



Catering Assistant



Dear Applicant,

Thank you for your interest in the position of Catering Assistant at Woodlea Junior School.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about the role and our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West. In our family of schools at this point in our growth, we have four secondary schools and six primary schools formally within the Trust.

Our mission and values provide a clear framework for us to work to. We are absolutely committed to serving our communities to ensure that every child achieves their potential by providing the highest quality educational experience in a truly inclusive way.

As a Trust, we don't believe in a one-size-fits-all approach for our schools or our students. We respect and celebrate individuality, working with a clear determination to support our children, colleagues and communities both collectively, and individually, to flourish and thrive through a rich and transformational provision.

We believe in the value of collaboration, and everybody working with the Trust shares a collective responsibility for the success of all of our children. We also recognise that we will never be successful in delivering our vision for our young people unless our colleagues are supported, nurtured and developed to achieve their full potential with us. That's why we are equally committed to ensuring every colleague benefits from the best possible employment experience where high-quality CPD and a sincere approach to supporting wellbeing enable our colleagues to achieve their own aspirations for their career.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', with a stylized flourish at the end.

David Clayton
Chief Executive

Endeavour Learning Trust's Mission and Values

We will serve our communities to ensure that every child realises their potential

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

Our Values

Individuality

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

People centred

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

Belonging

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

Transformation

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

Togetherness

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.



**LINAKER PRIMARY
SCHOOL**



**CHURCHTOWN
PRIMARY SCHOOL**



**NORTHBROOK
PRIMARY ACADEMY**



**WOODLEA JUNIOR
SCHOOL**



**BURSCOUGH
PRIORY ACADEMY**



**ORMSKIRK
SCHOOL**



**WELLFIELD
ACADEMY**



**BRINDLE GREGSON
LANE PRIMARY**



**STRIKE LANE PRIMARY
SCHOOL**



**HAWES SIDE
ACADEMY**



**TARLETON
ACADEMY**

Why join Endeavour?



Fantastic pension schemes:
Teachers Pension Scheme and
Local Government Pension
Scheme



Access to 24/7 SAS
Health & Wellbeing service.
Counselling, Physiotherapy,
Private Medical and more



Free membership with
Vivup Employee Benefits,
Lifestyle Savings &
Cycle to Work Scheme



Automatic pay progression for
both Teaching and Support staff
in line with their grading
structure



Excellent CPD Offer for all
colleagues to truly support each
stage of your professional
development



Enhanced family leave benefits
and pay, to offer support to you
at life's most important
moments



Term time only contracts
OR 26 days annual leave
PLUS bank holidays. 32 days
following 5 years' service



We honour continuous service
with other local authorities or
multi academy trust



Access to our Learning
Management System and
flexibility around CPD to allow
you to learn at your own pace

Dear Applicant,

Thank you for your interest in our vacancy at our school.

I am extremely proud and privileged to be the Headteacher at Woodlea Junior School.

Woodlea Junior School is a place where the school's firmly embedded Core Values are evident at all times; in behaviours, attitudes and in the environment. As a result of these values, our children are happy, safe and secure in a school, where they are encouraged to be themselves, persevere and be successful learners, in all aspects of school life.

Our Ethos at Woodlea, is that we believe children flourish when school and parents work in partnership and we strongly encourage this. Woodlea Junior School has a team of dedicated staff, who strive to give every child the very best start in life; personally, socially and academically and our 'open door' policy reiterates this.

I hope that from our website www.woodleajuniors.co.uk you can see that the information and news provided will give you a thorough insight as to what we are genuinely like. Woodlea is a busy, friendly school, with lots going on. We hope that this recruitment pack gives you a flavour of life at Woodlea!

We warmly invite you to ring the school and visit us at one of our sessions listed below. Visitors to our school always comment as to how friendly, polite and happy our children are. Our children would love the chance to show you around and give you an insight into our school life here at Woodlea.

They and I, along with all members of the school family are extremely proud of our school.

Key Dates

Closing date and long listing: 21st September 2026

Interviews: W/C 28th September 2026

Should you have any questions about the role please do not hesitate in asking, by contacting myself or Charlotte Hellon, Deputy Headteacher.

We look forward to receiving your application.

Yours sincerely,

J L Shorrocks

Jillian Shorrocks

Executive Headteacher

Catering Assistant

Part time, Permanent & Term time only

Grade 3 SCP 3

FTE £24,796 per annum

£9,066.59 per annum (pro rata)

At an exciting time in the School's and Trust's journey, we are delighted to offer the opportunity for a **Catering Assistant** to join our caring and ambitious staff team here at Woodlea Junior School.

