



## **Framwellgate School Durham**

# **Catering Assistant**

### **Candidate Information Pack**

**Salary FSD2 Grades 2-3: £23,656 - £24,027 FTE (pro rata to  
hours and weeks worked: £16,671 - £16,933)  
30 hours per week; term time only; permanent**

**Start Date: 3<sup>rd</sup> March 2025 (or as soon as possible after  
that date)**



Excellence, compassion & respect for all

FRAMWELLGATE  
SCHOOL DURHAM

## **Catering Assistant**

**Salary: £23,656 - £24,027 FTE**

**Pro rata to weeks and hours worked: £16,671 - £16,933**

**30 hours per week; term time only; permanent**

We wish to appoint a highly motivated and hard-working catering assistant to join an already very successful team. We offer an environment where our staff are respected and trusted. The successful candidate will possess expertise alongside energy and enthusiasm. A willingness to learn, train and develop are all essential. We are a truly inclusive school and for us social justice and providing all of our students with the knowledge and skills to allow them to have a voice and achieve their goals is really important; the most for those that need the most. This is echoed throughout our school with a real commitment to the wellbeing and success of our staff and students. If you think this aligns with your values, then we would love to hear from you.

Framwellgate School Durham is an 11-18 non-selective secondary school and Single Academy Trust. The school roll has increased by 35% over the last five years, and we now have more than 1300 students who attend the school. The school has been selected to be part of the latest phase in the Schools Rebuilding Programme and we envisage a fantastic new school building to be ready for September 2027.

Queries and applications should be submitted to Executive Assistant, Fiona Thompson at [Thompson.f@framdurham.com](mailto:Thompson.f@framdurham.com)

### **Key Dates**

**The closing date for applications is** Monday 10<sup>th</sup> February (9.00am)

**Shortlisting will and interviews will take place shortly afterwards**

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS and barred list clearance will be required for this post, together with completion of a pre-employment health questionnaire.

**The Excel Academy Partnership  
at Framwellgate School Durham**

**Newton Drive**

**Durham**

**DH1 5BQ**

**Tel: (0191) 3866628**

**Email: [Thompson.f@framdurham.com](mailto:Thompson.f@framdurham.com)**

## About the school

Thank you for considering joining us at Framwellgate School Durham. The school website is an excellent starting point if you wish to know what life is like here and we would urge you to look at this to help you decide if our school is right for you.

## Aims and ethos

The school ethos is based on the idea of excellence, inclusivity and all our students being known and valued. It's important to us and our commitment to social justice that these aren't simply words, but what we ask all members of our community to model and practically demonstrate during their time here. If these values speak to you then this could be the school for you.

We want three things for all our students:

1. To be known
2. To be valued
3. To achieve excellence

## Job Description: Catering Assistant

Job Title	Catering Assistant
Salary	See job advert
Hours of Duty	30 hours per week
Responsible to:	Catering Manager
Principal function	To work individually or as part of a team to assist in the provision of an efficient and effective catering service in accordance with DfE and Healthy Eating guidance.
Main areas of responsibility	<p><b>Operational</b></p> <ul style="list-style-type: none"> <li>• Assist in the preparation, cooking, presentation and serving of meals and snacks.</li> <li>• Comply with food hygiene and Health and Safety regulations.</li> <li>• Work with control measures for allergens and intolerances, inclusive of Natasha's Law for PPDS foods</li> <li>• Maintain a high standard of personal and kitchen hygiene.</li> <li>• Carry out and record equipment and appliance checks as required.</li> <li>• Carry out and record temperature testing as required.</li> <li>• Report any faults with equipment and appliances to the Catering Manager.</li> <li>• Prepare the dining area prior to and after service, which may include the moving and/or setting up of furniture, trolleys and equipment.</li> <li>• Inform the Catering Manager of stock levels and requirements.</li> <li>• Assist in the preparation and cooking of food to the highest standard.</li> </ul>



