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ILKLEY GRAMMAR SCHOOL

A MOORLANDS LEARNING TRUST ACADEMY

**FURTHER
PARTICULARS FOR
THE POST OF:**

**CATERING
ASSISTANT
(FIXED TERM to March
2027)**

SEPTEMBER 2026

Ilkley Grammar School
Catering Assistant (Fixed Term to March 2027)
Scale Pay Point 3 (Actual Annual Salary £14,039-£14,291 per Annum)
25 hrs per week Monday, Tuesday, Thursday and Friday 9.15am-2.30pm (with a 15 minute break)
Fridays 9.45am-3.00pm (with a 15 minute break)
Term time only

Thank you for requesting details for the post of Catering Assistant. We are looking for an enthusiastic and adaptable Catering Assistant to join our established Catering team. Experience is an advantage, but full training will be given.

The successful applicant will have great customer service, high standards and thrive as part of a team.

Our in-house catering service provides meals across four separate outlets in school, offering choices for different age groups. This is a fast-paced, dynamic role in a dedicated team in our growing school.

This is an exciting time in the school's development. In July 2022 it was announced that IGS has been selected for the next phase of the national Schools Rebuilding Programme and will receive substantial capital investment to rebuild and /or refurbish parts of the school. This will have a transformative impact on the learning environment at IGS and will substantially reduce our carbon footprint.

We deeply care for our staff as well as our students and take their wellbeing seriously, engaging regularly and meaningfully with all colleagues. We have a strong associate staff team employed across student support and pastoral roles, administration, premises management, IT support, finance, catering and operational management. We are sensitive about the importance of managing staff workload. We have a comprehensive wellbeing offering for staff to access across the school year. The school also closes earlier for students on Wednesdays to facilitate whole school and departmental staff development and training.

Despite our considerable success, we are not complacent and the commitment to our Personal Best values and our motto "Growing in Wisdom and Stature" means that we continue to drive school improvement to further raise standards. It is important to us that students are equipped with the confidence, skills and personal qualities to make a positive difference to their own lives and to that of others. We can guarantee high-quality support in the role, committed and effective colleagues, well-motivated and aspirational students, opportunities for partnership working and a very supportive community. In return, we will expect a positive and enthusiastic approach, an unwavering commitment to our Personal Best values and a passion for working with young people to make a positive difference to their lives.

If you are inspired by this opportunity and have the qualities to contribute to our high-quality provision, then we would be delighted to hear from you.

How to Apply

As part of your online application in the Personal Statement section (no more than 2 sides of A4) please explain:

How your skills, qualities and experiences make you a suitable candidate for this post.

The closing date for this post is: 8am Monday 1st September 2026
Provisional interview is scheduled for w/c 7th September 2026

Please be aware that we reserve the right to close early, and so early applications are encouraged.

If you do not receive an invite to interview by 7th September 2026 we regret your application will have been unsuccessful on this occasion, but we wish you every success in your future career.

Thank you again for your interest in our school.



Carly Purnell
Headteacher

PRIME OBJECTIVES OF THE POST:

To perform a variety of tasks associated with food preparation and production, front and back of house services including operating a cashless till and any general support required as part of the catering team. To perform general duties which support the effective running of the catering service and with due regard to all Health & Safety and Food Safety Regulations.

Key Accountabilities

Customer Service

- To be polite, professional and friendly at all times with students and colleagues, ensuring high standards of customer care at all times
- To demonstrate a can-do attitude
- To assist with preparation and service of quality meals
- To acquire a good knowledge of all products in order to be able to advise customers on their choices and to understand dietary needs and allergies
- To work efficiently to minimise queue times
- To operate the cashless till system accurately

Operational Excellence and Teamwork

- To make sure you are aware of, and meet the legal and School requirements for fire, safety, health and hygiene, reporting any accidents, near misses or concerns to your line manager
- We are committed to continuous improvement and all colleagues are encouraged to work together to seek ways to improve work activities and promote efficiency
- To promote good safety habits and methods of work
- As part of the team, to ensure all displays and counters statutory health and hygiene requirements
- To clean all work areas during and after use and remove all waste to the appropriate area
- To maintain temperature records as required and to report any variance
- To operate machinery as shown and trained to do so, ensuring that the equipment is used safely and in accordance with current regulations and School policies
- All schedules are maintained and accurate
- Checking and storage of deliveries as required
- Wiping tables and washing up, setting up for service time
- Loading and unloading the dishwashers

Health & Safety

- Complete the Ilkley Grammar School Health & Safety Training prior to the commencement of employment
- Receive, read and understand the contents of School Staff Handbook
- Take reasonable care for your own health and safety and that of others who may be affected by what you do or what you fail to do
- Co-operate with your line manager on HSE matters; and correctly use work equipment, personal protective equipment in accordance with training and instructions provided
- Not interfere with or mis-use anything provided for HSE purposes
- Report HSE hazards, accidents, incidents, illness and diseases to your line manager

Responsibilities

- Be aware of and comply with policies, procedures and undertake training relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required, for example Fire Marshall
- To support, uphold and contribute to the development of the Academy's Equality policies and practices in respect of both employment issues and the delivery of services to the community.

