



**Charlton Wood Primary Academy**  
**A member of Trust in Learning (Academies)**

**Catering Assistant**

**Application Pack  
December 2025**



## Job Description

**Salary:** BG4, N3

**Contract:** Permanent / Part Time / Term Time Only + 4 Cleaning Days

**Hours:** 10.30 am to 1.45 pm Monday to Friday, 16.25 total weekly hours

**Responsible to:** Trust Catering Manager

**Purpose:**

To always deliver the highest standards of food quality and service within the framework and guidelines set out by the Trust Catering Manager and School Kitchen Manager.

### Responsibilities of the Role

**Primary Responsibilities:**

- Prepare the dining area, including moving and setting up furniture, setting trolleys and the cleaning and dismantling of these as required.
- Prepare the service area, hot cupboards, and other equipment in the dining centre for the efficient and effective service of the meal.
- Prepare and serve dishes to standard recipes and agreed standards to ensure consistency and meet budgetary requirements.
- Clean all catering areas and equipment daily to standards set out by The Trust.
- Undertake training as required.
- Carry out record keeping as necessary to ensure compliance with food safety and HACCP regulations and inform the Catering Manager of any defects, hazards or food hygiene concerns relating to equipment, facilities, or premises.
- Provide temporary cover to another Trust school within a reasonable geographical distance. Transfer permanently to another school within a reasonable geographical distance and with reasonable notice.
- Carry out related duties to ensure the dining area and kitchen is in a clean and hygienic condition and that the food service is effective and efficient.
- Undertake any other duties that may be required for the effective operation of the Catering establishment. This may include cash collection and banking.

**General Responsibilities:**

- Work in compliance with the Code of Conduct and policies of the Trust, having regard to safeguarding, equal opportunities, and inclusion at all times.
- Support continuous improvement in both personal performance and the work of the team.
- Adhere to safe working practices in premises/work areas for which you are responsible. These are defined in the Trust's Health & Safety Policy and codes of practice.
- Ensure that quality of work is of a high standard and complies with current legislation / standards.
- Provide a professional and positive role model in terms of personal presentation, timekeeping, and behaviour.
- Take responsibility for personal professional development, participating in appraisal processes and working towards targets as agreed with the line manager and head teacher.
- You may be asked to work across the Trust Inhouse Catering provision from time to time.

## Person Specification

CRITERIA	ESSENTIAL (MUST)	DESIRABLE (SHOULD)
<b>KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Demonstrates understanding of food handling, storage, and hygiene regulations to maintain high standards of safety.</li> <li>• Understands and respects dietary needs related to allergies, intolerances and religious or cultural practices.</li> <li>• Experience listening carefully, following guidance accurately and adhering to established processes and standards.</li> <li>• Experience of engaging with children of all ages.</li> <li>• Experience ensuring food is presented attractively and consistently, showing care and professionalism.</li> <li>• Recognises the importance of safeguarding and contributes to creating a safe environment for children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Food hygiene certificate level 2 or equivalent.</li> <li>• Culinary experience in a professional setting.</li> <li>• An understanding of Food Standards for Schools, the School Food Plan and other relevant schemes and regulations.</li> </ul>
<b>SKILLS AND ABILITIES AND</b>	<ul style="list-style-type: none"> <li>• A commitment to comply with all relevant regulation and legislation in relation to kitchen management, food preparation and serving including Health and Safety, Food Hygiene.</li> <li>• Remains calm and efficient under pressure, managing tasks promptly and accurately.</li> <li>• A passion for food and the ability to follow recipes to cook delicious and nutritious food that children want to eat.</li> <li>• Great communication and organisation skills.</li> <li>• Impeccable personal hygiene.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability and willingness to engage with the school in growing produce for kitchen use.</li> <li>• An interest in cooking for different cultures.</li> <li>• Ability to influence children's healthy choices.</li> <li>• Use of initiative to deal with routine issues and problems without recourse to supervisor.</li> </ul>

## Safeguarding

Trust in Learning (Academies) is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS disclosure.

The Trust is committed to Safeguarding and Promoting the welfare of all of its children. Each student's welfare is of paramount importance.

**The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust. The policy can be found on our website: [www.tilacademies.co.uk](http://www.tilacademies.co.uk)**

The five main elements of our policy are to:

- ensure we practise safe recruitment in checking the suitability of staff and volunteers to work with children
- raise awareness of child protection issues and equip children with the skills needed to keep them safe
- develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse
- support pupils who have been abused in accordance with the agreed child protection plan
- establish a safe environment in which children can learn and develop.

### **Safer Recruitment:**

Trust in Learning (Academies) is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service clearance. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.

## Guidance for Applicants

Applications will only be accepted from candidates who complete and submit the Trust's Application Form online via MyNewTerm. Please complete ALL sections of the Application Form that are relevant to you as clearly and fully as possible. Please note that CVs will not be considered in place of a completed Application Form.

Your Supporting Statement should be written to the Headteacher and address the person specification points carefully. You should write how and why you feel that you are equipped to fulfil this role noting your experience, skills, personal attributes and values. We are particularly interested to know why you want to work at Charlton Wood Primary Academy. Ensure that you cross-reference the person specification throughout your application with examples of where you have fulfilled aspects of the job description and the impact it had.

Ensure that you put details of referees. We may seek references on shortlisted candidates and approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

Trust in Learning (Academies) is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS disclosure.

