



# FURTHER PARTICULARS FOR THE POST OF Catering Assistant

**Catering Assistant**  
**Salary Scale Point 3**  
**Actual Annual Salary £16,145.88**  
**Pattern of hours: Monday to Friday 8.15am to 2pm (28.75 hours),**  
**term time only**

Thank you for requesting details for the post of Catering Assistant. We are looking for a colleague to join our established Catering team.

The successful applicant will have great customer service, high standards and thrive as part of a team. This is a fast-paced, dynamic role in a dedicated team in our growing school.

As a comprehensive academy, our overriding aim at TSA is to ensure that our students achieve everything that they are capable of. We recognise every student as an individual, with different needs and talents, and we work hard together to make sure we support and nurture successful, happy and confident learners who achieve in the widest sense of the word, and not just academically. We also aspire for all students to enjoy their experience at TSA and developing the catering provision to be the best that it can be is part of this experience.

If you are inspired by this opportunity and have the qualities to contribute to our high-quality provision, then we would be delighted to hear from you.

**How to Apply**

As part of your online application please tell us how your skills, qualities and experiences make you a suitable candidate for this post.

**Closing date for applications: Monday, 1 June 2026**  
**Interview date: Thursday, 4 June 2026 (time to be confirmed)**

Thank you again for your interest in our school.

Mark Cook  
Principal

## **PRIME OBJECTIVES OF THE POST:**

To perform a variety of tasks associated with food preparation and production, front and back of house services including operating a cashless till and any general support required as part of the catering team. To perform general duties which support the effective running of the catering service and with due regard to all Health & Safety and Food Safety Regulations.

## **KEY ACCOUNTABILITIES:**

### **Customer Service**

- To be polite, professional and friendly at all times with students and colleagues, ensuring high standards of customer care at all times
- To demonstrate a can-do attitude
- To assist with preparation and service of quality meals
- To acquire a good knowledge of all products in order to be able to advise customers on their choices and to understand dietary needs and allergies
- To work efficiently to minimise queue times
- To operate the cashless till system accurately

### **Operational Excellence and Teamwork**

- To make sure you are aware of, and meet the legal and School requirements for fire, safety, health and hygiene, reporting any accidents, near misses or concerns to your line manager
- We are committed to continuous improvement and all colleagues are encouraged to work together to seek ways to improve work activities and promote efficiency
- To promote good safety habits and methods of work
- As part of the team, to ensure all displays and counters statutory health and hygiene requirements
- To clean all work areas during and after use and remove all waste to the appropriate area
- To maintain temperature records as required and to report any variance
- To operate machinery as shown and trained to do so, ensuring that the equipment is used safely and in accordance with current regulations and School policies
- All schedules are maintained and accurate
- Checking and storage of deliveries as required
- Wiping tables and washing up, setting up for service time
- Loading and unloading the dishwashers

### **Health & Safety**

- Complete The Skipton Academy Health & Safety Training prior to the commencement of employment
- Take reasonable care for your own health and safety and that of others who may be affected by what you do or what you fail to do
- Co-operate with your line manager on HSE matters; and correctly use work equipment, personal protective equipment in accordance with training and instructions provided
- Not interfere with or mis-use anything provided for HSE purposes
- Report HSE hazards, accidents, incidents, illness and diseases to your line manager
- Complete Level 2 HSE e-learning "Working Safely" (and Working Safely with Food, if appropriate) within 20 weeks of commencing employment
- Complete 'Food Handlers Essential Food Hygiene' training

## **Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To support, uphold and contribute to the development of the Academy's Equality policies and practices in respect of both employment issues and the delivery of services to the community.

## **General Accountabilities**

- Be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times;
- establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school;
- be aware of and comply with the code of conduct, regulations and policies of the school;
- develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support school development.

## ***VARIATION IN ROLE***

Given the dynamic nature of the role and structure of The Skipton Academy, it must be accepted that, as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

## **Recruitment and Selection Policy Statement**

The Academy's Board of Governors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

As with most associate staff roles. this post is subject to the satisfactory completion of a six month probationary period.

