



**Immanuel College**  
Church of England Academy

**bdat**  
Bradford Diocesan  
Academies Trust



## Applicant Information Pack

### Part-time Catering Assistant (16.5hours per week)

**Closing Date:** **Monday 2 March 2026; 9.00am**  
**Interview Date:** **TBC**  
**Start Date:** **As soon as possible**

## Welcome from the Headteacher

Dear applicant,

Thank you for your initial interest in the position of Catering Assistant at Immanuel College. I hope that the information found within this pack and on our website will encourage you to submit an application.

Immanuel College is an 11–18 Church of England Academy, proud to be part of the Bradford Diocesan Academies Trust (BDAT). Situated in Idle, in the north of Bradford, we have been serving our local communities for over twenty years.

Our Christian ethos, rooted in *perseverance, character, and hope*, shapes everything we do. “Immanuel” means *God with us*, and our motto *All God’s Children* reflects our belief that every student deserves to flourish. Our most recent SIAMS inspection recognised us as an *outstanding church school*, highlighting the “positive relationships at all levels” that enable both students and staff to thrive.

In May 2024, Ofsted judged us to be a *Good* school. We are proud of our strong record of GCSE and A level success, with excellent progress made by students of all abilities and backgrounds. Most of our students choose to continue their journey with us into our inclusive and supportive Sixth Form.

To further enhance our provision, we were delighted to open a state-of-the-art post-16 building in September 2025. This new facility provides modern, purpose-built spaces for learning, collaboration, and personal development, and reflects our commitment to offering an outstanding Sixth Form experience for our students.

Our staff are at the heart of our success. Teachers and support staff at Immanuel College have high aspirations for every student and are deeply committed to helping them reach their potential. In return, we place great value on staff wellbeing, actively reducing unnecessary workload wherever possible. We offer a robust performance management system, alongside a comprehensive and bespoke programme of CPD, to ensure colleagues feel supported in their professional growth.

If your passion for teaching matches our commitment to developing young people, and if you feel your values align with ours, then I warmly encourage you to apply.

With best wishes,



Mr S. Mulligan  
Headteacher



## Advert

<b>Job title:</b>	Catering Assistant
<b>Contract type:</b>	Permanent
<b>Contract type:</b>	16.5 Hours per week, Term Time Only + Training Days Actual working hours Monday to Thursday 11.30am – 2.45pm, Friday 11.15am - 2.45pm
<b>Salary:</b>	£9,123.20 per annum (actual)
<b>Closing Date:</b>	Monday 2 March 2026; 09.00am
<b>Start date:</b>	As soon as possible

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If you believe that you are the right person to fill the role and that your values are aligned with ours, then we look forward to receiving your application.

<b>Closing Date:</b>	Monday 2 March 2026; 9.00am
<b>Interview Date:</b>	TBC

## Job Description

<b>Job Title:</b>	Catering Assistant
<b>Team/Faculty:</b>	Catering
<b>Job Purpose:</b>	To work closely with the Catering Partner in order to maximise sales, whilst ensuring that the highest standards of service are provided for students and staff alike
<b>Salary:</b>	£9,123.20 per annum (actual)
<b>Accountable to:</b>	Catering Manager

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### Objectives of Post

- Basic food preparation, general catering duties
- Customer service
- Till operation in accordance with academy procedures
- Cleaning of all areas within the business both front and back of house
- The carrying out of hygiene, health and safety policies and practices and COSHH regulations in line with the contractors documented schedules and due diligence practices
- Transportation of goods to satellite areas within the academy

