Walkwood

Church of England Middle School

Recruitment information:

Part-time Catering Assistant





Our Vision:
In our inclusive community,
Each valued individual is taught self-belief
We are resilient and optimistic,
Caring for ourselves and our peers.
We are Children of God, with hope,
Awe and wonder in our hearts.

Our Bible verse:
Be kind to one another, tender-hearted, forgiving one another, as God in Christ forgave you. ***Ephesians 4:32***

Our core values:

Kindness **friendship** **Truthfulness** **Respect**

Respect - Believe - Succeed

Headteacher's introduction

Thank you for taking time to request information about the appointment of a Catering Assistant at Walkwood Church of England Middle School. Our school is "middle deemed secondary", and the timetable is run as for a secondary school, with emphasis placed on subject specialisms.

We set high aspirations for all our pupils, both academically and socially. Our Christian values lie at the heart of our work, and we provide a broad, rich, stimulating education to develop a passion for learning in all children. We aim to challenge all our children within a safe and supportive environment, encouraging them to become reflective, resilient learners and achieve academic excellence. High standards for behaviour across the school are promoted by all staff to enable a purposeful learning environment in which all children can flourish.

We are seeking to appoint an enthusiastic, reliable and hardworking Catering Assistant who enjoys working as part of a team and making a positive contribution to school life. This rewarding role involves supporting the preparation and service of healthy, nutritious meals, maintaining high standards of food hygiene and cleanliness, and helping to create a welcoming and positive dining experience for all pupils. The successful candidate will work collaboratively with colleagues within the catering team, demonstrating excellent teamwork, communication and organisational skills. They will also build positive and professional relationships with pupils and staff, contributing to a safe, enjoyable and inclusive lunchtime environment. A friendly, flexible approach, together with a commitment to delivering a high-quality service, is essential.

We are looking for someone who takes pride in their work, shows initiative and professionalism, and is committed to supporting the wider school community. The successful candidate will be an excellent role model for our pupils, promoting positive interactions and high standards at all times. A willingness to undertake relevant training and develop new skills is important, as is a commitment to working collaboratively to ensure the best possible experience for our children each day.

If you wish to be considered for this post at Walkwood Middle School, please complete an application form. Kindly send your documents to recruitment@walkwoodms.worcs.sch.uk by **9.00am** on the **7th December 2026**. Short-listed candidates will be contacted soon after this date, with interviews being held later in the week. Tours of the school will be part of the interview day. CV's will not be accepted.

If you feel you are ready for a new role, then I look forward to receiving your application.

Mrs Caroline Lowe
Headteacher

Job description

Part I

Walkwood CE Middle School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Part II

Post title:	Catering Assistant
Salary and Grade:	SC2 £ 25,614 to £ 26,016 pro rata
Responsible to:	Catering Manager
Hours of work:	8:00 am – 2.30 pm 2 days a week term time only

Purpose of the Job

To assist in the preparation and cooking of the meals. To provide a satisfactory service of food to the children and staff. To maintain a high standard of hygiene in the catering area.

Part III

Main responsibilities are to:

- To assist with the preparation of the meals.
- To undertake simple cooking duties.
- To prepare the food for service in the serving area.
- To liaise with the teachers and children's superintendents over the serving of meals.
- To serve meals to the children.
- To attend to spillages.
- To carry out general cleaning of kitchen equipment and premises and to wash up utensils and crockery etc., as appropriate.
- To assist with the positioning of the chairs around the tables at the beginning of the lunch period.
- To prepare the dining area for dining purposed and ensure that it is fit for its purpose.
- To clean tables.
- Sweep up crumbs etc., from under tables and chairs after wiping.
- To comply with the requirements of the Health and Safety at Work Regulations. To take reasonable care for the Health and Safety of themselves and for others affected by their responsibilities are carried out.
- To undertake other relevant duties, at the same grade, as required.

All staff within the school are expected to demonstrate a commitment to safeguarding children.

The job description is not necessarily a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher and Governing Body may require. The duties described in this Job Descriptions must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all people and is

consistent with the school's policies relating to equality, diversity and wellbeing. It may be reviewed annually or earlier if necessary, and it may be subject to modification or amendment after consultation with the post holder.

The school is committed to safeguarding, the well-being of children and young people and the promotion of fundamental British values and expects all staff and volunteers to share this commitment.

Signed : …… Date……..

Signed : …… Date……..

For and on behalf of Walkwood CE Middle School

Person Specification

Area of focus	Essential	Desirable
Education and training *(academic and vocational)*	• A Knowledge of basic food hygiene.	• Basic Food Hygiene Certificate.
Experience and achievements *(paid/unpaid)*	• Experience of a workplace kitchen. A sound understanding of effective cleaning methods.	• Experience of a school kitchen.
Skills, abilities and personal qualities	• Good written, communication and interpersonal skills. • An ability to work as part of a team. • The ability to work under tight deadlines. • An ability to follow kitchen procedures and regulations. • Must have a commitment to safeguarding children.	
Other relevant factors	• Good personal hygiene practices. • Good working knowledge of, and be able to follow, relevant school policies • Approachable attitude when dealing with pupils, parents or other visitors.	• Ability to be flexible when *it's one of those days*!

Note: The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Appointments to this post will be subject to receipt of satisfactory Enhanced Disclosure and Barring Service (DBS) check.