



ELLESMERE PORT

Catholic High School

Kitchen Assistant

"I have come so that they may have life and have it to the full"

JOHN 10:10

Inspired by Excellence & Innovation

“I have come so that they may have Life and have it to the Full” – John 10:10

Headteacher's Welcome

I would like to welcome and introduce you to Ellesmere Port Catholic High School.

Our mission says, ‘I have come so that they may have life and have it to the full’ (John 10:10) and we believe that every student here can achieve great things wherever their skills and talents lie.

Students tell us that the time they spend here is very special. Within our caring community, new skills are learnt, knowledge increased, new friends made, and futures planned. When students look back before they leave us to go to university, college, an apprenticeship or employment, they are frequently amazed at what they have achieved and how they have developed as a confident young adult.

As a prospective employee, we encourage you to visit our school, look around and please contact us if you would like to know more.

Mrs Vile
Headteacher



Ellesmere Port Catholic High School is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



“Leaders and staff place as much emphasis on pupils’ personal development as they do on academic achievement. Most pupils are confident and well-mannered.”

Ofsted June 2021



The highest
quality of
Teaching

The highest
quality of
**Pastoral
Support and
Guidance**

The highest
quality of
Leadership

The highest
quality of
**Extra-
Curricular,
Enrichment
and
Volunteering
Programmes**



With 968 students on roll at Ellesmere Port Catholic High School, we are a successful, oversubscribed school situated in Ellesmere Port. We are approximately 7 miles from Chester and approximately 14 miles from Liverpool making commute times short.

Values & Mission Statement

Ellesmere Port Catholic High School aims to provide a Roman Catholic education in an environment within which all members of the community are encouraged to develop their spiritual, moral, academic, creative and physical potential, based on the teachings of Jesus.

Our Vision

Our school's vision is:

- To promote the dignity and worth of each person
- To have a strong catholic Ethos
- To ensure every child is known
- To have high expectations of everyone
- To have excellent leadership at all levels
- To provide excellent teaching
- To encourage exemplary behaviour and personal standards
- To be at the heart of the community
- Promotion of British values

Our priorities

- To raise achievement – meet targets for GCSE and vocational results
- To develop the quality of teaching – 100% of lessons as “good or outstanding”
- To develop leadership – all staff leading learning
- To focus on behaviour and safety – improve attendance and reduce exclusions
- To encourage literacy and numeracy skills – promote effective literacy and numeracy across the school



ELLESMERE PORT CATHOLIC HIGH SCHOOL

"I have come so that they may have life and have it to the full" John 10.10

Kitchen Assistant

Permanent

Grade 2 (£12.65 per hour)

20 hours per week, Term Time plus 8 days in the holidays

Required as soon as possible

In addition to the above, we offer an employee assistance programme to you and your family, continued professional development, an excellent staff well-being programme, and an attractive pension scheme.

Governors are seeking to appoint an enthusiastic and hard-working person to join our catering team. We are looking for someone who is committed to providing excellent customer service and must be confident in dealing with all ages of the school community. The successful applicant will be resilient and able to work in a fast-paced environment.

The role involves food preparation and various duties as part of the team providing the catering service to students and staff during lunchtime.

The working hours will be during term time, with occasional additional hours during school closures for staff training and cleaning.

Previous experience in a catering role is desirable, however we would also welcome applicants with a "Can-do" attitude who are willing to learn on the job, with the drive and commitment to providing a quality service.

Application forms and further details are available to download from the school website www.epchs.co.uk and can be emailed to Human.Resources@epchs.co.uk or posted back to Miss T Moore at the school.

Applications should be returned by 9.00am Monday 13th October 2025

Interviews will be held Friday 17th October 2025.

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure.

Our school community places the highest priority on keeping children safe. Applicants for all posts will be subject to an DBS enhanced criminal check and online search.

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: admin@epchs.co.uk www.epchs.co.uk

Headteacher: Mrs C. Vile B.Ed. Hons NPQL NPQEL





ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

September 2025

Dear applicant,

Kitchen Assistant

Permanent

Grade 2 (£12.65 per hour)

20 hours per week, Term Time plus 8 days in the holidays

Required as soon as possible

Thank you for your enquiry regarding the above position. We are looking to appoint an enthusiastic and hard-working person to join our catering team. We are looking for someone who is committed to providing excellent customer service and must be confident in dealing with all ages of the school community. The successful applicant will be resilient and able to work in a fast-paced environment.

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Interviews will be held Friday 17th October 2025.

Please complete the application form in full; CVs will not be accepted as a substitute for the information required.