### Job role

- Basic food preparation from salads, sandwiches and cooking of hot food etc. in accordance with academy procedures.
- Liaise with students and staff alike in all aspects of the service and a maintenance of excellent customer service and care.
- To maintain academy property and equipment to a safe standard and that all defects are reported to your line manager.
- Fixture and fittings to be cleaned in accordance with cleaning schedules.
- Transportation of goods to other areas within the academy and stocking of fridges etc.
- Ensure that all required health and safety and food safety procedures are followed as per standard practices.
- Carry out duties and responsibilities as instructed by the Chef/Manager to meet the changing needs of the academy.
- As the academy grows and develops it is essential for all employees to demonstrate a flexible approach to undertaking tasks and responsibilities.
- To contribute to the overall ethos and aims of the academy.
- To participate in professional and personal development programmes as required, including training and performance review.
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person.
- To be aware of and comply with all academy policies and procedures including health & safety; security; confidentiality; equality and data protection, reporting all concerns to an appropriate member of senior leadership team.
- To appreciate and support the work of other professionals.
- To undertake any other duties commensurate with the grade of the post.

## Person Specification

<b>Job Title:</b>	Catering Assistant
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<b>Accountable to:</b>	Catering Manager

Category	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> <li>Good level of general education</li> </ul>	<ul style="list-style-type: none"> <li>Formal catering qualifications</li> <li>NVQ 1 or equivalent.</li> <li>Food Hygiene qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>No formal training is required as on the job training will be provided.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a commercial catering operation</li> <li>Experience of working with children</li> </ul>
Special Knowledge	<ul style="list-style-type: none"> <li>Knowledge of basic food preparation</li> <li>Ability to understand oral instructions</li> <li>Knowledge, understanding and commitment to safeguarding and promoting welfare of students</li> <li>Ability to read and write in English</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of requirements under Health &amp; Safety regulations.</li> <li>Experience of till operation at any level</li> <li>Basic numeracy skills</li> </ul>
Disposition/attitude	<ul style="list-style-type: none"> <li>Reliable, dependable and calm in difficult circumstances</li> <li>Able to relate to children and Staff</li> <li>Able to work on own initiative with a commitment to maintaining the kitchen in a safe, clean, tidy and hygienic condition</li> <li>Willing to undertake any relevant training</li> </ul>	
Practical & intellectual skills	<ul style="list-style-type: none"> <li>Able to communicate effectively in English</li> <li>Able to read and write English</li> <li>Basic numeracy skills</li> </ul>	
Training	<ul style="list-style-type: none"> <li>Willing to undertake training in relevant areas</li> </ul>	Relevant catering training Relevant safeguarding training
Personal circumstances	<ul style="list-style-type: none"> <li>Able to perform normal duties</li> <li>Able to keep to working hours of the post. Will not require leave of absence during term time (save for sickness or compassionate leave).</li> <li>Legally entitled to work in the UK (Asylum and Immigration Act 1996)</li> </ul>	
Physical and sensory	<ul style="list-style-type: none"> <li>Job requires normal physical effort with occasional physical effort sometimes in awkward positions.</li> <li>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010</li> </ul>	

## **How to Apply**

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without unbiased. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

## **Applications**

Completed applications must be submitted and returned to Katie Green at Immanuel College via the MyNewTerm website at <https://mynewterm.com/jobs/142590/EDV-2026-IC-48811>.

All applications will be acknowledged within 24 hours. Should you fail to receive a confirmation, please call 01274 425900

## **Shortlisting**

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel, at least one of which has completed safer recruitment training. We carefully check all applications for anomalies and we may ask for more information about any gaps at interview.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 5 working days of the shortlisting date, you have not been successful at this stage.

## **References**

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or most recent employer.

## **Interview Process**

The interviews will be held at Immanuel College. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

## **Final Selection**

Following the interview process, we will use the person specification as a guide to select the most suitable candidate for our school. In most cases a decision will be made the same day as the interview although occasionally the decision may take longer. We will then telephone each candidate to inform them of the outcome; we will give brief feedback during this telephone conversation.