Excellence, compassion & respect for all

FRAMWELLGATE  
SCHOOL DURHAM

	<ul style="list-style-type: none"> <li>• Serve all food and beverages during service times having due regard at all times to quality control and quantity.</li> <li>• Provide a good standard of customer service to all users of the catering area.</li> <li>• Clean crockery, cutlery, heavy duty pans, gastronomes, kitchen appliances, all floor areas within the kitchen.</li> <li>• Comply with the daily cleaning schedule and COSHH safety data sheets</li> <li>• Wear designated PPE to comply with HASAWA</li> </ul> <p><b>Administrative/Financial</b></p> <ul style="list-style-type: none"> <li>• Operate mobile and static biometric tills</li> <li>• Completion of paperwork as and when required under the direction of the line manager</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Remain up to date as required with catering, food hygiene and Health and Safety regulations.</li> <li>• Attend relevant meetings and training sessions when required.</li> <li>• Assist in such duties and activities relating to any of the above areas appropriate to grade as the Head Teacher, Trust Board and Governors shall from time to time reasonably require.</li> </ul>
General Responsibilities	<ul style="list-style-type: none"> <li>• All staff are expected to safeguard and promote the welfare of all students with whom they come into contact, and must adhere to the school’s Child Protection and Safeguarding Policy.</li> <li>• All staff are expected to carry out their duties with full regard to the school’s Behaviour Management and Exclusions Policy, Anti-Bullying Policy, Equality, Diversity &amp; Community Cohesion Policy, Single Equality Scheme and Medical Needs Policy.</li> <li>• All staff must follow the school’s Health and Safety Policy.</li> <li>• All staff must comply with all school policies, including the No Smoking Policy.</li> </ul>
Additional Information	<ol style="list-style-type: none"> <li>1. This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.</li> <li>2. The duties outlined above cannot totally encompass or define all tasks which may be required of the post holder.</li> <li>3. The post will be reviewed at least once every two years and it may be subject to modification or amendment at any time, after consultation with the post holder.</li> </ol>
<p>The above responsibilities are subject to the general duties and responsibilities contained in the relevant Conditions of Service. Other duties may be allocated from time to time, commensurate with the grade of the post.</p>	



**Person Specification: Catering Assistant**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Experience</b>		<ul style="list-style-type: none"> <li>• Catering qualification (certificate(s) to be available at interview).</li> <li>• Catering in a professional capacity</li> <li>• Experience of working in a school or similar establishment</li> <li>• Food Safety Certificate Level 2</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Able to communicate effectively with people of all ages and levels</li> <li>• Able to assist in the preparation, cooking and serving of food and beverages</li> <li>• Able to wash kitchen utensils and equipment as required</li> <li>• Able to carry out cleaning duties as required</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the importance of Health and Safety and Food Hygiene in a catering environment</li> <li>• Promoting the catering service and healthy eating options to its customers</li> <li>• Promoting the catering service and healthy eating options to its customers</li> <li>• Effective numeracy skills</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Able to form good relationships with students, staff and service users</li> <li>• Able to follow direction from Line Manager</li> <li>• Able to work flexibly to meet deadlines and respond to unplanned situations</li> <li>• Evidence of excellent attendance and punctuality record</li> <li>• Commitment to the highest standards of child protection</li> <li>• Recognition of the importance of personal responsibility for Health and Safety</li> <li>• Commitment to the school's ethos, aims and its whole community</li> </ul>	

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS with barred list check will be required for this post, together with completion of a pre-employment health questionnaire.



Excellence, compassion & respect for all

FRAMWELLGATE  
SCHOOL DURHAM

## The Application Process

Please complete the Application Form available from [www.northeastjobs.org.uk](http://www.northeastjobs.org.uk) or [www.framdurham.com](http://www.framdurham.com)

### **Guidance on completing the application form:**

Candidates are requested to complete the application form in full. Section B Personal Statement requires you to set out thorough evidence of how you meet the criteria included in the Person Specification. This will be used in the shortlisting process. This section should be no more than 1,000 words.

Your completed application form should be emailed 'in confidence' to Fiona Thompson at [Thompson.f@framdurham.com](mailto:Thompson.f@framdurham.com) or posted to Fiona Thompson at: Framwellgate School Durham, Newton Drive, Durham, DH1 5BQ by **Monday 10<sup>th</sup> February 2025 at 9.00am.**

All applications will be acknowledged by email. **Please DO NOT upload your application form to a website and please note that we do not accept CVs.**