

Catering Assistant
The Academy at Shotton Hall

Applicant information pack

Catering Assistant

Permanent
Required ASAP
20 hours per week (Monday to Friday, 10:30am to 2:30pm)
Term Time Only
Grade 1 SCP3
£25,614 per annum FTE
Actual Salary £11, 705 per annum

The Academy at Shotton Hall is a part of the North East Learning Trust, and we are seeking to appoint a Catering Assistant to join our dedicated team.

The Academy at Shotton Hall truly is a unique place to learn. We are proud of our warm and happy atmosphere with high expectations and a clear focus on achievement. Our students consistently reach the highest standards and year-on-year we are placed consistently amongst the top performing schools in County Durham with students exceeding their targets.

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 (for support staff) 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

The successful candidate will:

- Excellent communication skills.
- Excellent organisational skills.
- The ability to work independently and as part of a team.
- Flexible/positive attitude to work
- Be proactive and self-motivated.

Deadline: 26th November 2026, Noon
Interviews taking place week commencing w/c 30th November 2026.

How to apply:
Application packs can be downloaded from our website.

Application forms should be returned to Rachel.cummings@shottonhallacademy.co.uk or by post to Rachel Cummings, Support Service Manager, The Academy at Shotton Hall, Passfield Way, Peterlee, Co. Durham SR8 1AU. 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

Job description

Post title: **Catering Assistant**
Responsible to: **Cook/Assistant cook**
Responsible for: **Assisting in preparation and delivery of school catering Services**
Salary Band: **Grade 1 SCP3**

Job Purpose:

To work as part of the catering team and assist in the preparation and delivery of the school catering services. To carry out all duties to the required high standards of food hygiene/handling and safe working practices. All work is carried out under the supervision of the Cook.

Duties and Responsibilities:

- To assist the Cook with the preparation, cooking and serving of food and beverages to children, staff and visitors.
- To carry out all duties with a regard to health and safety for others and oneself, ensuring correct protective clothing and footwear is used.
- To assist with the delivery storage and management of food stocks in line with Health and Safety and hygiene regulations
- To serve meals, snacks and beverages, ensuring hygiene/food handling procedures are observed at all times to safeguard the health and wellbeing of users of the service.
- To thoroughly and effectively clean kitchen and dining room areas and equipment as required ensuring appropriate cleaning products etc are used to ensure hygiene standards are maintained.
- To clean up spillages on tables and floors and clear food trays and cutlery away, quickly and effectively, in line with school health and hygiene procedures.
- To operate the dishwasher following correct usage procedures to ensure optimum results.
- To wash up dishes etc in compliance with correct procedures to ensure hygiene standards are maintained.
- To maintain accident records as required
- To present oneself as a role model to students in speech, dress, behaviour and attitude.
- To work as part of a team
- To work in a manner that complies with all current and legislative requirements.
- To attend any training course relevant to the post, ensuring continuing, personal and professional development.
- The post holder may undertake any other duties that are commensurate with the post.

General

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.

Health and Safety:

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

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	• NVQ1 or equivalent in catering • Basic Food Hygiene Certificate
Experience	• Experience of working in a • catering environment Knowledge of health and safety in a catering environment	• Knowledge of COSHH • regulations Experience of working in a school
Aptitude and skills	• • Ability to work under pressure • Ability to prioritise tasks Good organisational skills Excellent communication skills	
Personal qualities	• Approachable and courteous • • manner • Flexible approach to work • Able to work effectively as part of a team Self-motivation and able to work with minimum supervision Honest and Reliable • Willingness to undergo further training	

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.