Recruitment Pack

General Catering Assistant
Ponteland Primary School

Job Advert

Required from October 2026
Band 1 - 10 hours per week - term time only

FTE (£25,614) This will be pro rata Pro rata salary is £5,815

Join Our Team at Ponteland Primary School

Our fundamental aim is to provide a secure, happy and hardworking environment in which children of all abilities can learn with confidence.We want our pupils to be confident, resilient, independent and inquisitive learners who develop an understanding of the world- past, present and future- and see themselves as being active agents of its evolution.

Due to vacancies within our catering team, we are seeking to recruit a General Catering Assistant to assist in our Out of School Club.

The application form is available here
The closing date for applications is Thursday 15th October at 12.00 (noon).
Applications should be returned by email to r.bell@peletrust.org.uk
Interviews will take place on Monday 19th October

Job Description

JOB TITLE:	**General Catering Assistant - Band 1 - ref SG35**
RESPONSIBLE TO:	**Cook**

MAIN PURPOSE OF ROLE:

To contribute either individually or as part of a team, to the provision of catering services.

SPECIFIC DUTIES/RESPONSIBILITIES

- Basic preparation and service of food and beverages.
- Simple cooking tasks such as the reconstitution of prepared food.
- Packing meals for transport to other locations where appropriate.
- Transporting meals between kitchen and servery or dining area as necessary.
- Washing up, setting up and clearing away equipment and tables.
- Cleaning the kitchen, its surroundings and equipment.
- Assisting with stocktaking and daily standards monitoring tasks as directed.
- Assisting with the receipt of safe storage of goods.
- Assisting with special events as required.
- Comply with Hygiene, Health and Safety legislation, financial regulations and Pele Trust policy and procedures at all times.
- Attending training events as and when required.
- Other duties appropriate to the nature, level and grade of the post.

WORK ARRANGEMENTS

Physical requirements:
Regularly need to lift and carry items of moderate weight.

Transport requirements:
None

Working patterns:
Normally Monday to Friday for a total of 10 hours per week.

Working conditions:
A commercial kitchen

Please note that successful applicants will be required to comply with all trust policies.

The successful applicant will be subject to full enhanced disclosure checks and these will be subject to rechecking as appropriate

Person Specification

POST TITLE: General Catering Assistant

ATTRIBUTES/ REQUIREMENTS	ESSENTIAL	DESIRABLE
QUALIFICATIONS	No particular qualifications are required.	Basic Food Hygiene Certificate. NVQ Level 1 or 2 – Food Preparation and Cooking or equivalent. Some knowledge of the range of tasks together with the operation of associated tools and equipment.
EXPERIENCE	No specific experience in the workplace is necessary.	Some experience in a catering environment.
PROFESSIONAL SKILLS AND KNOWLEDGE	Ability to work in a commercial kitchen environment. Regular need to lift and carry items of moderate weight.	
PERSONAL ATTRIBUTES	A commitment to providing a quality service to customers. A commitment to undertake job related training.	A commitment to continuous personal development.
Contra Indicators	This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required.	

Why Work for Pele Trust

Introduction

Pele Trust is a Multi Academy Trust (MAT) formed in February 2019. Currently a group of fourteen schools in Northumberland and North Tyneside, eleven primary and three secondary schools serving pupils aged 2 - 18, we came together through a mutual desire to provide the best educational experience for the pupils in our school partnership.

The schools are Belsay Primary School, Branton Primary School, Darras Hall Primary School, Ellingham CE Primary School, Embleton St. Vincent CE Primary School, Heddon St. Andrews Church of England Primary School, Longhoughton CE Primary School, Ponteland Primary School, Richard Coates Church of England Primary School, Shilbottle Primary School, Swansfield Park Primary School and Ponteland High School, The Duchess's Community High School and John Spence Community High School.

