



**Manshead  
CE Academy**



DIOCESE OF  
**ST ALBANS**  
MULTI-ACADEMY TRUST

## **Catering Assistant**

**20 -25 hours per week**

**Required for September 2026**

**Annual Salary – point 3**

We are looking to appoint a Catering Assistant to join our Catering Team. The hours of work are 10am to 3pm, 10.30am – 2.30pm or 11am – 3pm Monday to Friday. The successful applicant will work with the team to provide support in the preparation, cooking and serving of food and beverages.

**Closing date: Tuesday 30<sup>th</sup> June 2026**  
**Interview date tbc**

***'The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'***

***'CVs will not be accepted for any posts based in schools.'***

***'High achievement and a strong sense of well-being for all is our shared responsibility'***



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## **JOB DESCRIPTION**

<b>TITLE:</b>	Catering Assistant
<b>SCHOOL:</b>	Manshead CE Academy part of the Dioceses of St. Albans Multi Academy Trust (DSAMAT)
<b>RESPONSIBLE TO:</b>	Catering Manager (Senior)

### **PURPOSE OF POST:**

To provide support in the preparation, cooking and serving of food and beverages plus related catering duties.

### **PRINCIPAL RESPONSIBILITIES**

1. To prepare the dining area, which may include moving and setting up furniture, setting trolleys and the cleaning and dismantling of these as required.
2. To prepare the service area, hot cupboards and other equipment in the dining centre for the efficient and effective service of the meal.
3. To assist in the preparation of cooking and serving of food and beverages.
4. To serve food appropriately, under the direction of the Catering Manager.
5. To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and other catering equipment in the dining centre.
6. To clean on a daily basis all catering areas to the required standard.
7. To work at all times in accordance with Health and Safety and Food Hygiene Regulations standards.
8. To undergo training, both on and off the job, as required
9. To inform the Catering Manager of any defects in equipment or of premises not meeting Health and Safety and / or Food Hygiene Regulations standards.
10. To undertake such other related duties as are required to ensure the dining area and the kitchen area are in a clean and hygienic condition and that the



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food service is efficient and effective.

11. To undertake any other duties that may be required for the effective operation of the catering establishment; this may include operating the till.

**DIMENSIONS:**

**Supervisory Management:** None

**Financial Resources:**

**Physical Resources:** Kitchen equipment

**Physical Effort:** Ability to lift industrial catering equipment

**Working Environment:** Kitchen

**CONTEXT:** All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

All staff are expected to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.

**Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**

**Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from [Direct.gov.uk](http://Direct.gov.uk)**

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## Person Specification: Catering Assistant

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

<b>Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.</b>				
<b>Attributes</b>	<b>Essential</b>	<b>How Measured</b>	<b>Desirable</b>	<b>How Measured</b>
<b>Education / Qualifications</b>	Full training will be provided.		Food Hygiene Certificate.	1, 4
<b>Experience</b>	Previous experience of cooking for large numbers in an industrial, educational or similar environment.	1, 2, 4	Previous experience of working in a school kitchen.	1, 2
<b>Skills / Knowledge / Aptitude</b>	Knowledge of production of fresh and convenience foods using modern catering technology, including catering for special dietary requirements.	1, 2		
	Knowledge of health and safety and food hygiene regulations.	1, 2		
	Experience of menu planning and portion control, working within a strict budget.	1, 2		
	Ability to assist with training of catering assistants.	1, 2		