



# Catering Assistant Information Pack Jan 2026





# Information Pack

## Nursery Information

Little Pips Nursery, a state-of-the-art Early Years education facility, opened its doors in September 2025 on the grounds of Pocklington School. This exciting development reflects the School's strong commitment to the area and its desire to create a resource that benefits every child in the community.

Little Pips Nursery was born from a vision to provide truly exceptional Early Years education. Backed by the expertise and resources of Pocklington School, the nursery offers a nurturing haven where children aged 0 to four years can thrive. Little Pips provides flexible care options, including the government-funded 30 hours of free childcare scheme, alongside extended hours to meet the needs of busy families.

## Our Nursery

The brand-new nursery has been thoughtfully designed to create a warm and nurturing environment for young children and babies. Featuring natural materials, plants, and abundant sunlight, the environment seeks to inspire curiosity and encourage exploration. Alongside indoor spaces of the very highest quality, which include a Piazza for the nursery community to come together, and an artist's studio, Little Pips has invested significant funds in the outdoor area, to provide children with a large, bespoke outdoor environment in which they can explore, experiment and embark on adventures without limits.

## Our Approach

Central to Little Pips Nursery is its adoption of the Reggio Emilia approach, an internationally recognised educational philosophy originating in Italy. This approach views children as curious, capable, and competent individuals, placing emphasis on creativity, collaboration, and exploration to foster a lifelong love of learning and respect for each child's unique interests.

What sets Little Pips apart is its comprehensive offering. The nursery combines the expertise of highly qualified and passionate educators with access to Forest School sessions, and the use of 32 acres of outdoor space. Children also benefit from nutritious, locally sourced meals prepared by an in-house chef, creating a truly holistic approach to early years care and education.

Understanding the needs of busy parents, the nursery offers a unique feature: 'The Pip Stop!' This welcoming space allows parents to take a moment for themselves—whether to enjoy a coffee, catch up on emails, or simply recharge—before starting the rest of their day.



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## Employee Benefits

The following are on offer as part of your employment with the Nursery. For further information on anything detailed here, please speak to the Human Resources Team. Benefits are subject to change.

**Generous Leave Entitlement** – includes holiday and other leave

**Competitive Pension Scheme** – competitive employer contribution rates for all staff (salary sacrifice available where applicable)

**Death in Service Benefit** – 3 times basic annual salary

**Discounted Nursery Fees for Permanent Staff**

**Discounted Gym Membership** - Francis Scaife Leisure Centre (Pocklington)

**Employee Assistance Programme** – offering a health, wellbeing, 24/7 online GP and counselling service for staff and their families

**Private Healthcare** – access to private healthcare provision through Benenden at competitive rates

**Employee Discount Portal** – access to savings and discounts portal

**Free Lunch** - whilst on duty

**Free Staff Room Refreshments**

**Enhanced Maternity, Paternity and Adoption Pay**

**Enhanced Sick Pay Arrangements**

**Free parking**

**Cycle to Work scheme** - this scheme is offered on a salary sacrifice basis, allowing eligible staff to benefit from reduced tax and NI payments.



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## Job Advert

### Catering Assistants

#### Our Nursery

Little Pips Nursery, a state-of-the-art Early Years education facility, opened its doors in September 2025 on the grounds of Pocklington School. Little Pips Nursery was born from a vision to provide truly exceptional Early Years education. Backed by the expertise and resources of Pocklington School, the nursery will offer a nurturing haven where children aged 0 to four years can thrive. What sets Little Pips apart is its comprehensive offering, the nursery combines the expertise of highly qualified and passionate educators, inspired by the Reggio Emilio approach, with access to our art studio, Forest School and the use of 32 acres of outdoor space creating a truly holistic approach to early years care and education.

#### The Role

We now require two Catering Assistants to work 2 hours a day (Monday to Friday over lunchtime) to support our Nursery Chef in the preparation and service of nutritious, safe and beautifully presented meals for our children. Working as part of the wider nursery team, you will help to ensure that mealtimes are calm, social and joyful experiences that promote independence, good manners and safe eating habits, in line with our Reggio Emilia-inspired ethos.

#### The team

You'll be part of a nurturing, innovative team working with supportive, experienced and dedicated teaching professionals and key members of staff who support the smooth running of our nursery. Together you will make a significant impact on the future of early childhood education within a forward-thinking, Reggio Emilia-inspired nursery.