## SPECIFICATION: Catering Assistant

Qualifications	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> An understanding of child protection, health, safety and security	D	Application and selection process
<input type="checkbox"/> NVQ Level 2 or equivalent in relevant area	D	
Experience	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Customer Service focused	E	Application form
<input type="checkbox"/> Experience of working in a busy environment especially during service times	E	
<input type="checkbox"/> Experience of working in environments involving high levels of customer care	D	
<input type="checkbox"/> Experience of working in a high pressured environment	D	
<input type="checkbox"/> Experience of managing own workload to meet conflicting demands and deadlines to ensure completion of tasks	E	
<input type="checkbox"/> Defusing difficult situations in a calm manner	E	
<input type="checkbox"/> Presenting yourself effectively	E	
<input type="checkbox"/> Experience of working in a school based environment	D	
Training	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Basic food hygiene and health and safety training gained within the first 6 months and refreshed annually	E	Application and selection process
<input type="checkbox"/> COSHH Training	D	
<input type="checkbox"/> Completion of training in cash handling procedures or till operation	D	
<input type="checkbox"/> Willingness to participate in training	E	
<input type="checkbox"/> Evidence of relevant training	E	
Skills	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Able to understand and carry out instructions	E	Application form and selection process
<input type="checkbox"/> Able to think logically and calmly when under pressure whilst maintaining a positive attitude.	E	
<input type="checkbox"/> Able to keep accurate & appropriate records	E	
<input type="checkbox"/> Able to use initiative within school policies and practices	E	
<input type="checkbox"/> Good standard of written and spoken English	E	
<input type="checkbox"/> Good numeracy skills	E	
<input type="checkbox"/> Able to act in an understanding and patient manner whilst remaining firm and fair.	E	
<input type="checkbox"/> Able to take initiative and to work independently	E	
<input type="checkbox"/> Good interpersonal skills and confident communicator with other team members and customers.	E	
<input type="checkbox"/> Good problem solver	E	

<ul style="list-style-type: none"> <li>❑ Evidence of the ability to promote a positive ethos and pride in the school together with high standards of education, care and behaviour</li> </ul>	E	
<b>Professional Qualities</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<ul style="list-style-type: none"> <li>❑ Able to comply with legislation and follow all rules and regulations laid down in the staff handbook and policies with regards to uniform, personal hygiene and health and safety</li> </ul>	E	Application form and selection process
<ul style="list-style-type: none"> <li>❑ 'Can do', friendly and positive attitude</li> </ul>	E	
<ul style="list-style-type: none"> <li>❑ Team work/collaboration</li> </ul>	E	
<ul style="list-style-type: none"> <li>❑ Emotional intelligence</li> </ul>	E	
<ul style="list-style-type: none"> <li>❑ Confidentiality and discretion</li> </ul>	E	
<ul style="list-style-type: none"> <li>❑ Takes pride in personal appearance and hygiene</li> </ul>	E	
<ul style="list-style-type: none"> <li>❑ Sense of humour and perspective!</li> </ul>	E	
<b>Equal Opportunities</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<ul style="list-style-type: none"> <li>❑ Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community</li> </ul>	E	Selection process
<ul style="list-style-type: none"> <li>❑ Commitment to equal opportunities policies relating to gender, race and disability in an educational context</li> </ul>	E	
<b>Circumstances - Personal</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<ul style="list-style-type: none"> <li>❑ Will not require holiday leave during term time.</li> </ul>	E	Selection process and completion of an Enhanced DBS disclosure
<ul style="list-style-type: none"> <li>❑ Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).</li> </ul>	E	
<ul style="list-style-type: none"> <li>❑ No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).</li> </ul>	E	
<ul style="list-style-type: none"> <li>❑ If driving is a feature of this post – must be licensed and appropriately insured (e.g. business use).</li> </ul>	E	
<b>Safeguarding</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<ul style="list-style-type: none"> <li>❑ Has appropriate motivation to work with children and young people, and can relate to them</li> </ul>	E	Completion of an Enhanced DBS disclosure
<ul style="list-style-type: none"> <li>❑ Ability to maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	E	
<ul style="list-style-type: none"> <li>❑ Displays commitment to the protection and safeguarding of children and young people</li> </ul>	E	
<ul style="list-style-type: none"> <li>❑ Has up to date knowledge of relevant legislation and guidance in relation to working with young people</li> </ul>	D	

The Skipton Academy is an equal opportunities employer and is committed to the protection and safeguarding of children and young people in our recruitment procedures and in all our work across and beyond school. The school adheres to statutory guidelines in respect to safe recruitment. All persons employed by the school, in any capacity, will undergo an enhanced Disclosure and Barring Service (DBS) check, and confirmation of employment is subject to a successful outcome. All teaching staff members recruited by the school have their eligibility to teach checked with the DfE.

**Agreed by:**

**Post Holder:**

**Print name .....**      **Signature.....**

**Line Manager:**

**Print Name .....**      **Signature .....**

**Date: .....**