Pele Trust Vision

Purpose

- To build a learning community, brought together by choice, that enables our schools to support and challenge each other to provide consistently outstanding education whilst offering a more certain and stable pathway for students, parents and staff.
- To have an influential voice contributing to the development and enrichment of education in the north-east of England build a learning community, brought together by choice, that enables our schools to support and challenge each other to provide consistently outstanding education whilst offering a more certain and stable pathway for students, parents and staff.

Ambition

To be a learning community where everyone…

- is happy to be
- learns and improves
- is known well and valued for who they are

- has a place
- is fulfilled
- consistently experiences a rich, stimulating and challenging learning environment
- strives for excellence in all they do
- treats others with respect, dignity and courtesy at all times
- contributes positively to the improvement of all of our schools
- recognises the important partnership between parents and school

Values

Pele Trust is founded upon values at both Trust and School level

1. Our schools are each driven by a set of explicit values that guide and share the culture and ethos
2. We are committed to pursuing excellence in a manner that we can be proud of and that values every child, pupil and student equally
3. We are committed to acting with integrity and honesty in all of our decision making
4. We are committed to operating with openness and transparency and welcome the benefits of peer review and external scrutiny
5. We are committed to making a positive contribution to the development of the Trust and recognise that we will receive support and challenge in return
6. We believe that all individuals should be treated with compassion and kindness
7. We are optimistic in our outlook and see a positive future for our schools and pupils as we work together to meet the challenges ahead
8. We believe that leaders at all levels should demonstrate humility and a sense of service to others
9. We will seek to uphold and model the Nolan principles of public life, namely: selflessness; integrity; objectivity; accountability; openness; honesty; and leadership

Structure and Governance

The structure of Pele Trust comprises three levels:

- Board of Directors
- Academy Committees
- Executive Leadership Team.

The aim of the management structure is to devolve responsibility and encourage involvement in decision making at all levels.

Directors

The Directors are responsible for setting general policy, adopting an annual development plan, setting the annual budget, trust wide budget monitoring and making major decisions about the direction of the MAT, capital expenditure and senior staff appointments.

Academy Committees

- The management of individual schools is delegated by the Directors to the Academy Committee (AC) whose role is to:
- Maintain an overview and keep the Directors properly informed of the conduct and progress of the Academy
- Act as a critical friend to the Headteacher and staff of the Academy
- Be accountable to the Directors, parents and the wider community for the AC's actions and the Academy's overall performance

Executive Leadership Team

Comprising the Chief Executive Officer, Chief Operating Officer and all Headteachers, the Executive Leadership Team (ELT) operates at an executive level implementing the policies defined by the Directors and managing operational school business.

Each school has its own senior and middle leadership teams which may include Deputy Headteachers, Assistant Headteachers, Heads of Department/Faculty, Phase Leaders and Pastoral Leaders. These managers support Headteachers in the day to day operation of the academies, in particular organising the teaching staff, facilities and students.

Central Services

The Central Services team provides financial, administrative and business management support to all schools in the Trust.

Growth and Development

Directors have aspirations to increase the number of schools in the Pele Trust family. The first few years have been about establishing and embedding culture, structures and policy but we are at a point now that if we are to have an influential voice across the north east then it is time to increase in size and reach and Directors of Pele Trust expect to see Pele Trust grow and add more schools within the next 12-18 months.

Further information about Pele Trust, including Director profiles, statutory reports and links to individual school websites can be found on the Pele Trust website https://www.peletrust.org.uk/governance/

Training and Development

We offer training packages for a broad range of staff from School Direct pupils through to Chief Executive Officer, as well as professional support staff.

Aspiring leaders undertake National Professional Qualifications such as NPQH and NPQSL and all colleagues can access training relevant to specific needs and job role.

Our bespoke Trust Leadership Development programme, Peer Reviews, Networks and middle leader placements offer a unique opportunity for teaching colleagues to develop and share their skills and expertise with school and Trust colleagues. All teachers undertake an action research project as part of their appraisal targets.