multi-academy trust committed to providing an outstanding education for students from a wide variety of backgrounds across Sheffield and Derbyshire. Founded in 2014, Minerva Learning Trust has expanded to a thriving family of schools, including primary, secondary, sixth form, and a unique post-16 provision. We have a strong track record of school improvement, successfully transforming schools from Ofsted ratings of RI and Inadequate to GOOD.

Required as soon as possible we are seeking to appoint a hard-working and highly organised individual to undertake the important role of a Catering Assistant.

If you have any questions and/or would like to discuss this role before submitting your application form, please speak with Sarah Brown, Business Support Manager, via email: [enquiries@woodthorpe-mlt.co.uk](mailto:enquiries@woodthorpe-mlt.co.uk)

**The closing date is 9am on Friday 1<sup>st</sup> of May 2026 and interviews will take place on Friday 8<sup>th</sup> of May 2026.**

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Statutory Information - Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

The application form and information pack is available on the Minerva Learning Trust website: [All Vacancies - Minerva Learning Trust](#). **Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy, ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.** Please provide telephone numbers and email addresses for yourself and referees.

## Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate,

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds. As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success.

Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity and time to join our Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

Bev Matthews  
**Chief Executive Officer**

## Section 3: Letter from the Headteacher

Dear Candidate,

Thanks for your interest in the post of Catering Assistant at Woodthorpe Primary. We are proud to be part of the Minerva Learning Trust, and proud of all our amazing children. Working together we aim for the highest possible standards and support each other to ensure they are achieved.

At the heart of our offer is a commitment to staff development. We believe that through investing in our staff, we can support all our children in excelling across the curriculum.

At Woodthorpe Primary it is our mission to provide a curriculum which is **engaging, exciting, relevant** and **fun** for all learners in the 21<sup>st</sup> century. We teach a curriculum based on the knowledge and skills that children need to acquire in order to be successful in each subject. Alongside this children are given opportunities to develop learning attributes that will support them throughout their lives.

If you believe you have the commitment, determination and drive to contribute to our vision, achieving the very best for **all** our pupils, then we look forward to receiving your application.

Dave Smith  
**Woodthorpe Primary School Headteacher**

## Section 4: Job Description



# Minerva Learning Trust Job Description



**Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<b>POST TITLE</b>	Catering Assistant
<b>GRADE/SALARY</b>	NJC Grade 01, Point 3
<b>HOURS/WEEKS</b>	Part Time, Permanent, 20 hours per week, 38 working weeks
<b>LOCATION</b>	Woodthorpe Primary School
<b>RESPONSIBLE TO</b>	Catering Manager
<b>RESPONSIBLE FOR</b>	Not applicable
<b>PURPOSE OF THE JOB</b>	The post holder is responsible to the catering Manager and will perform a wide range of catering activities to maintain the cleanliness of the school building.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

### **MAIN DUTIES**

- To work as part of a team providing a catering service to the school.
- Catering Assistants are required to work on various food points and breakfast bars.
- To assist in the preparation of food and drink.
- To assist in the serving of food and drink.
- To assist in the washing up after the above.
- To work as part of a team in the cleaning of all work areas.
- To assist in the periodic deep clean work associated with food areas.

## **Support for the school**

- Be aware of and comply with policies and procedures relating to Child Protection, Health & Safety, Security, Confidentiality and Data Protection, reporting all concerns to the appropriate person.
  - Contribute to the overall ethos of the school.
  - Develop constructive relationships and communicate with students, staff, families and other agencies/professionals.
  - Participate in training and other learning activities and performance developments as required.
  - Recognise own strengths and areas of expertise and use these to advise and support others.
  - Attend and participate in meetings as required.
  - Any other duties commensurate with the duties/responsibilities/grade of the post.
- All staff in school are expected to be an active team member.

## **SAFEGUARDING**

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

## **OTHER SPECIFIC DUTIES**

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

## **GENERAL**

- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.

## Section 5: Person Specification



# Minerva Learning Trust Person Specification



**Post title: Catering Assistant**

<b>Minimum Essential Requirements</b>	<b>Method of Assessment</b>
<b>QUALIFICATIONS AND TRAINING</b>	
Relevant Catering experience	AF/I
Food Hygiene certificate (annual training required) Training will be given	AF/I
<b>KNOWLEDGE AND EXPERIENCE</b>	
Previous experience of catering in either a school, hospital or other large organisation	AF/I/R
<b>PROFESSIONAL DEVELOPMENT</b>	
Willingness to actively participate in professional development	AF/I
<b>SKILLS</b>	
Ability to self-motivate and work independently	AF/I/R
Able to work as part of a team	AF/I/R
Ability to build and maintain positive relationships with staff, students, parents and other agencies	AF/I/R
<b>EQUAL OPPORTUNITIES AND SAFEGUARDING</b>	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

**Key:** AA = Assessed activity  
 AF = Application form  
 I = Interview  
 R = Reference

## Section 6: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form  
Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.
2. Education and Training  
State your qualifications and any training you have undertaken relevant to the post.
3. Present Appointment  
Make it clear what your present post is, which establishment you work in and who your employer is.
4. Previous Appointment  
When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, and voluntary work.
5. Referees
  - If you are currently working, or have worked before, your first reference must be your present or most recent employer.
  - Your second reference should, where possible, be from your second most recent employer or, if that employment was not working with children but you have worked with children in the past, your most recent child-centred employment.
  - Employment references must be from a senior person who knew you in a management capacity. If your reference is from an education establishment, the referee must be the Headteacher or equivalent.
  - If you are an ECT, your first reference should be the Headteacher of the school in which you completed your main placement; the second should be your ITT provider.
  - If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.
  - Wherever possible, the email addresses given for your referees should be their work email (or equivalent), not their personal email address.

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

6. The Supporting Statement/Letter of Application  
The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**
7. Arrangements for Interview  
Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.
8. The Interview  
Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.

9. Feedback  
Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.
10. Selection for Appointment  
Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.
11. Arrangements for Applications  
When you have completed your application, the completed form and covering letter should be e-mailed to Sarah Brown – [enquiries@woodthorpe-mlt.co.uk](mailto:enquiries@woodthorpe-mlt.co.uk) by the closing date.