# Catering Assistant
# Bexhill Academy

## Recruitment Pack








**wiseacademies.co.uk**
Borodin Avenue, Sunderland, SR5 4NX

# WISE Academies
Recruitment Pack

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# Message from the CEO

Dear Candidate,

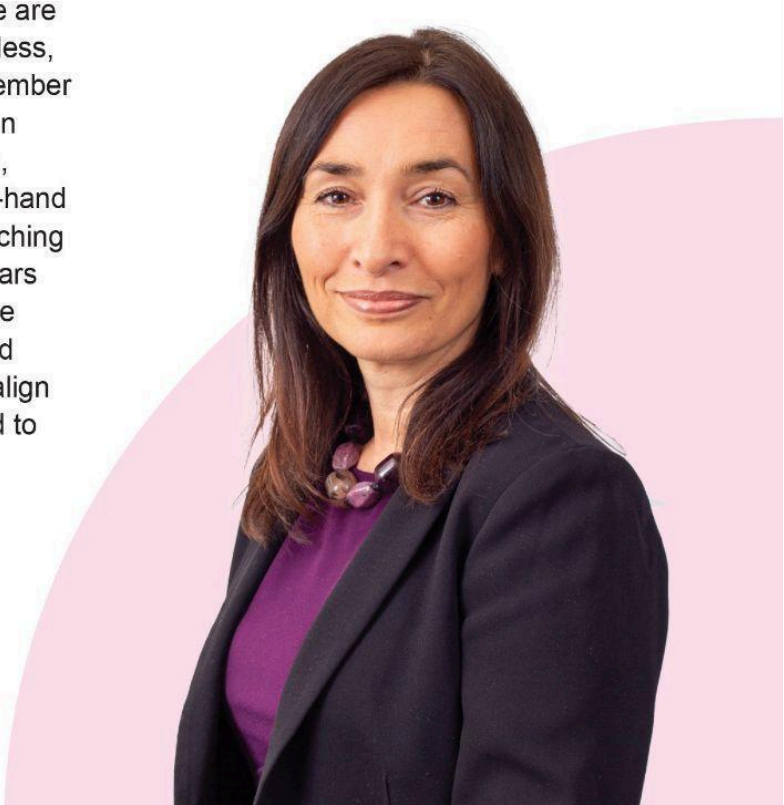
Thank you for your interest in joining WISE Academies. We are a proud and well-respected multi-academy trust rooted in North East England and spread across five Local Authority areas.

The journey of our Trust has been one of growth, achievement and resilience. WISE Academies has a proud track record of school improvement. We have transformed some of the most challenging schools in the country, who serve highly deprived communities, into strong, flourishing schools. These achievements have been recognised nationally which has established our Trust as a trusted, respected organisation.

Our mission is simple yet ambitious: to Inspire Success and Excellence in every child. We help build a solid foundation for lifelong growth and instil in each student the belief that they can achieve any goal they set their mind to. Pupils always come first at WISE Academies, and we are committed to building a legacy of high-performing academies that equip every child to confidently take on the challenges of the wider world.

We are more than just a group of schools; we are a family. At WISE, we believe that our Trust is built not just on shared goals, but on the trusting relationships that unite our staff, pupils, parents, governors, and communities. Our team - the WISE Workforce - is at the heart of our success, and we are committed to attracting and supporting dedicated professionals. We invest in meaningful professional development, identify and celebrate talent, and harness the unique strengths of each team member to propel our Trust forward.

As we continue to grow and look to the future, we are never complacent. Our drive to succeed is relentless, and we are committed to providing every staff member with the resources and support needed to thrive in their roles. At WISE Academies, our central team, leaders, teachers and support staff work hand-in-hand to share best practices and drive exceptional teaching and learning. Our Research School and Early Years Stronger Practice Hub ensure our approaches are current and evidence-informed. If you are inspired by the opportunity to make a lasting impact and align with our vision of excellence, we would be thrilled to welcome you to our team.