#### What you'll receive

- Competitive Salary of £6,609 per annum working 10 hours per week (£12.71 per hour) – pay award pending
- 33 days holiday (includes bank holidays)
- Defined contribution pension scheme (5% employer contribution, 3% employee contribution)
- 50% fee discount for children attending the nursery (pro rata'd for part time working)
- Free high quality lunch
- Free on-site parking

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## You will have:

- Experience of working with food preparation or service
- Basic food hygiene knowledge (or willingness to train)
- The ability to work quickly and calmly in a busy environment
- Good communication and teamwork skills along with being caring, calm and child-focused

## Next steps

To find out more please contact Abby Holtby, Nursery Manager on 01759 321685 / [nurserymanager@littlepips.com](mailto:nurserymanager@littlepips.com) or Abby Popely in the HR team on 01759 322666 / [popelya@pocklingtonschool.com](mailto:popelya@pocklingtonschool.com)

Please apply on MyNewTerm via <https://www.littlepips.com/careers>

**We will be continuously reviewing applications and interviews may be arranged at any time. Therefore, we would like to encourage interested candidates to apply as soon as possible.**

*At Pocklington School and Little Pips we strive to inspire, support & celebrate equity, diversity & inclusion, indeed this is so fundamental that it is one of our core strategic objectives. As such we are committed to promoting equality and diversity within our workforce. As part of our recruitment process, we actively encourage applications from individuals of all backgrounds, experiences, and identities, including but not limited to race, ethnicity, gender, sexual orientation, disability, and age. We recognise the value of diverse perspectives and believe that a diverse team enhances innovation, creativity, and success. We strive to create an inclusive environment where all employees feel valued, respected, and empowered to contribute their best.*

*Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure via the DBS.*



# CATERING ASSISTANT



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### Reporting To:

Nursery Manager

As a **Catering Assistant**, you will support the preparation and service of nutritious, safe and beautifully presented meals for our children. Working as part of the wider nursery team, the post holder will help to ensure that mealtimes are calm, social and joyful experiences that promote independence, good manners and safe eating habits, in line with our Reggio Emilia-inspired ethos.

This role is essential to ensuring that children's dietary, allergen and cultural requirements are met at all times, and that the kitchen and dining areas operate to the highest standards of hygiene, safety and presentation.

### Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the Designated Safeguarding Lead.

January 2026

### Key Responsibilities:

#### Food Preparation & Safety

- Support the preparation of meals and snacks to ensure food is safe, nutritious and developmentally appropriate for young children.
- Ensure all dietary requirements, allergies and intolerances are followed precisely, in line with individual care plans and nursery procedures.
- Maintain clear allergen controls, including separation of foods and correct labelling.
- Follow food hygiene, health & safety and infection control procedures at all times.
- Assist with temperature checks, safe storage and stock rotation of food items.

#### Food Presentation & Mealtime Experience

- Present food attractively and thoughtfully, supporting children to develop positive relationships with food.
- Set up dining tables with care and attention, including tablecloths, flowers and appropriate tableware to create a calm and beautiful eating environment.
- Support the service of meals and snacks in a warm, calm and child-centred manner.
- Encourage good table manners, independence and safe eating, working alongside nursery staff during mealtimes.
- Support children to pour, serve and tidy up where appropriate, promoting self-help skills.

#### Cleaning & Kitchen Hygiene

- Clean down food preparation and dining areas thoroughly after service.
- Wash pots, utensils and equipment using the nursery's commercial pot wash and kitchen facilities.
- Dispose of waste safely and appropriately, following nursery procedures.

#### Teamwork & Communication

- Work collaboratively with nursery staff to ensure smooth, calm and well-organised mealtimes.
- Communicate clearly with room staff regarding children's dietary needs and any concerns.
- Contribute positively to the nursery team ethos, supporting a respectful and professional working environment.

This job description is not exhaustive, and the post holder may be required to undertake other duties commensurate with the role.

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## Person specification

	Essential criteria	Desirable criteria	How measured
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with food preparation or service</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a nursery, school or childcare setting</li> </ul>	Application / Interview
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Basic food hygiene knowledge (or willingness to train)</li> </ul>	<ul style="list-style-type: none"> <li>• Food Hygiene Level 2 certificate</li> </ul>	Application / Certificates
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of safe food handling and hygiene</li> <li>• Ability to work quickly and calmly in a busy environment</li> <li>• Good communication and teamwork skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of allergens and special diets</li> <li>• Experience of food presentation</li> </ul>	Interview
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Caring, calm and child-focused</li> <li>• Reliable, punctual and well-organised</li> <li>• Pride in creating a beautiful, welcoming environment</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in food, nutrition and mealtimes</li> </ul>	Interview / Application / References

**Safeguarding Requirements:** this post is subject to acceptable references and clearance from the Data Barring Service as part of the Foundation's commitment to safeguarding children.



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## Recruitment Timetable

**Expected Interview Date:** To take place during February 2026

**Expected Start Date:** As soon as possible, subject to notice periods and safeguarding checks

Please apply via MyNewTerm through <https://www.littlepips.com/careers>

Please ensure you read the information in the “related documents” section of the advert

- application process and safer recruitment guidance
- recruitment of ex-offenders policy statement
- policy regarding disclosure information
- GDPR privacy notice relating to the Recruitment Process

Our safeguarding policy is available on our website and we can also send these policies to you as a hard copy if requested.

For further information please contact Abby Popely, HR & Recruitment Advisor:  
[PopelyA@pocklingtonschool.com](mailto:PopelyA@pocklingtonschool.com) 01759 322666

Thank you for your interest in working with us and we look forward to receiving your application.





