

# SACRED HEART CATHOLIC PRIMARY SCHOOL

## Catering Assistant Application Pack



Closing Date:  
Friday 19<sup>th</sup> June 2026 - midday

Shortlisting Date:  
Monday 22<sup>nd</sup> June 2026

Interview Date:  
Friday 26<sup>th</sup> June 2026



# Welcome to Sacred Heart

Thank you for considering Sacred Heart Catholic Primary School, Thornton. The Governors, staff and children at Sacred Heart Catholic Primary School are looking to appoint a Catering Assistant to join our team. At present, we have 208 children on roll aged between 4 and 11 within our School.

Our collective goal is to endow a lifelong love of learning in all our students following the life and teaching of Jesus Christ. We strive to develop the intellectual, emotional, physical and spiritual aspects of the child with the values of the Gospel underpinning all aspects of school life.

The Catering Assistant is a key member of the staff team who makes a huge contribution to the smooth and efficient running of school lunch time.

You will have experience preferably in a school catering environment and must support the Catholic ethos of the school.

More details of our school can be found at <https://www.sacredheart-primary.co.uk/>

Potential candidates are welcome to visit the school before submitting an application. Please contact the school office to arrange an appointment.

As an equal opportunities employer, we welcome applications from all sections of the community.

**Mr Paul Eaton**

**Headteacher**



"Love one another  
as I have loved you"

JOHN 15:12

# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Catering Assistant at Sacred Heart Catholic Primary School. Sacred Heart is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

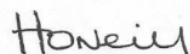
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

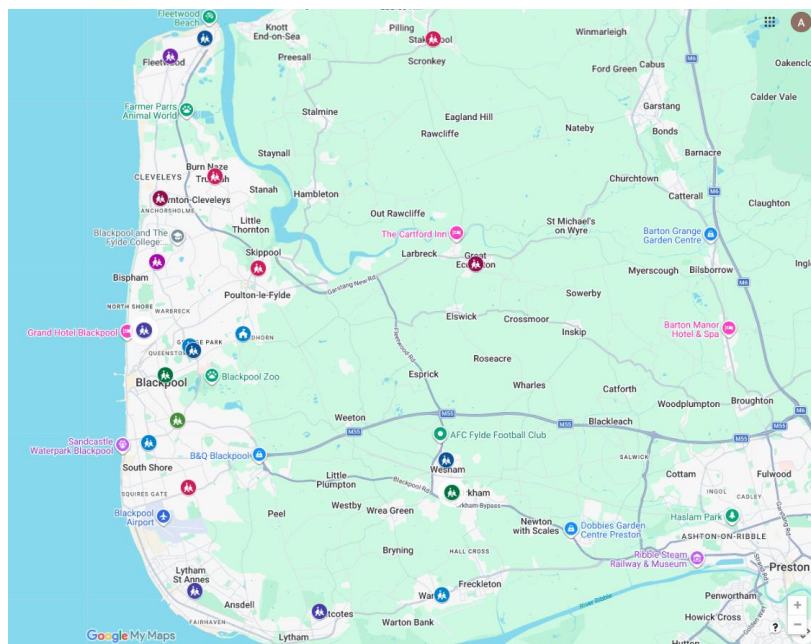
Yours sincerely,



Helen O'Neill  
Chief Executive Officer

# Trust Schools

	Christ the King Catholic Academy		Holy Family Catholic Primary School, Blackpool
	Holy Family Catholic Primary School, Warton		Our Lady of the Assumption Catholic Primary School
	Our Lady Star of the Sea Catholic Primary School		Sacred Heart Catholic Primary School
	St Bernadette's Catholic Primary School		St Cuthbert's Catholic Academy
	St John's Catholic Primary School, Poulton		St John Vianney Catholic Primary School
	St Joseph's Catholic Primary School		St Kentigern's Catholic Primary School
	St Mary's Catholic Academy, Blackpool		St Mary's Catholic Primary School, Fleetwood
	St Mary's Catholic Primary School, Great Eccleston		St Peter's Catholic Primary School
	St Teresa's Catholic Primary School		St William's Catholic Primary School
	St Wulstan's & St Edmund's Catholic Primary School		The Willows Catholic Primary School



# What we offer - Benefits

## Living Wage Employer



As an employer, we pay the real Living Wage so you can always be sure that you'll earn no less than the current rate.