Warm regards,

**Zoe Carr OBE**
CEO
WISE Academies



# Our Values and Mission

Our values matter to all of us. They underpin the way we work together to provide an excellent education for our pupils. Our values represent the culture we aspire to every day, guiding our judgments, building trust, and helping us to always be ‘our best’.

## Integrity

We always do what’s right and adhere to our moral and ethical principles whilst working honestly with one another.

## Partnership

We put everything we have into everything we do and work as one team for the benefit of the communities we serve.

## Accountability

We take ownership and responsibility for our work, decisions and actions.

## Trust

We are open, transparent and reliable, continuously learning, doing our best to consistently deliver an excellent education for our pupils.

# Our Schools

As a family of schools, our vision is simple: We shape children's futures through providing an excellent education. Our schools exist and work hard to inspire each pupil to believe in themselves so they experience great success through our commitment to excellence across their educational journey.

Our schools are located across Newcastle, Northumberland, Sunderland, Durham and South Tyneside. We support our schools as individual schools, as well as providing opportunities for schools to come together and learn from other schools within the Trust.

## Eighteen Academies
### across the North East

**Bothal Academy,** Ashington

**Central Academy,** Ashington

**Croftway Academy,** Blyth

**Malvin's Close Academy,** Blyth

**Morpeth Road Academy,** Blyth

**Bexhill Academy,** Sunderland

**Hasting Hill Academy,** Sunderland

**North View Academy,** Sunderland

**Town End Academy,** Sunderland

**Ashley Academy,** South Tyneside

**Welbeck Academy,** Newcastle upon Tyne

**Esh Winning Academy**, Durham

**St Andrews Academy**, Durham

**Thornley Academy**, Durham

**Adderlane Academy,** Prudhoe

**Prudhoe West Academy,** Prudhoe

**Haltwhistle Academy,** Haltwhistle

**Shaftoe Trust Academy,** Haydon Bridge



# Job Advertisement

| Job Details | |
|---|---|
| **Position** | **Catering Assistant - Permanent** |
| **Location** | WISE Academies<br>Bexhill Academy, Bexhill Road, Sunderland, SR5 4PJ |
| **Salary** | SCP 3 - £7,297 per annum (25,614 FTE) |
| **Hours** | 12.5 hours per week – Term Time only plus 2 days (38.4 weeks) |
| **Vacancy reference** | BH/302492 - Please use this vacancy reference when referring to the job. |

Bexhill Academy is seeking to appoint a Catering Assistant to assist in the preparation, serving and presentation of all food and beverages as directed by the Cook in Charge whilst ensuring a high level of customer satisfaction. A background in catering would be preferred but is not essential. The successful candidate will be expected to participate in appropriate training.

Bexhill Academy is a vibrant and welcoming school, with a fantastic team, who are both nurturing and inspirational. We are committed to providing the best learning experiences possible with the children placed at the centre of everything we do; children always come first. Each child at Bexhill Academy is treated as an individual, allowing room for particular talents and skills to flourish, as well as encouraging confidence and success in areas they find challenging to accomplish. Our children are encouraged to explore and develop all aspects of their characters in order to become confident, independent thinkers, and young people who are prepared for the next stage of their lives by the time they leave us. If you are passionate about nurturing individual talents, promoting a love of learning, and shaping thoughtful, resilient members of the community, we invite you to explore opportunities with us.

The mission of WISE Academies is to provide a high-quality educational community, which offers life-changing opportunities in a safe, creative and exciting environment.  All are valued and inspired to flourish and grow as individuals.

**We can offer you:**

- The opportunity to be part of a dynamic and passionate team, in the Academy and as part of WISE Trust.
- Exceptionally enthusiastic children and families who love WISE Academies.
- Competitive Salary.
- Local Government Pension Scheme.
- 25 days annual leave rising to 28 after 5 years.
- Excellent wellbeing package including GP appointments, physiotherapy, counselling and support networks.
- Excellent training and peer support.
- A creative environment that supports and enhances our vision and inclusive ethos.
- An attractive and well-resourced school in the heart of its community.
- A commitment to managing staff workload and well-being at all times.
- On- going commitment to your professional development.