**You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.**

### Key Dates:

10 December 2025, 9 am

- Deadline for applications

Week commencing 15 December 2025

- Interview

**We reserve the right to interview early for the right candidates, so early applications are encouraged.**

## About the School

### Our School

Charlton Wood serves a new community called Charlton Hayes close to Cribbs Causeway in South Gloucestershire. We have an amazing school site, with a beautiful new building and fantastic outdoor facilities. The school is situated in the heart of the community and we serve our community with pride. Our parents and carers are highly supportive of our school and we value their involvement in school activities.

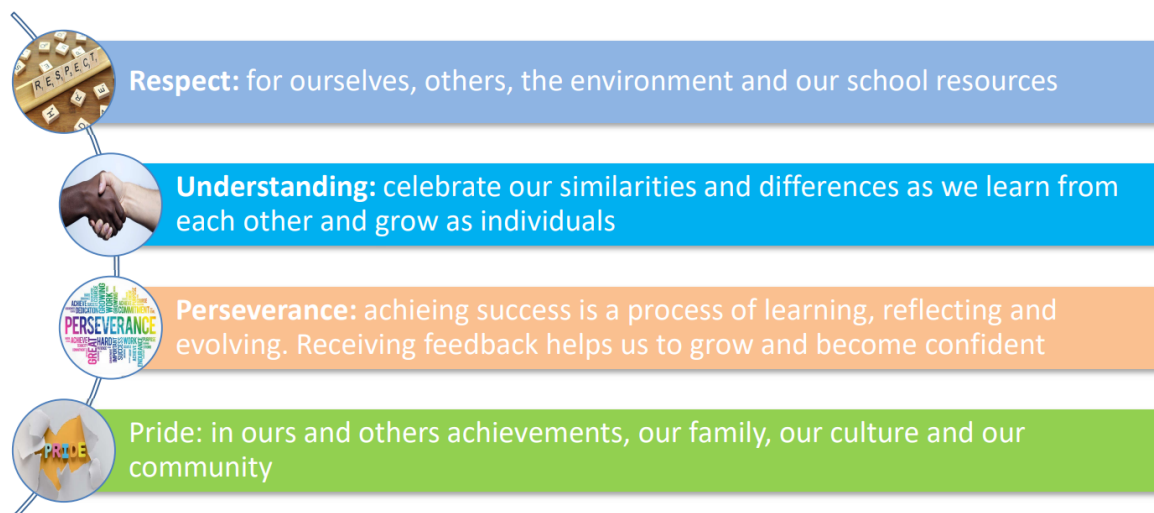
We are incredibly proud of the recognition from Ofsted of the hard work our staff and children put into their learning. The report is published on the school and Ofsted websites.

**Our Vision: 'Every child valued, every child achieving, every child prepared for life'.**

We know that there is a strong correlation between the way in which pupils engage and participate in learning and their eventual outcomes academically, socially and emotionally. For this reason, we have a collective, proactive and positive approach. We explicitly teach and deliberately practise routines and expectations to ensure that our children can engage purposefully, meaningfully and happily with learning, each other and the adults in their lives.

### Our School Values

The school has four values which we expect everyone in our school community to uphold all of the time – These values are part of the fabric of our school and help our children to grow and develop into confident ambitious learners who make the most of the opportunities given to them.



Please do look at our website or come and visit us if you would like to find out more about us! We warmly welcome your application.

## About the Trust

Trust in Learning (Academies) (TiLA) was created in order to improve the educational opportunities and outcomes for pupils and children in the greater Bristol area, particularly in areas of disadvantage. As a Multi Academy Trust, TiLA is totally committed to delivering an **inclusive** approach to education.

Within the Trust we currently have eight schools:

- Bridge Learning Campus (all through)
- Charlton Wood Primary Academy
- Filton Avenue Primary School
- Fonthill Primary Academy
- Henbury Court Primary Academy
- Little Mead Primary Academy
- Orchard School Bristol (secondary)
- Parson Street Primary School
- Nova Primary School

To be part of TiLA is to belong to a **family** of schools, where each school has its own distinctive identity, but with an open, **collaborative** and **supportive** ethos to learn from and help each other to improve. School operations teams are supported by centralised finances, estates and human resources teams. The central education team comprises a Director of Education, a Director of School Improvement and a Director of SEND, alongside data experts and external consultants. We are an evidence-informed Trust and promote measured and sustainable improvement.

If we all Trust in Learning, then in order to obtain outstanding outcomes in exceptional schools, we need the **very best people** and the **very best leaders**. At TiLA we are committed to recruiting and retaining the most able people into the best jobs. We invest heavily in the tailored professional development of our staff with opportunities to develop expertise and experience across the Trust. For example, staff who wish to carry out action research can apply for a Developing Pedagogy research project which is supported through the University of Bristol. If you are keen to work across another school setting, we will support your career move to the best of our ability. We are building learning communities between schools through our growing team of Trust Leaders in Education (TLEs), who provide additional capacity to support and develop best practice across the Trust.

Our focus on collaboration means that everyone is part of a team. We care about your wellbeing. If you are ambitious and prepared to work hard, we will support your career development wholeheartedly and help you to be successful.

### Our Offer to Staff

As proof of our commitment to staff retention and development, we offer excellent terms and conditions of employment, a friendly working environment with supportive leadership, and encourage our staff to maintain a positive work-life balance.

- Professional development opportunities across the Trust
- Paid induction and training suited to the role
- Tailored career progression through a performance management cycle for all staffing groups
- Access to Employee Discount Scheme
- Free tea, coffee and milk



- Confidential access to an Employee Assistance Programme
- Free parking
- Use of the Cycle Scheme
- Paid completion of a DBS check
- Flu vaccination vouchers
- Free eye tests (where the employee is desk-based)
- Where eligible, automatic enrolment to the relevant pension scheme
- Honouring of continuous service earned in the Local Authority