



**HALLING**  
Primary School

**Working at Halling Primary School**

**JOIN OUR TEAM**



**For Appointment of:  
Catering Assistant**





# Headteacher's Welcome

Lisa Taylor

**Thank you for your interest in the role at Halling Primary School. I hope that the information within gives you an insight into our school, Aletheia Academies Trust and the unique opportunity this position offers.**

Our Vision, 'Learning for Life' is at the heart of all that we do and is lived and breathed by the whole school community. This enthusiasm for learning makes our school a very special place to come to work and to learn.

Every child has the ability to achieve and, at Halling, we guide and develop our children to ensure that they reach their full potential in a safe, happy, supportive and caring environment.

We are so fortunate to have an excellent team of teachers, teaching assistants and wider support staff who always go the 'extra mile' in respect of our children and their families. This is what makes teaching and learning opportunities at Halling really enjoyable for all. The members of Halling's Local Governing Body are committed and proactive.

Halling's curriculum is broad, balanced and comprehensive, combined with a wide range of enrichment opportunities and extra-curricular activities. The focus is on education and personal development. At Halling, we develop children's skills and enable them to move on to the next steps in their lives.

At Halling, 'genuine botheredness' most certainly exists! Whatever your child's next step may be, we have very successful transition processes and support in place. Each child's self-esteem is fostered through positive relationships with staff and effective communication with parents/carers.

Our Core Values of Integrity, Respect, Resilience, Thankfulness and Compassion are a thread that runs throughout Halling and our values are embodied by all.

I feel privileged to be the Headteacher of such a great school. I know that Halling Primary School will continue to be a thriving part of the local community for many years to come.

# Halling Primary School



Our school is at the heart of the thriving, ever-growing village of Halling.

Halling Primary School became part of Aletheia Academies Trust in January 2022. As an academy, school funding comes directly from the Government rather than from the Local Authority, Medway Council.

Halling is set in extensive grounds with a large field, playground and Forest School area. Forest School enables our children to learn a wide range of skills. They learn to become problem solvers, build resilience, collaborate and gain independence. These skills are all fundamental both inside and outside of school.

Our curriculum enables children to develop spiritually, morally, socially and culturally, as well as learning, through British Values, how to be effective citizens in society.

Through using the **Chris Quigley Education** approach to the curriculum, our children gain the subject knowledge, skills and understanding appropriate to their stage of development.

At Halling Primary School, we have committed Governors, who are truly passionate about the school. The Governors are active and attend a range of functions, visit classes and work alongside staff to ensure the best possible outcomes for our children.



The curriculum is broad and stimulating. Leaders have thoughtfully sequenced the knowledge that they want pupils to learn from Reception up to Year 6 - **Ofsted 2023**



# Job Description

Job Title	: Catering Assistant
Location	: Halling Primary School
Duration	: Part-time, temporary (maternity cover)
Work Hours	: 11.25 hours per week, 39 weeks per year (term-time plus inset days)
Reporting to	: Catering Manager
Salary	: AAT A.1 (actual salary: £6,496.63 per annum)
Pension	: LGPS



## About the Role

Halling Primary School is seeking an enthusiastic Catering Assistant who can bring energy and a positive approach to supporting our busy school kitchen.

### Job Purpose:

- To assist in the preparation, cooking and serving of food and beverages, as directed.

### We would love to hear from you if you:

- Have previous experience working in a catering environment, preferably within a school setting
- Show genuine passion for delivering exceptional customer service
- Excel as a supportive and collaborative team player
- Have good communication skills and a proactive attitude
- Want to work in a supportive and caring environment.

# Key Responsibilities



As Catering Assistant, you will work under the direction of the Catering Manager to support in providing high-quality meals. Your responsibilities will include:

- Assist in the preparation, cooking and serving of food and beverages.
- Provide daily cleaning of kitchen surfaces, floors, equipment and appliances to ensure the cleanliness of the working environment, so that meals can be prepared in accordance with acceptable standards of hygiene.
- Assist with the preparation, delivery and/or serving of food to enable the Cook to prepare and serve meals on time.
- Assist with the receipt and storage of groceries and stock control.
- Monitor fridge stock rotation to enable standards of hygiene to be maintained (where applicable).
- Attend training courses as required and assist in the training of other premises support staff as directed.
- Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times.
- Operate kitchen equipment safely, in accordance with training.
- Refill and replace sauces, condiments and other consumables.
- Report incidents involving pupil welfare and/or behaviour.

## Safeguarding and Professional Conduct

- Maintain professional boundaries and safeguard the well-being of all pupils.

## Professional Development

- Participate in relevant training and continuous professional development.
- Work collaboratively with all staff and contribute positively to the wider life of the school.

*This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.*



# Person Specification



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## Qualifications and Experience

- Basic Food Hygiene Certificate (Level 2) or willingness to obtain
- GCSE or equivalent, including at least Grade C in English and Maths
- Experience working in a kitchen or catering environment, preferably within a school setting
- Experience working collaboratively with colleagues
- Trained in First Aid or Health and Safety

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## Skills and Knowledge

- Professional attitude to colleagues, pupils and the working environment
- Awareness of food safety, hygiene, and allergen management regulations
- Good organisational and time management skills
- Ability to maintain a clean, safe working environment
- Able to work without close supervision and enjoy working on own initiative
- Flexible and willing to help others
- Able to work effectively with colleagues as part of a team
- Friendly and approachable with good communication skills, including interaction with pupils to ascertain needs.

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## Personal Qualities

- You are reliable, punctual, and flexible.
- Commitment to uphold the 7 Nolan principles of public life.
- Commitment to achieve the best outcomes for all pupils and promoting the ethos and values of the Trust and school.
- Ability to work under pressure, be resilient and prioritise effectively.
- Commitment to always maintaining confidentiality.
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.
- Commitment to own well-being and that of the whole school community.

**All Essential Criteria**

**E = Essential      D = Desirable**

# How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

## **People and Culture Team**

**[HR@aletheia.org.uk](mailto:HR@aletheia.org.uk)**

**01 474 531495**

To apply for this role, [please visit MyNewTerm.](#)



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

**Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).**



# Contact Us

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