



Catering Assistant

Recruitment Brochure

July 2026

Start date 1st September 2026



SIR WILLIAM ROBERTSON
ACADEMY

Proud to be part of



About Sir William Robertson Academy

Sir William Robertson Academy is a highly successful 11-18 non-selective Lincolnshire school. We are proud to be one of the most sought-after schools in the area, with parents recognising the benefits of choosing a very successful school set in a peaceful and rural location.

Sir William Robertson Academy's aim is for all of our pupils to **Aspire to be the best that they can be**, and this core principle drives our vision for our carefully planned and structured curriculum. Children come first at our school and this is a principle which guides all of our Trust's schools. We embrace the quotation from the pioneering aviator Amelia Earhart, 'No Borders, Just Horizons' as a message of boundless optimism and opportunity for our pupils if they embrace all that our school has to offer.

Our first priority is to ensure that all of our pupils are safe, secure and happy within our school community, and are equipped with the vital skills needed to move confidently into adulthood, within a rapidly changing and technologically complex world.



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Job title: Catering Assistant**Working pattern: Term Time plus 1 Week, 25 Hours Per Week,****Contract Term: Permanent****Start date: 1st September 2026****Salary: NJC 3 - 6; £14,354 Actual (£24,796 FTE)****The Role**

We are seeking a highly motivated and enthusiastic individual to join our Catering team as a Catering Assistant. To carry out general kitchen duties, assist in cooking and food preparation, serving food and till operating under the general direction of the catering manager.

Working under the guidance of the experienced Catering staff, your duties will be varied and will include:

- Preparation of all school meals, including preparation of ingredients in line with food safety regulations
- Preparation of dining area, transporting and serving meals in main dining hall and stand-alone units e.g. Snack-Shack(s).
- Washing up and general cleaning duties. At the end of each period of service, cleaning the food preparation and serving areas/equipment as well as kitchen appliances, clearing and cleaning kitchen and dining areas, including litter picking, emptying bins, sweeping and mopping.
- Ensuring food preparation areas are clean and hygienic.
- Till operation using the cashless catering system.
- To assist the catering manager with stock, e.g. placing orders, unloading orders, stock rotation.
- To support the MDS team in supervising pupils during periods of service e.g. in all dining areas, in the queues whilst waiting to be served.
- Reporting any fault or defect with kitchen equipment and/or unsafe practices to the catering manager.
- To work with an understanding of the follow guidance:
 - Health and Safety legislation
 - Food Hygiene and Safety regulations
 - School Food Standards
 - Food Allergen guidance

Our school is committed to inclusion and to safeguarding and promoting the welfare of children and young people. The school expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check.

The catering manager is available for school tours or to answer any questions relating to the post, please contact HR@swracademy.org to arrange contact.

Closing date for applications: Sunday 12th July at Midnight

Interviews week commencing 13th July

The Trust reserves the right to close the vacancy early should a sufficient field of applicants apply, therefore early applications are encouraged.



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	Essential	Desirable
Qualifications	Good general level of education	Certificate in Food Hygiene and Safety
Knowledge & Experience	<p>Experience of working in a busy kitchen environment.</p> <p>An understanding of food hygiene and safety</p> <p>Understanding of Health & Safety</p>	<p>Experience working a till</p> <p>Allergens awareness</p> <p>Knowledge of food safety standards</p>
Skills & Aptitudes	<p>Ability to communicate effectively with 11-18 year old students and staff;</p> <p>Ability to work under pressure, prioritise tasks and communicate effectively with other catering assistants and midday supervisors to ensure effective catering provision;</p> <p>Excellent customer service skills</p> <p>Ability to follow instructions and carry out tasks quickly and competently</p> <p>Ability to adhere to the non-negotiable guidance surrounding food (H&S, food hygiene, allergen)</p>	<p>Experience working in a team</p>



Personal Attributes

A strong interest in healthy eating;

A genuine liking for young people;

A thoughtful and reflective individual;

An effective and creative team player;

A willingness to use initiative and sometimes take risks in order to strive for continuous improvement;

Reliable;

A commitment to continuous professional development;

A commitment to upholding the values and policies of the school - particularly with regard to promoting the welfare of, and safeguarding, children.

