

CATERING ASSISTANT (BAND 2) - RINGWAY PRIMARY SCHOOL

The Governors of Ringway Primary School are looking for an enthusiastic, committed person to join our dedicated team.

We would like to employ a general catering assistant for 16 hours per week over 5 days on a fixed term contract to cover maternity leave.

Term Time only

£24,796 FTE

£8,986 pro rata

Monday 9.30 – 1.30

Tuesday 10.30 – 1.30

Wednesday 10.30 -1.30

Thursday 10.30 – 1.30

Friday 10.30 – 1.30

To start 2nd November 2026 and will terminate when the substantive post holder returns (approx. 21st July 2027)

The successful candidate will demonstrate:

- The capacity to be part of a team who are committed to building on the highly acclaimed strengths of the school and show a commitment to its continued future development.
- The skills to support our excellent school meals provision.
- The ability to cover in the absence of the Catering Manager.

Qualifications required: Level 2 Food and Hygiene for Catering.

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 Activity, and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Please see Job Description and Person Specification for further details.

Completed application forms should be returned directly to the school via e-mail to admin@guidepostringway.northumberland.sch.uk

Closing date for applications: 18th September 2026

Shortlisting: W/B 21st September 2026

Interviews: W/B 28th September 2026