



Catering Assistant
Spa Academy Askern
Junior School





RECRUITMENT INFORMATION PACK

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July 2026

Dear Applicant,

Thank you for your interest in the role of Catering Assistant at Spa Askern Academy.

Within this application pack you will find a job description and person specification, as well as information on the Trust and how to apply. I would strongly encourage you to visit the Academy website on www.spaacademyaskern.com and our Facebook page – [Spa Academy Askern | Doncaster | Facebook](#), to see up to date information on life at Spa Academy. Please also arrange to visit the school: it would be our pleasure to meet you and show you round.

The successful applicant will be assured of a thorough induction to the academy and support for their own professional development. We are looking for a person who is fully committed to making a difference, who has energy and determination, and wants to shape the future of both an academy and a community.

At Spa Academy, we aim to ensure that our pupils are creative, honest, perseverant, respectful, and responsible team players that are equipped with the knowledge, skills and character to succeed. Everything we do is centered on the belief that 'better never stops'. Spa Academy aims to develop pupils that:

- 🛡 show creativity in their desire to achieve beyond expectations
- 🛡 recognise that the path to success requires perseverance and teamwork
- 🛡 demonstrate honesty and integrity
- 🛡 take responsibility for their future
- 🛡 respect our learning community, environment and wider society.

We hope that you feel Spa Academy will be the right academy for you and you intend to apply for the role. We believe that it is a great place to work and that you will find this role rewarding and enjoyable. We would encourage you to arrange a visit to meet all of the team.

Yours faithfully,

Kat Housley
Headteacher

Catering Assistant

Grade 3 SCP 3, £5975 per annum, subject to pay award

Part Time, 10 hours per week over 5 days (2 hours per day)

Term Time + 4 days

Permanent

Are you a passionate, dynamic and hard-working individual who enjoys working as part of a team? Spa Academy is looking to appoint a Catering Assistant to join our friendly catering team and help provide high-quality, nutritious meals for our pupils.

The school is part of Leger Education Trust and values innovation, diversity and excellence. We are committed to providing a high-quality education for all pupils, recognising that healthy, enjoyable meals play an important role in supporting pupils' wellbeing, learning and achievement.

At Spa Academy, we believe in creating a welcoming and nurturing environment where every member of staff plays a vital role in the success of our school community. Our catering team is committed to providing a safe, efficient and friendly meal service while maintaining the highest standards of food hygiene and care.

We are seeking an enthusiastic and dependable individual who takes pride in their work and enjoys working in a busy environment. As a Catering Assistant, you will support the preparation and serving of meals, help maintain a clean and hygienic kitchen, and contribute to ensuring pupils have a positive lunchtime experience.

Spa Academy Askern is situated in the former mining village of Askern, approximately 10 miles north of Doncaster on the border of West and North Yorkshire, with easy access to both the A1 and the M62. Our catchment area includes Askern and the surrounding villages.

We are committed to becoming a 'truly great school' in every aspect and we believe that high-quality teaching will ensure pupils make excellent progress. We pride ourselves on being a reflective school that values research and seeks opportunities to collaborate with other schools to strengthen pedagogy. Our expectations for our pupils and also ourselves are high, and as a result we are looking for a particular individual who can meet these expectations.

Please look at our website for further information: www.spaacademyaskern.com

Start date: September 2026.

Our Vision

Truly great students in truly great schools

Our Mission

A high-quality learning experience that fulfils all students' potential, shapes their individual character and allows them to thrive.

Our Vision

Truly great students in truly great schools

Our vision is simple... we want to nurture all our students to be amazing young people who are ready to thrive and shape our world. Through excellent teaching, leadership, governance and parental support we will achieve this together and, as a result, have schools of which we can all be proud.

A truly great student in our Trust embodies each of our four values; they take pride in their actions, have high ambitions for themselves and others, take responsibility and demonstrate integrity in everything they do.

Our Mission

A high-quality learning experience that fulfils all students' potential, shapes their individual character and allows them all to thrive

To achieve our vision, we will provide all students in all our academies with a high-quality learning experience, every lesson, every day, which focuses on developing their unique character. The Trust culture will ensure that students are happy, safe, positive and the needs of every individual are met.