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be DBS checked. The school is committed to Equality of Opportunity.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

Mrs C Vile
Headteacher

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

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JOB DESCRIPTION

JOB TITLE	Kitchen Assistant	JOB REF NO	AKCT2032
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BASIC JOB PURPOSE

To undertake, normally under supervision, the preparation, simple cooking, serving and clearing away of food and general cleaning. Provide excellent customer Service.

	MAIN RESPONSIBILITIES
1	Basic preparation of food and beverages including simple cooking.
2	Serving meals to students, teachers, staff and visitors including hospitality requirements.
3	Cleaning duties to include daily and weekly cleaning in the kitchen, the dining room, rubbish removal and putting away deliveries. Dish washing, brushing and moping the floors in all catering areas.
4	General cleaning of kitchen, surrounds and equipment.
5	Use of the school cashless system to record meals and drinks taken.
	Other responsibilities: To ensure the Health and Safety of yourself, your colleagues and all visitors to the kitchen and dining area. To complete any compulsory and local training in line with Food Safety Regulations. To complete any reasonable requests from the Catering Manager.
	Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy and needs of the business, the job holder will undertake such work as may be determined by the Headteacher/Business Manager/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.

OCCASIONAL TASKS

Additional cleaning days required during the main school closure periods.

The jobholder works as a member of a kitchen team with other kitchen assistants and under the supervision of a Catering Manager. All responsibilities are shared with other kitchen assistants but may not necessarily be exercised daily as a rota system of tasks is in operation in the kitchen.



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PERSON SPECIFICATION

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If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: Kitchen Assistant

GRADE: 2

JOB REF: AKCT2032

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	CIEH Level 2 Award Food Safety in Catering		Certificates
Experience	Commercial/school food preparation Supervision of pupils		Application form, interview and reference
Job related Knowledge	Food preparation Serving of food e.g. portion control		Application form and interview
Skills and Aptitudes		Good communication skills Excellent customer service Friendly and approachable Calm and confident manner	Interview
Other requirements		Stamina – on feet throughout shift Ability to clean dining areas	Interview

Guidance for Applicants

How to apply

The Job Description and the Person Specification for this role are essential to the recruitment process. Please ensure you refer to both documents when completing your application.

If you feel you have the right qualities to join our forward-thinking school, please complete the application form which is available to download from our vacancies section on our school website. We are committed to treating our applicants fairly and with respect, only application forms that are fully completed will be accepted. If you wish to include a supporting letter, please ensure it is no longer than 2 sides of A4.

Shortlisting

The shortlist process will consist of an interview panel who will be objective and follow a thorough and rigorous analysis of all applications. The decision on interview selection will be based on how well applicants meet the job description and person specification. Any discrepancies or anomalies in the information provided will be taken up at interview.

Candidates will be contacted and invited to Interview and will be informed that references will be requested before the interview. Referees must know that they are going to be contacted before application. The requirements are that you must provide a contact name of a person, not a company in general, their position, a postal address, telephone number and email address.

New Safer recruitment guidelines state that we must now also complete an online search for all shortlisted candidates.

The Interview

During the interview process we will take every opportunity to find out if you are the right person for the role. It will offer you a range of opportunities to demonstrate your potential to meet the requirements of the post and for you to find out more about the school and those who work here. Depending on the role you are applying for there may be different procedures used:

- A Lesson Observation
- A Presentation
- A Data task
- A formal interview
- A Student panel
- A Tour of the school

Once interviews are complete, you will be told when you are likely to be informed of the decision. Unsuccessful applicants are able to request feedback.

Following acceptance, applicants will be required to complete an enhanced DBS check and a medical questionnaire, these must be completed as soon as possible.

Safeguarding statement

Ellesmere Port Catholic High School is committed to Safeguarding and promoting the welfare and safety of our students. We expect all staff and volunteers to share this vision. Therefore, applicants will complete a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. You will also be required to complete a Rehabilitation of Offenders Act 1974 form; this will show any spent conviction. Applicants must disclose whether they have any previous convictions whether or not they are spent. This will be discussed with the Headteacher/Business Manager giving the opportunity to establish suitability for the role. Any information you provide will be kept in confidence and will only be used in respect of your application for the position.

Contact Details:

<p>1</p> <p>Phone</p> <p>0151 355 2373</p>	<p>2</p> <p>HR Email</p> <p>Human.Resources@epchs.co.uk</p>	<p>3</p> <p>Admin Email</p> <p>Admin@epchs.co.uk</p>	<p>4</p> <p>Website</p> <p>www.epchs.co.uk</p>	<p>5</p> <p>Address</p> <p>Ellesmere Port Catholic High School Capenhurst Lane Whitby Ellesmere Port Cheshire CH65 7AQ</p>
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“Great things happen when you care”

PSALM 21:
He asked for life and you gave it to him



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