General Accountabilities

- Demonstrate and reinforce the 6 IGS Personal Best values of **Pride, Respect, Courage, Responsibility, Kindness, and Resilience.**
- Be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times;
- establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school;
- be aware of and comply with the code of conduct, regulations and policies of the school;
- develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support school development.

VARIATION IN ROLE

Given the dynamic nature of the role and structure of Ilkley Grammar School as an Academy, it must be accepted that, as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Recruitment and Selection Policy Statement

The Academy's Board of Governors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

As with most associate staff roles, this post is subject to the satisfactory completion of a six-month probationary period.

PERSONNEL SPECIFICATION – – Catering Assistant

Qualifications	Essential/ Desirable E/D	How Identified
☐ An understanding of child protection, health, safety and security	D	Application form and selection process
☐ NVQ Level 2 or equivalent in relevant area	D	
☐ First Aid qualification or willingness to undertake First Aid at Work qualification	D	
Experience	Essential/ Desirable E/D	How Identified
☐ Customer Service focused	E	Application form and selection process
☐ Experience of working in a busy environment especially during service times	E	
☐ Experience of working in environments involving high levels of customer care	D	
☐ Experience of working in a high pressured environment	D	
☐ Experience of managing own workload to meet conflicting demands and deadlines to ensure completion of tasks	E	
☐ Defusing difficult situations in a calm manner	E	
☐ Presenting yourself effectively	E	
☐ Experience of working in a school based environment	D	
Training	Essential/ Desirable E/D	How Identified
☐ Basic food hygiene and health and safety training gained within the first 6 months and refreshed annually	E	Application and selection process
☐ COSHH Training	D	
☐ Completion of training in cash handling procedures or till operation	D	
☐ Willingness to participate in CPD	E	
☐ Evidence of relevant CPD	E	
Skills	Essential/ Desirable E/D	How Identified
☐ Able to understand and carry out instructions	E	Application form and selection process
☐ Able to think logically and calmly when under pressure.	E	
☐ Able to keep accurate & appropriate records	E	
☐ Able to use initiative within school policies and practices	E	
☐ Good standard of written and spoken English	E	
☐ Good numeracy skills	E	
☐ Able to act in an understanding and patient manner whilst remaining firm and fair	E	
☐ Able to take initiative and to work independently	E	
☐ Good interpersonal skills and confident communicator	E	
☐ Good problem solver	E	
☐ Understand and manipulate numerical & statistical data	E	
☐ Evidence of the ability to promote a positive ethos and pride in the school together with high standards of education, care and behaviour	E	

Professional Qualities	Essential/ Desirable E/D	How Identified
☐ Able to comply with legislation and follow all rules and regulations laid down in the staff handbook and policies with regards to uniform, personal hygiene and health and safety	E	Application form and selection process
☐ 'Can do' attitude	E	
☐ Teamwork/collaboration	E	
☐ Emotional intelligence	E	
☐ Confidentiality and discretion	E	
☐ Takes pride in personal appearance and hygiene	E	
☐ Sense of humour and perspective	E	
Equal Opportunities	Essential/ Desirable E/D	How Identified
☐ Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Selection process
☐ Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Circumstances - Personal	Essential/ Desirable E/D	How Identified
☐ Will not require holiday leave during term time.	E	Selection process and completion of an Enhanced DBS disclosure
☐ Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).	E	
☐ No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).	E	
☐ If driving is a feature of this post – must be licensed and appropriately insured (e.g., business use).	E	
Safeguarding	Essential/ Desirable E/D	How Identified
☐ Has appropriate motivation to work with children and young people, and can relate to them	E	Completion of an Enhanced DBS disclosure
☐ Ability to maintain appropriate relationships and personal boundaries with children and young people	E	
☐ Displays commitment to the protection and safeguarding of children and young people	E	
☐ Has up to date knowledge of relevant legislation and guidance in relation to working with young people	E	