WISE Academies set high expectations for staff and students in order to meet our mission and raise Standards.

The Trust is committed to safer recruitment and pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to an Enhanced Disclosure Barring Service clearance. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check from the Disclosure and Barring Service.

WISE Academies safeguards and protects its students and staff by being committed to respond in accordance with Local Safeguarding Board Procedures.

WISE Academies will also consider carrying out an online search for all candidates to help identify any potential issues that are publicly available online.

Applicants must have authorisation to work in the UK.

**You can apply online through the North East Jobs Website, go to WISE Academies Jobs and click Apply for Catering Assistant - *Permanent - Bexhill Academy***

**Please make sure you fill in all sections of the application form.**

**For further details, please see the supporting documents section of this advert. For any queries, please contact WISE Recruitment Team by telephone 0191 7070125 [option 5] or e-mail recruitment@wiseacademies.co.uk**

**Please quote the vacancy reference when requesting additional information.**

**Closing Date: 12 noon on Monday 23rd November 2026**
**Shortlisting: TBC**
**Interviews: TBC**

WISE ACADEMIES
We Inspire Success and Excellence

WE SHINE ADVANCED

# Job Description: Catering Assistant

**Guidance Notes**

WISE Academies is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

| **Job Details** | |
|---|---|
| **Salary** | SCP 3 |
| **Reporting to** | Cook in Charge |
| **Job Purpose** | To assist in the preparation, serving and presentation of all food and beverages as directed by the Cook in Charge whilst ensuring high level of customer satisfaction. |

| **Duties and Responsibilities** | |
|---|---|
| | 1. Assist in the setting up and cleaning down of the dining area.<br>2. Carry out general cleaning duties in all relevant catering areas.<br>3. To assist in the preparation of food and beverages in line with pupil requirements and legislation.<br>4. To assist in the service of all food and beverages and help advise pupils to make healthy menu choices.<br><br>**Main Duties:**<br><br>1. Prepare the counter area prior to service and clear down following service.<br>2. Ensure that strict portion control is maintained.<br>3. Assist in the completion of all plate wash and cleaning tasks/routines.<br>4. Maintain high standards of personal and kitchen hygiene.<br>5. Attend training sessions as and when required.<br>6. Maintain good communication links and working relationships with all staff.<br>7. Assist in proactively promoting and marketing meal uptake through preparation, presentation and service of all foods to the highest standard.<br>8. To wear the appropriate uniform as provided and where applicable.<br>9. To act in compliance with data protection principles in respecting the privacy of personal information held by the academy. |

| **Generic Duties relevant to all members of Staff** | |
|---|---|
| | **1. Working with colleagues and other relevant professionals**<br>• Communicate effectively with other staff members, and any key stakeholders<br>• Collaborate and work with colleagues and other relevant professionals within and beyond the Trust |

- Develop effective professional relationships with colleagues

**2. Professional development**

- Keep personal knowledge and understanding relevant and up-to-date by reflecting on personal practice, liaising with the line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and performance management procedures

**3. Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

**4. The Trust**

The Mission Statement of our Trust is **WE** are a family of schools who exist to **INSPIRE** each pupil to believe in themselves so they experience great **SUCCESS** through our commitment to **EXCELLENCE**. Our philosophy is one of boundless aspiration...the sky is the limit. All staff are expected to be committed to this statement in everything they do

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and values

All staff should act with professional integrity at all times, following the "Code of Conduct"

Your base location will be identified in your offer of employment. However, you may be asked to work at any of the other Schools within the Trust and you should expect to travel between sites as required.

**5. Teaching and Learning**

This is our core principle and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core principle. This may mean undertaking tasks outside of your area of responsibility where required.

