



Job Description

POST TITLE	Catering Assistant
Purpose/Context Statement:	<p>The postholder will assist in the safe, effective and efficient delivery of all services provided by Persnore Kitchen, having regard to all internal and statutory requirements, including Health and Safety, Food Hygiene and the School Food Standards. The postholder is required to work flexibly to support service delivery on all serviced locations as required.</p> <p>All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focusing on the needs of staff, pupil, parents and governors of the school and being flexible, whilst prioritising workload and meeting deadlines, in a busy pressurised environment</p>
Reporting to :	Catering Manager
Responsible for:	None
Principal Contacts:	Staff, pupils, suppliers, service users
Working Time:	<p>17.5 per week TTO plus 5 days</p> <p>Flexibility is required. The postholder may occasionally be required to work outside the normal working pattern of this post in order to meet the needs of the school.</p>
Salary/Grade:	SCP 3
Disclosure level:	Enhanced
Key Responsibilities	
Outline responsibilities and tasks	<ul style="list-style-type: none"> • Fulfil the specific responsibilities of the post as outlined in the context statement • Assist in the preparation and serving of food to students, staff and visitors to Persnore Kitchen • Assist in the effective control of stock • Facilitate the prompt collection of payments from service users at till points • Carry out necessary cleaning tasks as required • Maintain a high standard of food production, hygiene, storage and service, complying with all internal and statutory requirements, including School Food Standards, Food Safety, COSHH, and Health and Safety • Assist as required in the collation of all necessary records, including temperature checks, delivery records etc. • Undertake training and development programmes as identified by the Catering Manager • Support food preparation and service in the export kitchen to cover absence.
Communications:	<ul style="list-style-type: none"> • Communicate effectively and positively with all service users
Safeguarding, confidentiality and data protection:	<ul style="list-style-type: none"> • Undertake Safeguarding Training as required • Ensure that all students and staff are appropriately safeguarded



	<ul style="list-style-type: none"> • Maintain appropriate levels of confidentiality when dealing with stakeholder data and information • Adhere to the General Data Protection Regulations
Extra-Curricular:	<ul style="list-style-type: none"> • Support the school's extra-curricular programme through active participation in at least one activity
Personal Development:	<ul style="list-style-type: none"> • Reflect on own practice and work collaboratively with your line manager to identify development needs and participate in annual performance review as part of an active programme of CPD
Health and Safety:	<ul style="list-style-type: none"> • Undertake Health and Safety duties commensurate with the post and/or as detailed in the school's Health and Safety Policy
Additional Duties:	<ul style="list-style-type: none"> • Play a full part in the life of the school community, to support its vision and values and encourage and ensure staff and pupils to follow this example • Attend school meetings outside normal working pattern as required

Avonreach Academy Trust expects its employees to work flexibly within the framework of the duties and responsibilities specified above. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified, due to the ever-changing environment of school life. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and stakeholders and is consistent with the school's equal opportunities policy.

Name of Postholder:	
Signed:	Date:
Version Number:	1
Date:	June 2026



CATERING ASSISTANT PERSON SPECIFICATION

	Essential	Desirable
Knowledge & Experience		
GCSEs Maths and English, or equivalent	✓	
NVQ in Professional Cookery or equivalent		✓
Food Hygiene certificate Level 2 minimum or willingness to undertake appropriate training	✓	
First Aid qualification or willingness to undertake appropriate training	✓	
Working in a commercial/school kitchen/hospitality		✓
Understanding of and commitment to child protection procedures and safeguarding matters	✓	
Skills & Abilities		
Use own initiative as well as working collaboratively within a team environment	✓	
Excellent communication and interpersonal skills	✓	
Interact positively and professionally with students	✓	
Attention to detail, working to high levels of accuracy and adhering to strict deadlines	✓	
Understand and carry out verbal and written instructions	✓	
Organise and prioritise work	✓	
Maintain confidentiality at all times	✓	
Work flexibly as the need arises	✓	
Personal Qualities		
Enthusiasm and a positive outlook	✓	
Commitment to achieving high standards	✓	
Commitment to own professional development	✓	
Excellent attendance and punctuality	✓	
Responsible, honest and reliable	✓	
Good personal organisation	✓	
Efficient and helpful manner when dealing with customers and colleagues	✓	
Calm and focussed under pressure	✓	
A sense of humour	✓	
Other Considerations		
Willing to work outside of normal hours, e.g. for catering/hospitality events, etc.	✓	
Willing to travel locally to other schools/venues	✓	



Full driving licence and willingness to undertake appropriate training for use of food delivery vehicle		
---	--	--

✓