All students will have a voice in their education and their future. This experience will foster independence, a sense of community and an appreciation of sustainability and the environment in which they live.



Pride

We are the champions of our students,
our Trust and our people

We do our best at all times and present ourselves positively and respectfully. We promote everything that is great, celebrate our schools and we believe in the contribution of every individual



Ambition

We challenge ourselves to innovate
and do better every day

We set the highest of standards for ourselves and others and we are outward facing and life long learners. We genuinely show that we want the best for all and are always eager to embrace self development and improvement



Integrity

We operate with honesty, transparency,
and serve our community

We have a clear moral awareness and appreciation of how our actions impact on those around us. We care for each other and promote altruistic behaviours



Responsibility

We act responsibly, take ownership for our
actions and care for each other

We know how to achieve our goals and demonstrate the initiative and independence to reach them. We embrace challenges and persevere when things get difficult. We become role models for others whilst valuing and celebrating diversity

The Application Process

Spa Academy Askern is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Further details about Spa Academy can be found on the website: www.spacademyaskern.com and also the Facebook page – [Spa Academy Askern | Doncaster | Facebook](#)

Candidates will be notified of their progress through the application via MyNewTerm™. Written references will be sought on all short-listed candidates before interview.

If you have any queries on any aspect of the application process or need additional information, please contact Spa Academy.

Key dates:

Closing date for receipt of applications: **Friday 10th July 2026 at noon**

Shortlisting: **Friday 10th July 2026**

Interview date: **Week Commencing 13th July 202**

JOB DESCRIPTION

CATERING ASSISTANT

Grade 3 SCP 3, £5795 per annum, subject to pay award
Part Time, 10 hours per week over 5 days (2 hours per day)
Term Time + 4 days
Permanent

JOB PURPOSE

To work as part of our successful catering team to prepare and serve meals to our students and staff. Duties will also include food preparation and general cleaning duties.

Main Responsibilities and Tasks

- Putting out dining tables and chairs before service and cleaning them before putting away into storage after service
- Tidying up the kitchen and dining room and carrying out cleaning and washing up duties
- Sweeping and mopping floors
- Removing waste and rubbish to the designated area
- Serving meals to the children
- Be responsible for promoting and safeguarding and welfare of the children that you come into contact with
- Engaging with the children at service time
- Supporting the children in developing good dietary habits
- Listen actively and respond to the concerns of the children
- Communication and teamwork with school colleagues, other practitioners and professionals
- Reporting to your line manager and alerting other members of staff to potential hazards in the kitchen
- Promoting the catering service to all customers including parents and children by taking part in activities designed to increase meal uptake
- Assist your line manager in the care and maintenance of equipment including reporting faults
- etc.
- The efficient use of services such as gas, electricity and water
- Carry out all work in accordance with the policies and procedures included in:
 - The Food Safety Management System
 - The Kitchen Manual
 - The COSHH Manual
 - The Risk Assessment Manual
- Attend training courses as required including food hygiene and health and safety

Person Specification

	Essential	Desirable	How Assessed
Qualifications:			
Level 1 Food Hygiene Certificate but willing to work towards Level 2	✓.		Application form & Certificates
Experience:			
Working in a catering establishment carrying out basic catering tasks		✓.	Application form and interview
Knowledge, Skills and Abilities			
Basic knowledge and mindful of the need for a caring approach with students with regard to the importance of healthy eating		✓.	Application form and interview
The ability to maintain a high level of food hygiene, food safety and health and safety standards when carrying out duties		✓.	Application form and interview
Be reliable, dependable and have a smart and tidy appearance		✓.	Application form and interview
Ability to use own initiative and be able to work as part of a team		✓.	Application form and interview
Be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with		✓.	Application form and interview
Knowing and understanding the importance of good personal hygiene		✓.	Application form and interview
Have excellent customer service skills		✓.	Application form and interview
Ability to be flexible should the occasion rises which may consist of covering other catering sites		✓.	Application form and interview

Leger Education Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.