Harewood Primary School

Catering Assistant

Pay Scale: SCP 3 (Actual Salary: £6,107 per annum)
Contract: Permanent | 10 hours per week | Term Time only
Hours of work: Monday to Friday, 11:00am – 13:00pm
Required: As soon as possible
www.harewoodprimary.org.uk
01642 355425

We are seeking to appoint a Catering Assistant to support our established team here at Harewood Primary School.

The successful candidate must have good communication skills, the ability to work both on their own initiative and as part of a team, and have a good knowledge of food handling and hygiene. Additionally, be an enthusiastic, hard-working individual who wishes for a position that is both challenging and rewarding.

The successful candidate must also be reliable, trustworthy, quick, efficient and conscientious. If you are a highly motivated, well-organised person who shows attention to detail and you are committed to the wellbeing of children we would like to hear from you

We are looking to appoint this special person to join our caring, happy and supportive school family, where we pride ourselves on our high standards.

If this sounds like you and a role that you would enjoy, please look carefully at the following information and complete the application form.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service) and pre-employment checks will be undertaken before an appointment is confirmed. Pre-employment checks including an online and social media search (KCSIE 2022) will also be undertaken before an appointment is confirmed.

The post will be based at Harewood Primary School. However, the Trust reserves the right to require you to work at other schools within the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Application packs are available to download from the school website and should be returned accompanied by a letter of application outlining your strengths and experiences. All completed applications must be returned via email to Emma Scott – Office Manager:
admin@harewood.lingfieldtrust.org.uk

There are currently several vacancies available at the school. If you would like to apply for multiple roles, please submit a single application form and clearly state all the positions you wish to be considered for.

Closing Date for Application: Monday 9th November 9am
Interview Date: Thursday 12th November

JOB DESCRIPTION

POST:	**Catering Assistant**
GRADE:	SCP 3
RESPONSIBLE TO:	Headteacher /Catering Manager
STAFF MANAGED:	None
JOB PURPOSE:	To assist in the preparation of the school meals ensuring that a high standard of food hygiene / handling and safe working practices are used along with the promotion of the school meals service.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Main Responsibilities	1. Assist with the preparation and delivery of School Meal service in line with food hygiene regulations including: • Following menus and recipes • Preparation of food • Serving meals, snacks and beverages as required • Basic food preparation including sandwich filling and wrapping, preparation of vegetables (fresh and frozen), home bake products and snacks • Stock control • Temperature control • Checking and storage of fresh and frozen produce • Ordering of food supplies • Assist with the setting up and clearing away of tables and chairs in designated areas. • Setting out meal trays, cutlery, and other serving equipment • Washing up • Operation of dishwasher • Cleaning of kitchen and dining areas and equipment as required on a day to day basis • Deep clean of tables and chairs and kitchen to be carried out as and when required. 2. Assist with food deliveries and storage of food and stocks as required. 3. Clean up spillages on tables and floors and clear food trays and cutlery away in line with school procedures. 4. Undertake any staff training that is deemed appropriate and necessary. 5. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures. 6. The post holder must carry out his/her duties with full regard to the Trust and its school's Child Protection Equal Opportunities and Racial Equality Policies and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner. 7. The employee must behave according to the Employees' Code of Conduct.

	8. The post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others. 9. Any other duties of a similar nature related to the post, which may be considered appropriate by senior management of the Unit Manager
Lingfield Education Trust	• To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. *These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.* **PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.** The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. • The post will be based in Harewood Primary School however; the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.
Date of Issue:	May 2026

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

PERSON SPECIFICATION – Catering Assistant

Essential upon appointment	**Desirable on appointment** (if not attained, development may be provided for successful candidate)
Qualifications & Experience	• Basic Food Hygiene Certificate (AF, I) • NVQ Level 2 or equivalent in a relevant field (AF, C)
Experience & Knowledge • Experience of working in a team (AF, I) • Knowledge of food handling and hygiene (AF, I)	• Previous catering experience within a school meals environment (AF,R,I) • Knowledge of Health and Safety practices at work relating to spillages, trips and falls (AF,R,I)
Skills • Good verbal communication skills (I,R) • Experience of working with a range of people – Good customer care skills (AF,R,I) • Ability to use own initiative, work on own and as part of a team (AF,R,I) • Willingness to undertake further training / qualifications in catering field (AF,R,I) • Ability to remain calm under pressure (AF,R,I)	• Ability to demonstrate leadership qualities (AF,R,I)
Personal Qualities • Participate in development and training opportunities • Ability to abide by School policies and procedures	
Special Requirement • Motivation to work with children (AF,T,R,D) • Ability to form and maintain appropriate relationships and personal boundaries with children within school policies and procedures (AF,I,R,D) • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline (AF,I,R,D) • Suitability to work with children (D)	

Key – Stage identified	
AF	Application Form
C	Certificates
O	Observation
I	Interview
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory reference

Lingfield Education Trust