



RECRUITMENT PACK

Catering Assistant

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WELCOME FROM FRANCESCA LORD, HEADTEACHER

Dear Applicant,

Welcome to the family of All Saints'.

It is both a privilege and a blessing to serve as Headteacher of All Saints' Roman Catholic High School. Our mission is clear and deeply rooted in faith — to deliver a world-class Catholic education for all and to be the beating heart of the Catholic community in the Rossendale Valley.

At All Saints', we believe that every child is made in the image of God and possesses unique, God-given gifts and talents. Our role as educators is to nurture those gifts — spiritually, morally and intellectually — so that every young person can truly “let their light shine.”

This is an exciting moment to join our school as we have just moved into our brand-new, purpose-built building, designed to provide state-of-the-art facilities that inspire teaching, learning and worship. It will be a space where our Catholic mission is not only lived but seen — from our beautiful St Theresa of Avilla Space to our exceptional classrooms and brand new school kitchen & canteen. You will be part of a new chapter in the life of All Saints', helping to shape our future and the lives of the young people we serve.

We are immensely proud that our recent Catholic Schools Inspection (June 2025) judged All Saints' to be a Good Catholic school, recognising “the exemplary leadership of the headteacher and deputy headteacher” and the way in which “the school’s distinctive Catholic mission has created a strong sense of community and inclusive welcome.” Inspectors praised our “outstanding pastoral care” and the fact that “students are known and loved.” They described a school where “teachers believe in us and won’t let us fail.”

We are seeking to appoint an enthusiastic, well-motivated Catering Assistant to join our existing team. The purpose of the role is to perform a variety of manual tasks associated with food production and customer service within the catering department, promoting a safe, clean and well-maintained food environment for students, staff and visitors.

Our community is built upon the Gospel values of love, truth, justice and peace. These values guide everything we do — in the classroom, in prayer, and in service to others. We are proud of our inclusive and caring ethos, our strong pastoral support, and our commitment to ensuring every student is known, loved, and able to flourish. Staff speak often of the genuine family feel at All Saints' — a school where colleagues support one another, where faith is lived, and where professional development is encouraged and celebrated.

To work at All Saints' is to join a team united by purpose and joy — a team that believes passionately in Catholic education and in the transformative power of excellent teaching. As part of the Romero Catholic Academy Trust, you will benefit from strong collaboration, professional learning opportunities, and the chance to contribute to a vibrant and growing Catholic network.

Thank you for your interest in joining our family, I wish you every success in your application.

We look forward to receiving your application.

Yours faithfully,

Francesca Lord

WELCOME FROM RACHEAL WILSON, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

Thank you for your interest in joining our school community. We are delighted that you are considering applying for the role of Catering Assistant at All Saints Roman Catholic High School.

As Chair of Governors, I am proud to represent a governing body that is deeply committed to ensuring every student receives the highest quality education and the best possible opportunities to thrive. Our community is built upon the Gospel values of love, truth, justice, and peace, and we share a common ambition to help young people achieve their full potential—academically, socially, and personally.

Our recent Catholic Schools Inspection (June 2025) judged All Saints to be a Good Catholic school, which reflects the dedication and hard work of our staff and the strength of our ethos.

If you share our passion for education and want to make a meaningful difference in the lives of young people, we would be delighted to receive your application.

Thank you once again for considering All Saints High School. We look forward to the possibility of welcoming you to our team.

Yours faithfully,

Racheal Wilson

JOB ADVERT

CATERING ASSISTANT

PERMANENT / TERM TIME

20HRS PER WEEK MONDAY TO FRIDAY 10AM TO 2PM

GRADE 2, SCP 3, £24,796 FTE (£11,333.24 Pro-Rata)

RESPONSIBLE TO: CATERING MANAGER

MAIN LOCATION: ALL SAINTS' RC HIGH SCHOOL

REQUIRED TO COMMENCE ASAP

All Saints' RC High School is a thriving, faith-filled community where Gospel values are lived out daily through the school's motto: "Let your light shine." As recognised in the 2025 Catholic Schools Inspectorate report, the school provides a "strong sense of community and inclusive welcome" rooted in exceptional pastoral care and a deep commitment to every child, especially the most vulnerable. Staff and students alike speak of belonging to a family where each individual is "known, valued, and loved." The school serves the Catholic community within the Rossendale Valley and has strong partnerships with its seven Catholic feeder primary schools.

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of All Saints' RC High School, are seeking to recruit an enthusiastic Catering Assistant to join our existing team. The purpose of the role is to perform a variety of manual tasks associated with food production and customer service within the catering department, promoting a safe, clean and well-maintained food environment for students, staff and visitors.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01706 213693** or office@allsaintshigh.lancs.sch.uk.

Please apply through MyNewTerm via the link <https://mynewterm.com/jobs/147565/EDV-2026-ASRCHSVA-39408>

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	Midnight 23/08/2026
Shortlisting Date	24/08/2026
Interview Date	27/08/2026

CATERING ASSISTANT

JOB DESCRIPTION

JOB PURPOSE

To provide a high quality catering service which meets the needs of the learners and the school and ensures that catering standards are achieved and maintained which support the raising of standards of achievement and attainment of learners.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

CATERING PROVISION

- Assist with the preparation, delivery and serving of food and drink
- Preparation of ingredients
- Setting up and clearance of service and dining areas
- General cleaning and washing up duties
- Storage of deliveries
- Operate a till, cash register or other
- Attend meetings and training sessions as required

HEALTH AND SAFETY

- To be responsible for the health and safety of themselves and others
- To ensure the safe operation of kitchen equipment at all times.
- To ensure that all kitchen areas are clean and free from hazard.
- To ensure that all accidents and incidents are reported.
- To maintain high standards of cleanliness, personal hygiene and appearance.

GENERAL RESPONSIBILITIES

- To operate in line with the ethos, culture, overall aims and policies of the school.
- To work flexibly and undertake, when required, other duties associated with supporting the needs of pupils, as may reasonably be determined by the headteacher or their representative.

Additional: To support and demonstrate a commitment to the distinctive catholic mission and ethos of the school.

Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

CATERING ASSISTANT

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
Qualifications		
Basic food hygiene.	D	A
Experience		
Experience of working as a catering assistant.	D	A
Experience of using kitchen equipment.	D	A
Knowledge and Skills		
Ability to work as part of a team.	E	A / I
Flexible attitude to work.	E	A / I
Ability to work well under pressure.	E	A / I
Ability to work in an organised and methodical way.	D	A / I
Awareness of health & safety issues.	D	A / I
Good standard of personal hygiene.	E	A / I
Good interpersonal skills.	E	A / I
Positive approach to customer care and service delivery.	E	A / I
Commitment to undertaking relevant training and development.	E	A / I
Other		
Commitment to safeguarding and protecting the welfare of children and young people.	E	I
Commitment to equality and diversity.	E	I
Commitment to health and safety.	E	I
Note: We will always consider your references before confirming a job offer in writing		
Prepared by:	School Operations Manager	Date: July 2026

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

CATERING ASSISTANT

HOW TO APPLY

If you would like to find out more about the position, please contact Mrs Sharon Groom on 01706 213693 or office@allsaintshigh.lancs.sch.uk.

Please apply through MyNewTerm via the link <https://mynewterm.com/jobs/147565/EDV-2026-ASRCHSVA-39408>

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