



**Highfield Middle School**  
**Part of Tyne Community Learning Trust**

**Catering Assistant**  
Part Time  
16 hours per week  
Term Time plus 4 days  
Band 1  
£18,333-£18,516 FTE  
Annual pro rata salary £6773.30

Highfield Middle School is a proud school serving the equally proud community of Prudhoe in Northumberland. Our school has a very positive ethos where all individuals are respected and valued, regardless of age, background or beliefs. We are determined that all pupils will be given equal opportunities to thrive and succeed, and we will challenge and support them to overcome all potential barriers to learning. We aim to provide the highest standards of education and value academic excellence, pupil wellbeing and personal development in equal measure.

We are proud to be part of the Tyne Community Learning Trust – which provides positive collaboration between 9 like-minded schools in the Prudhoe area.

We are a good (Ofsted 2018) and improving school. More information can be found on our school website [www.highfield.northumberland.sch.uk](http://www.highfield.northumberland.sch.uk)

Our governing body is looking to appoint an enthusiastic Catering Assistant to join our very successful team from 17<sup>th</sup> October, or as soon as possible thereafter.

You will be required to play an integral role in our lunchtime meal provision for children. Your duties would include preparing food and basic cooking tasks, washing up and cleaning the kitchen, and serving meals to our pupils.



The successful candidate must:

- *have the ability to follow verbal and written instructions*
- *Be able to build positive relationships with others and work as part of a team*
- *Work within our Health, Safety and Safeguarding procedures at all times*

The working pattern will be every Monday to Friday, between 10:15am and 1:30pm during term time, plus occasional 'Deep Clean Days'.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Informal discussions or socially distant visits to the school prior to interview can be arranged on request. Please contact Jenny Jewitt (School Manager) to arrange a visit.

[admin@highfield.northumberland.sch.uk](mailto:admin@highfield.northumberland.sch.uk)

01661 833922

Application forms can be downloaded from this website. Paper copies are available from the school by telephoning the school office.



Completed applications should be returned directly to the school, either by post to Richard Oades, Headteacher, Highfield Middle School, Highfield Lane, Prudhoe, NE42 6EY or by email to [admin@highfield.northumberland.sch.uk](mailto:admin@highfield.northumberland.sch.uk)

**Closing Date: 11.00am on Friday 30<sup>th</sup> September 2022**

Headteacher: Richard Oades, Highfield Middle School, Highfield Lane, Prudhoe, NE42 6EY  
e-mail: [admin@highfield.northumberland.sch.uk](mailto:admin@highfield.northumberland.sch.uk)  
website [www.highfield.northumberland.sch.uk](http://www.highfield.northumberland.sch.uk)