**6. Collective Responsibility**

At WISE Academies we are one team who, together, all commit to achieving our mission. All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders As a WISE Team we always act with **Honesty**, **Integrity** and **Fairness** in everything we do.

**7. ICT**

- All staff will be expected to utilise ICT and to improve communication and reduce paper use
- Security procedures must be followed when using ICT systems

- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

**8. Health and Safety**

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

**9. Safeguarding**

- WISE Academies is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by WISE Academies Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.

**10. Data Protection**

- WISE Academies takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.

**This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.**

**The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.**

# Person Specification: Catering Assistant

| CRITERIA | QUALITIES |
|---|---|
| **Qualifications and training** | • GCSE Maths and English Grade 4 or equivalent are desirable<br>• Basic food hygiene award (preferred but not essential) |
| **Knowledge and Experience** | • Awareness of the need to maintain high standards of personal and kitchen hygiene<br>• Awareness of food allergy and intolerances<br>• Experience of working in a commercial kitchen or catering environment; basic food prep, food handling, customer service and general cleaning |
| **Skills and Competences** | • To assist in the setting up and cleaning down of the dining area<br>• Ability to carry out general cleaning duties in all relevant catering areas<br>• To assist in the preparation of food and beverages in line with pupil requirements and legislation<br>• To assist in the service of all food and beverages and help advice pupils to make healthy menu choices<br>• Willing to attend training session as and when required<br>• Maintain good communication links and working relationships with all staff<br>• Assist in proactively promoting and marketing meal uptake through preparation, presentation and service of all foods to the highest standard<br>• Ability to act in compliance with data protection principles in respecting the privacy of personal information held by the academy<br>• A commitment to ensuring a safe environment for children, a thorough knowledge and understanding of safeguarding procedures<br>• Ability to work as part of a team<br>• Good customer service skills<br>• Manual dexterity and good hand to eye coordination to prepare food<br>• Good standard of Hygiene<br>• Good organisation skills |
| **Personal Qualities** | • Commitment to uphold the 7 principles of public life (the Nolan principles) at all times |

**Notes**

This job description may be amended at any time in consultation with the postholder.

# Employee Benefits



Access to teachers pension for teaching staff



Access to the Local Government pension for support staff



Generous annual leave, starting at 25 days and increasing to 28 days after 5 years



Flexible work arrangements, appropriate to the role



Employee assistance programme to help with mental health issues or other personal problems



Termly staff recognition awards in every school



Professional development opportunities for all staff: career pathways and professional growth



Wellbeing at the forefront: wellbeing charter, mental health first aiders and carers leave




Access to Blue Light discount

# Staff Testimonials

We are proud to provide opportunities of growth and progression for our staff. We have a committed People team that ensures every employee has opportunities to thrive. We have employee engagement forums and staff recognition systems in place to make sure all members of staff are heard and know they are valued.



## Katrina DiGirolami

**Trust Early Years Lead**

" WISE Academies has been extremely supportive of my career progression in several ways including professional development opportunities to help me to develop my skills and knowledge further. Learning and development is encouraged, prioritised and celebrated across WISE. "



## Karina Quinn

**Class Teacher Malvins Academy**

" I started my journey as a Teaching Assistant with a qualified teacher status with the aim to teach. From the start, I have been mentored by experienced staff, signed up for training to further improve my practice and given opportunities to both tutor small groups and teach in class across the school and I now continue to be supported as I start my role as Class Teacher. "



## Lindsay Watson

**Trust Business and Projects Officer**

" Having worked as a primary school teacher for 10 years, when I made the decision to change my career path and move to an administrative role, I wanted the opportunity to continue working within primary education. WISE Academies has allowed me to progress my career in such a role, drawing upon my teaching experience and utilising existing skills whilst also developing new skills and knowledge as part of the MAT's central team as a Business and Project Officer."

# Staff Satisfaction