All of our staff are ambitious for our children and are driven to ensure that they receive the very best experience possible in a calm, nurturing environment. Our catering team plays a vital role in supporting the health, wellbeing and daily routines of our pupils. We are leaving no stone unturned to raise standards across our school, and providing high-quality, nutritious meals is an essential part of this commitment.

We are looking for an individual with a passion for working in a busy school kitchen, and who is committed to helping provide healthy, appealing meals for all pupils. Our core aim is to ensure that mealtimes are safe, positive and well-organised, contributing to children's overall wellbeing and readiness for learning.

Why you?

- You can work as part of a team, have strong interpersonal skills and communicate effectively
- You have a good understanding of food hygiene and kitchen safety procedures
- You can develop positive relationships with children and support a welcoming dining environment
- You are reliable, organised and able to work efficiently during busy service periods

This position is part-time, permanent and term-time only. Working **16 hours per week**, Monday to Friday from 10:30am-1:45pm.

HOW TO APPLY

To apply, please complete our online application form in full, along with a personal statement to support your application, outlining the relevant experience you can bring to Endeavour Learning Trust.

Applications should be submitted by **9am on Monday 21st September 2026**. Interviews dates are to be confirmed.

If you require any further information, please contact our Operations Manager, Mrs McCourt on C.McCourt@woodleajuniors.org

SAFEGUARDING

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so. Please note that in line with *Keeping Children Safe in Education*, an online search will be carried out as part of our due diligence on shortlisted candidates.

JOB DESCRIPTION



Catering Assistant

To assist in the smooth and efficient running of the catering operation across all areas including all service areas, wash up, roll/sandwich/food preparation including cash till operation where specified plus catering related duties

Key Responsibilities

- To prepare the dining area of service, and associated cleaning as required
- To prepare the service area, hot cupboards and other equipment at the point of service for the efficient and effective service of meals
- To assist in the preparation and serving of food and beverages as directed by the Catering Manager
- To serve food according to the style and type of operation defined by the school
- To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment
- To clean on a daily basis all catering areas to a standard required by the school
- Other related duties as are required to ensure the dining areas and kitchens are in a clean and hygienic condition and that the food service is effective and efficient
- To undertake duties that may be required for the effective operation of the catering establishment.
- Undertake any other duties and responsibilities as required that are covered by the general scope of the post and any other reasonable duties at the request of the Headteacher

Support for the School

- To work within school policies and procedures
- To attend staff training as appropriate
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
- To comply with the school's health and safety rules, reporting any health and safety concerns to the Operations Manager.
- To support and encourage the Trust's ethos and its objectives, policies and procedures.
- To uphold the Trust's policy in respect of child protection and safeguarding matters

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
QUALIFICATIONS AND TRAINING		
The successful candidate will have:		
Food Hygiene Certificate (qualification not essential at point of application as training will be given if required)	D	AF
Food Allergy Awareness Qualification (qualification not essential at point of application as training will be given if required)	D	AF
COSHH (qualification not essential at point of application as training will be given if required)	D	AF
First Aid Qualification (qualification not essential at point of application as training will be given if required)	D	AF
EXPERIENCE		
The successful candidate will have:		
Experience of working within a catering function	D	AF/I
Experience of customer care	D	AF/I
Experience of food preparation skills	D	AF/I
Experience of health and safety	D	AF/I
Experience of basic food hygiene	D	AF/I
SKILLS AND ATTRIBUTES		
The successful candidate will be able to:		
Demonstrate they are able to work under pressure and use own initiative	E	AF/I
Work to deadlines	E	AF/I
Demonstrate that they are able to develop effective working relationships	E	AF/I
Observe hygiene standards at all times	E	AF/I
Demonstrate they have a positive approach to customer care and service delivery	E	AF/I
PERSONAL QUALITIES AND ATTRIBUTES		
The successful candidate will have:		
A good standard of personal hygiene; wearing the uniform provided ensuring it is clean and tidy.	E	AF/I
A calm and organised nature	E	AF/I
The ability to communicate confidently and effectively, in varied situations, using a range of methods	E	AF/I
The ability to respond effectively to challenges	E	AF/I
A flexible approach to working practices	E	AF/I
High expectations of self and professional standards	E	AF/I
The ability to work as both part of a team and independently	E	AF/I

A commitment to contributing to the wider school, Trust and its community	E	AF/I
OTHER		
Commitment to comply with and adhere to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Commitment to comply with and adhere to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Commitment to gain clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I