



MONTPELIER PRIMARY SCHOOL

RECRUITMENT PACK



Proud to be part of the
GREENSHAW
LEARNING TRUST

Montpelier Primary School,
North Down Road,
Plymouth,
Devon,
PL2 3HN

Telephone: 01752 216160

Email: admin@mpsplymouth.net



Dear candidate

Thank you for your interest in the role of Catering Assistant at Montpelier Primary School.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise thirty seven schools: eleven in South London, seven in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our ['Why you should work for GLT'](#) recruitment brochure on our jobs portal.

Montpelier Primary School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from Ed Leonard, Regional Manager:

eleonard@greenshawlearningtrust.co.uk or calling the main school office on 01752 216160 to arrange a visit to the school in person.. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Aaron West, Headteacher

ABOUT OUR SCHOOL

We are the largest primary school in Plymouth and one of the largest in the Southwest. At Montpelier Primary School, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give pupils at Montpelier Primary School a better chance of success than if they attended any other school in the country. Our school family is friendly, innovative and forward thinking. Pupils' learning behaviours are strong and our staff are highly motivated and experienced.

Inherent in everything we do is a culture of high expectations and aspiration. We are firm in our belief that every child is unique; with their own strengths and interests. We strive to ensure that every child and adult who is part of our school can be Curious, Creative and Confident.

Our school was rated as 'Good' in September 2019 and we are delighted to share that in our inspection in November 2024, Ofsted shared that 'Montpelier Primary School has taken effective action to maintain the standards identified at the previous inspection.'

Our website provides a glimpse of how we look to deliver enjoyable and meaningful learning opportunities.

[Montpelier Primary School - Plymouth](#)

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with National Joint Council Support Staff Grade B Pay Scale, points 3-4

Full time salary £24796- £25185 - Actual salary £8457 - £8590

(starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder)

HOURS OF WORK

15 hours per week, 11am to 2pm. Monday to Friday. Term time only

PLACE OF WORK

Montpelier Primary School, North Down Road, Plymouth, Devon, PL2 3HN.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Catering Assistant
Responsible to:	Catering Manager
Responsible for:	N/A

ROLE OVERVIEW

Catering Assistants play an important part in the smooth and efficient running of the School Kitchen. The post holder will be expected to work in a flexible way to meet the needs of the School, combining planned and regular tasks with day-to-day needs and emergency responses.

The postholder will work as part of a team in the school's catering facilities and assist in preparation and meals under instruction of the Catering Manager.

MAIN DUTIES AND RESPONSIBILITIES

- General duties in kitchen and dining room
- Assist in the preparation and cooking of school meals
- Assist with the service and presentation of food and beverages
- Assist with the cleaning of kitchen equipment and catering areas
- Attend training courses and meetings as required
- Ensure hygiene and health and safety standards are met at all times
- Determining any action to be taken arising from shortage of equipment and stock
- Identification of health and safety hazards and other deficiencies in the kitchen
- Cleaning and maintenance duties which may involve dealing with chemicals, sweeping, mopping and lifting heavy items. Manual Handling and duty specific training is provided
- Use of equipment for cleaning and cooking appliances

Other Job Requirements

- You may be required to carry out additional duties, as the Catering Manager / Headteacher may reasonably request from time to time
- There may be occasions when the attendance outside of your normal working hours is necessary to fulfil this role therefore flexibility is required

General

- To participate in school initiatives where every person is expected to contribute to learner's progress
- To participate in the school's professional learning programme as agreed
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff and pupils adhere to school expectations
- Such other duties as may be reasonably allocated by your line manager or Headteacher

Standards

- Work within the requirements of the Trust's Health and Safety Policy, Keeping Children Safe in Education, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the Trust's Equalities policy and relevant legislation

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
A good standard of literacy and numeracy skills	x	
Food Hygiene qualification		x
Willingness to undertake induction and ongoing training	x	
Skills and Experience		
Previous experience of working successfully as part of a team	x	
Previous experience of providing exceptional customer service	x	
Commitment to complying with all relevant regulation and legislation in relation to kitchen management, food preparation and serving including Health and Safety, Food Hygiene, COSHH and HACCP	x	
Experience of working in a busy kitchen		x
Experience of catering or a similar role in a school or similar establishment		x
Experience of working with stock levels		x
Basic knowledge of Health and Safety guidelines		x
Personal attributes		
Ability to communicate effectively with colleagues, pupils, parents and other visitors in a professional manner	x	
Ability to work constructively as part of a team, making a positive contribution, whilst building good relationships with colleagues	x	
Ability to show initiative and work under pressure, multi-task and manage time effectively	x	
Ability to work flexibly to support others and respond to unplanned situations	x	
Able to appropriately deal with confidential information	x	
Desire to enhance and develop skills and knowledge through CPD	x	
Demonstrate a commitment to safeguarding and the highest standards of child protection	x	
Commitment to the school's ethos, aims and its whole community	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 19/07/26. Applications received after this date will not be considered.

We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post in September 2026.



GREENSHAW
LEARNING TRUST



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7 Throwley Way,
Sutton SM1 4AF



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