



Catering Assistant

Permanent Position for 12.5 hours (Monday – Friday 10:30am – 1:00pm)
£7,212 - £7,493 Actual Salary

St Joseph's Catholic Academy is seeking a hardworking, dedicated Catering Assistant to work in our school kitchen part time Monday – Friday 10.30am – 1pm. The successful applicant will be responsible to the Kitchen and Catering Supervisor. To work under the control and direction of the Kitchen and Catering Supervisor, assisting with the preparation, cooking and serving of meals and general kitchen duties.

Level 2 food hygiene would be advantageous, although full training will be given.

The hours would be fully contracted. Previous experience in a school kitchen would be preferred but absolutely not essential, there will be transferable skills from other sectors and training will be provided.

Key Tasks:

- To assist with the basic preparation of food and refreshments, which may include some cooking.
- To assist with the care, cleaning, and maintenance cleaning of all equipment in use in the kitchen as required.
- To move the dining room furniture within the dining room when necessary.
- To serve meals and refreshments in line with school requirements.
- To assist the Kitchen and Catering Supervisor and colleagues with academy hospitality functions.
- To assist with the washing up of all kitchen items.
- To assist with the general daily cleaning of the kitchen and associated areas.
- To maintain the agreed standard of dress and appearance.
- To comply with the collegiate's policies.
- To always promote the policies and procedures of the collegiate.
- To always work in a safe manner having due regard for others and food safety and health and safety legislation.
- Any other duties, which may be deemed appropriate by the Head Teacher for the smooth running of the school and the Collegiate.
- To attend and undertake training courses commensurate with your duties.

You are more than welcome to visit us to meet our wonderful team and learn more.

Our Academy has a strong community feel and are committed to continual improvement, encouraging and enabling every child to succeed. We offer an experienced staff team and friendly, well-behaved children who love learning.

The post will be offered on a Catholic Education Service Contract. St Joseph's are part of The Newman Catholic Collegiate. Our Academies are committed to the

safeguarding and welfare of children and young people and expects all its employees to share this commitment.

Application forms are available to download from the school website ([Vacancies](#))

To apply please complete the following documents:

- Support Staff Application Form
- Recruitment Monitoring Form
- Rehabilitation of Offenders Act 1974 – Disclosure Form

Closing Date: **12pm** on Friday 26th September
Interviews will be held week commencing: WC 29th September

The Newman Catholic Collegiate will be merging with The Painsley Catholic Academy (which will be called St Gabriel the Archangel Catholic Multi Academy Trust (St Gabriel)) on 1st November 2025. This means that as of that date, all The Newman Catholic Collegiate employees will TUPE over to St Gabriel on their existing pay and conditions. This is a very routine process and is being done in full consultation with staff, HR advisors and unions. Should you have any concerns about this, please get in touch.

DBS Checks

This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions)

Amendment Order 1986 and, as such, it will be necessary for a Submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions. Click [here](#) for further information.

Asylum and Immigration

To comply with Asylum and Immigration legislation you will be required (if appointed) to provide one or more documents from the Immigration Act 2006 - List A and B. You must provide proof of current and valid permission to be in the United Kingdom and valid permission to do the type of work offered. Further information is available at: www.bia.homeoffice.gov.uk/employers/

