



**North East
Learning Trust**

Catering Assistant
Bedlington Academy
Applicant information pack

Catering Assistant
Permanent
Required as soon as possible
30 hours per week
Term Time plus 5 additional days
Grade 1 SCP 3
£25,614 per annum FTE,
Actual Salary £18,030 per annum

Bedlington Academy is a part of the North East Learning Trust and is seeking to appoint a Catering Assistant to join our dedicated team.

Bedlington Academy is a caring, friendly and inclusive school that is driven by a clear focus on learning and a desire to develop high aspirations in our students. Bedlington Academy is a loyal and close-knit community school where individuality is valued and where tolerance, acceptance and inclusiveness run deep.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

We will offer you:

- National Terms and Conditions of Employment
- Local Government Pension Scheme
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal
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The successful candidate will require:

- Excellent communication skills.
- Excellent organisational skills and the ability to work without close supervision.
- The ability to work independently and as part of a team.
- A Flexible / positive attitude to work

Deadline:

Wednesday 4th November 2026

Interviews will take place Thursday 12th November 2026



How to apply:

Application packs can be downloaded from our website.

Application forms should be returned to kelly.saunders@bedlingtonacademy.co.uk or by post to Kelly Saunders, Support Services Manager, Bedlington Academy, Palace Road, Bedlington, NE22 7DS. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



Job description

Post title: Catering Assistant
Responsible to: Catering Manager
Responsible for: Preparing and serving the meals for Bedlington Academy
Salary Band: Grade 1 SCP3

JOB PURPOSE:

To support the delivery of a safe, efficient and high-quality catering service by assisting with food preparation, meal service, cleaning duties and general kitchen operations.

The post holder will contribute to the preparation and serving of nutritious meals for students, employees and visitors, while maintaining high standards of food hygiene, health and safety, customer service and cleanliness.

The role will support the Catering Manager and Deputy Catering Manager in ensuring that the catering service operates smoothly, meets required food safety standards and provides a positive dining experience for students.

KEY RESPONSIBILITIES

Catering Operations

- Assist with the preparation, presentation and service of meals in accordance with approved menus, recipes and instructions.
- Support the delivery of meal services, including breakfast, break, lunch, hospitality, special events and other catering requirements where applicable.
- Serve meals in a friendly and efficient manner, promoting positive customer service and healthy eating messages.
- Operate tills or cashless catering systems where required.
- Assist with portion control and help ensure meals are presented to an appropriate standard.
- Replenish food, drinks, cutlery and service areas during meal periods.
- Support the smooth flow of service and respond appropriately to routine requests from students, employees and visitors.
- Assist with special, themed, promotional or unplanned catering requirements as directed.

Food Preparation and Kitchen Duties

- Undertake basic food preparation tasks, including preparing ingredients, salads, sandwiches, snacks and other menu items as directed.
- Assist with the preparation and packing of food items for service, trips, events or alternative dining arrangements where required.
- Use kitchen equipment safely and appropriately, in line with training and instructions.

- Follow approved recipes, menus and preparation methods.
- Ensure food is handled, stored and served safely and hygienically.
- Support the Catering Manager and Deputy Catering Manager in maintaining consistent standards of food quality and presentation.

Cleaning and Hygiene

- Maintain high standards of cleanliness in kitchen, dining, service, storage and associated catering areas.
- Carry out washing up, dishwashing and cleaning duties as required.
- Clean work surfaces, equipment, utensils and service areas in accordance with cleaning schedules.
- Dispose of waste safely and appropriately.
- Support the completion of daily cleaning routines and report any issues which may affect hygiene, safety or service delivery.
- Contribute to maintaining a clean, safe and welcoming dining environment for students, employees and visitors.

Stock, Supplies and Resources

- Assist with receiving, checking, storing and rotating stock as directed.
- Follow stock rotation procedures and help minimise food waste.
- Report low stock levels, shortages, damaged goods or concerns about supplies to the Catering Manager or Deputy Catering Manager.
- Use food, consumables and equipment responsibly and economically.
- Support the effective use of resources and contribute to reducing waste across the catering service.

Compliance, Food Safety and Allergens

- Follow all food hygiene, food safety, allergen and health and safety procedures relevant to the role.
- Comply with requirements relating to:
 - Food Safety Act
 - HACCP
 - COSHH Regulations
 - Allergen Regulations
 - School Food Standards
 - Health and Safety legislation
- Follow instructions relating to allergen management and ensure any allergen concerns or queries are referred promptly to the Catering Manager or Deputy Catering Manager.
- Assist with routine food safety records or checks where trained and directed.

- Report food safety concerns, defects, hazards, accidents, incidents and near misses promptly.
- Support compliance with cleaning schedules, safe working practices and kitchen procedures.

Teamwork and Service Standards

- Work co-operatively with colleagues to support the effective delivery of the catering service.
- Follow reasonable instructions from the Catering Manager, Deputy Catering Manager and other appropriate managers.
- Communicate professionally with students, employees, visitors and colleagues.
- Promote a positive image of the catering service and the Trust.
- Support new colleagues where appropriate by sharing routine working practices, while recognising that formal supervision and training responsibilities sit with more senior posts.
- Participate in training and development relevant to the role.
- Support Trust-wide catering standards, good practice and service improvements where reasonably required.

Health and Safety

The post holder is responsible for contributing to a safe working environment and for following all relevant food safety and health and safety procedures. Specifically, the post holder must:

- Take reasonable care of their own health and safety and that of others who may be affected by their work.
- Follow safe working practices and use equipment appropriately.
- Report accidents, incidents, near misses, defects, risks or potential hazards promptly to the line manager.
- Co-operate with the Trust and colleagues in complying with health and safety obligations.
- Assist in maintaining a safe, clean and hygienic environment for students, employees and visitors.

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business



The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.



Person specification

Catering Assistant

	Essential	Desirable
Education /training	Good basic literacy and numeracy skills	Evidence of recent training and/or qualifications NVQ1 or equivalent in catering Basic Food Hygiene Certificate
Experience	Experience of working in a catering environment Knowledge of health and safety considerations relating to catering work	Knowledge of COSHH regulations Experience of working in a school
Aptitude and skills	Ability to work under pressure. Ability to prioritise tasks accordingly Good organisational skills	
Personal qualities	Approachable and courteous manner Excellent communication skills Flexible approach to work Able to work effectively as part of a team Self-motivation and able to work independently with minimum supervision Sensitive towards the needs of clients and colleagues Good Health and Attendance record Honest and Reliable Willingness to undergo further training Commitment to safeguarding and promoting the welfare of children	



References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.