## Offer of Employment

We will normally make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- Satisfactory references
- A completed DBS check
- Provision of proof of identity and qualifications

## Probationary Period

The first school term of your employment will be a probationary period

## Timeline

Closing date: Monday 2 March 2026; 9.00am

Interview date: TBC

## Questions

If you have any queries on any aspect of the application process please contact Katie Green on 01274 425900 or e-mail [katie.green@immanuel.bdat-academies.org](mailto:katie.green@immanuel.bdat-academies.org)

## About BDAT

### General Information and Background



Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools in Bradford. We are a Trust which prides ourselves in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led, and we know it is important that we consistently live these values. The Trust's mission is "At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

Our core Trust values are inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.). We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @WeAreBDAT or visit [www.bdat-academies.org](http://www.bdat-academies.org)

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## BDAT's Mission, Vision and Values

Our mission:

"At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

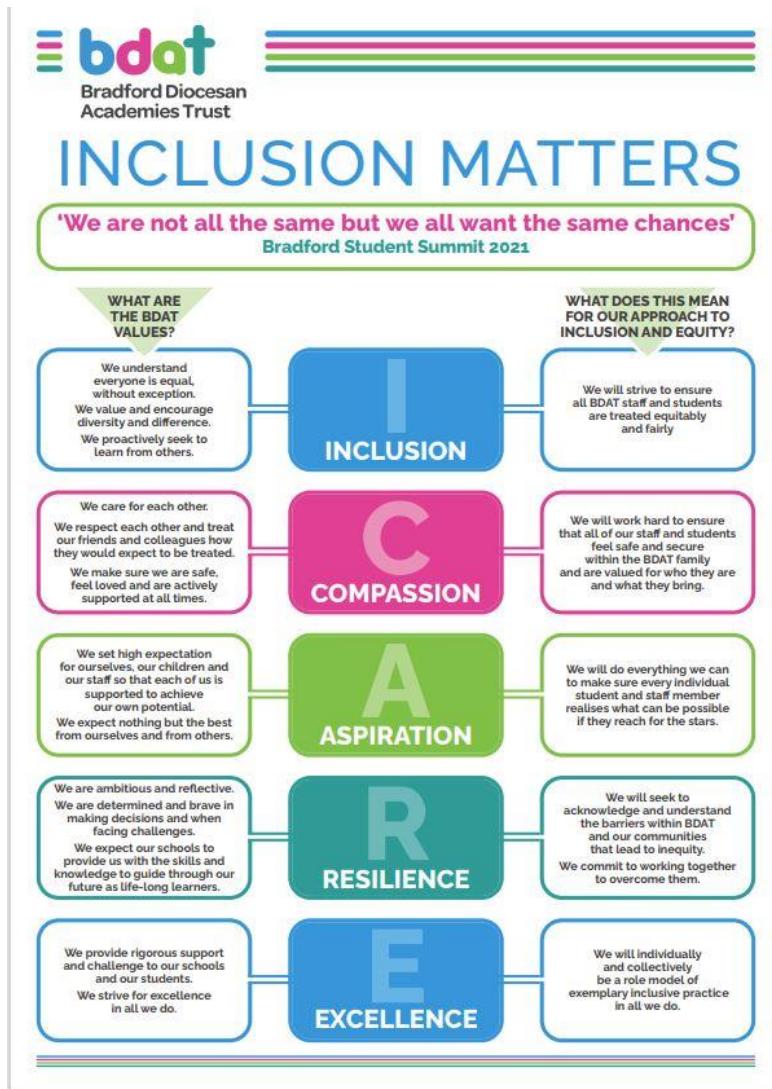
Our vision is:

"We will provide schools that develop student competence, confidence and character, driven by local community context and inclusive Christian values, ensuring every student achieves their

## Immanuel College: Applicant Information Pack

academic potential and leaves our Trust prepared for the next stage of their life journey. We want BDAT schools to be schools of choice for the diverse and special communities we serve. We will recruit develop and retain highly skilled staff dedicated to making sure our children and young people have every chance to succeed.

**Our values are:**



## Contact Details

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