

Wellspring Academy Trust

Job Description



Post title: Catering Assistant

WELLSPRING

We Make A Difference

Reporting to: Catering Lead

Purpose of the post

To support the Catering Lead in delivering an exceptional dining experience, ensuring every child receives wholesome, delicious meals within a safe and welcoming environment. The Catering Assistant plays a vital frontline role in the daily preparation, service, and maintenance of the catering provision, contributing directly to a high-quality service that fuels pupil learning and aligns closely with Wellspring's progressive food values.

Key responsibilities and duties

1. Food Production & Service

- Assist in the day-to-day preparation, cooking, and service of appetising and nutritious meals to the highest standards.
- Ensure the correct standards of portion control and food presentation are maintained during service, delivering high quality *every serve, first time*.
- Support the service by handling food provisions with care, ensuring that alternative options or specific dietary requirements are served safely and accurately.

2. Environment Management & Asset Care

- Prepare the dining room and counter areas ahead of meal services to create an inviting environment for pupils and staff.
- Maintain the rigorous cleaning schedule across the kitchen, dining room, and associated areas.
- Ensure the careful use and day-to-day maintenance of all catering equipment, proactively identifying and reporting any faults or safety concerns to the Catering Lead.

3. Operational & Administration Support

- Support the Catering Lead with foundational operational tasks, including recipe development trials, basic stock control counts, noticeboard menu displays.
- Operate relevant catering IT systems effectively to support data entry, meal tracking, and service delivery.
- Assist in maintaining accurate kitchen records, tracking daily operations, and receiving incoming food deliveries safely.

4. Resource Efficiency & Team Collaboration

- Promote the efficient and mindful use of utilities, including gas, electricity, and water, to minimise costs and support the Trust's environmental goals.
- Attend all required training sessions, team briefs, and meetings to keep up-to-date with service standards.
- Share practical catering skills and knowledge with colleagues to support continuous improvement and a strong 'OneWellspring' culture.
- Transport of catering provisions where required.

5. Health, Safety & Compliance

- Carry out all food handling, preparation, and cleaning duties in strict accordance with relevant legislation, food hygiene regulations, and Trust policies.
- Adhere rigorously to statutory Health and Safety frameworks, including proper chemical handling (COSHH), HACCP procedures, and allergen cross-contamination controls.
- Maintain complete alertness to safeguarding procedures, ensuring the safety and well-being of the

school community at all times.

6. Professionalism & Botheredness

- Conduct yourself with integrity and a positive can-do attitude, demonstrating pride in the school environment and respect for all stakeholders.
- Build a warm, positive rapport with pupils and staff, utilising excellent communication skills and empathy to meet the daily needs of the school community.

Standard Duties in all Trust Job Description

- Show commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.
- Personal integrity and a commitment to the Nolan principles of public service.
- A commitment to professional development.
- This job description is not intended to be a comprehensive list of duties and responsibilities associated with the post. The post holder will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

Method of Working

The Wellspring Academy Trust expects all staff to work effectively and cooperatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully and in accordance with Trust guidelines, policies and procedures.

Wellspring Team members are expected to always respect confidentiality and safeguarding practices.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must always project a positive image of the Trust and through all activities.

DBS Certificate

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

Person Specification

Catering Assistant

Education and Training	Information	Essential/ Desirable	How identified
	Level 2 qualifications in relevant discipline i.e. Professional Cookery / Food Hygiene	D	Application
	First Aid qualification	D	
	H&S Qualification	D	
Experience	Working in a catering / busy kitchen environment	D	Application Interview Reference
	Maintaining accurate records and following compliance procedures	D	
	Working in an educational establishment or similar environment	D	
	Understanding the needs of the school and service standards	D	
General and Specialist Knowledge	Operating H&S in a catering environment including risk assessments, food safety legislation etc.	D	Application Interview
	Knowledge of COSHH regulations	D	
	Knowledge of health and safety procedures and policies	D	
	Operating under hygiene and safety procedures	D	
Skills and Abilities	Good organisation and self management	E	Application Interview Reference
	Ability to use general catering equipment safely and correctly	D	
	Ability to follow catering code, health and safety and hygiene practices	E	
	Ability to participate and contribute to continuous improvement and development of the catering service	E	
	Ability to communicate using effective relationship building skills	E	
	Time management skills	E	
	Good IT skills including google	D	
Additional Requirements	Operate with the highest standards of personal/professional conduct and integrity	E	Interview
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	E	
	Willing to undertake training and continuous professional development in connection with the post	E	
	Work in accordance with the Trust's values and behaviours	E	
	Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	E	
	Satisfactory DBS disclosure to work in an environment dealing with young people	E	
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	E	
	A commitment to safeguarding and promoting the welfare of all	E	