## Pension Scheme



Teaching staff: You will be enrolled into the Teachers' Pension Scheme.  
Non-teaching staff: You will be enrolled into the Local Government Pension Scheme.

## Health and Wellbeing



We offer access to free and confidential wellbeing services including GP service, counselling, mindfulness support and physiotherapy.

## Death in Service



Should the worst happen, your nominated beneficiary will receive a payment of 3 x your annual salary if you are part of the pension scheme (TPS or LGPS).

## Flu Jab



Our Trust offers all employees a flu vaccination. Employees can arrange their own vaccination and reclaim the cost up to the value of £15.00.

## Travel to Work Scheme



We offer discounted travel via Blackpool Transport for the use of buses and trams.

# How to apply

## **Prior to applying**

If you are unclear about any aspect of the application process or you would like any additional information about the school or role, please contact the school office:

Tel: 01253 821392

or

Email: [bursar@sacredheart-thornton.lancs.sch.uk](mailto:bursar@sacredheart-thornton.lancs.sch.uk)

## **Application process**

Please follow the link below to our careers page and complete your online application:

<https://mynewterm.com/school/Sacred-Heart-Catholic-Primary-School,-Thornton-Cleveleys/149265>

**Closing date for applications:** Friday 19<sup>th</sup> June 2026 - midday

**Shortlisting date:** Monday 22<sup>nd</sup> June 2026

**Interview date:** Friday 26<sup>th</sup> June 2026

## **Post Details:**

**Grade: Foundation Living Wage**

**Salary: £13.45 per hour**

**Contract: Permanent**

**Hours: 11.25 per week, term time only**

**Required: As soon as possible**

# Job Description

## Catering Assistant

### Purpose of the role (job statement)

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

### Accountabilities / Responsibilities:

1. Prepare the dining area for service, which may include moving and/or setting up furniture and trolleys, cleaning putting away after service.
2. Prepare the service area, hot cupboards and other equipment as instructed.
3. Assist in the preparation, cooking and serving of food and beverages as instructed.
4. Wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment.
5. Clean catering areas to regulated standards as directed.
6. Undertake on and off the job training as required by management.
7. Inform the Unit Supervisor of any defects in equipment or premises.
8. There may be a requirement to transfer to another catering contract unit within a reasonable geographical distance and reasonable notice.
9. Undertake any other duties that may be required for the effective operation of the catering establishment.

*The above sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.*

# Person Specification

Catering Assistant		
Requirements	Essential	Desirable
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• Food hygiene certificate</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Customer care</li> <li>• Health and safety in the workplace</li> <li>• Working in the catering industry</li> <li>• Food preparation</li> </ul>
<b>Knowledge, skills and abilities</b>	<ul style="list-style-type: none"> <li>• Good standard of personal hygiene</li> <li>• Ability to work under pressure and use own initiative</li> <li>• Ability to meet deadlines</li> <li>• Ability to work as part of a team</li> <li>• Good customer care skills</li> </ul>	<ul style="list-style-type: none"> <li>• Wear uniform provided ensuring it is clean and tidy, and observing good hygiene standards at all times</li> </ul>
<b>Other essential requirements</b>	<ul style="list-style-type: none"> <li>• Flexible working approach to duties and working hours/pattern</li> <li>• Commitment to attendance at work</li> <li>• Attend training course as and when required</li> <li>• Commitment to equality and diversity</li> <li>• Commitment to health and safety</li> <li>• Display the Trust values and behaviours at all times, and actively promote them in others</li> </ul>	

# Safeguarding Information

## Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

## Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

## Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

## Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

## Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

## Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

## Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

## Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

## General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.

