



# **Catering Assistant**

**Recruitment Pack  
2026**





## WELCOME

Belper School and Sixth Form Centre is a warm, inclusive and inspiring place to learn and work. We combine strong academic standards, a rich and inspirational curriculum and a caring and supportive ethos to provide the very best education we can for our wonderful students. At the heart of the school is a strong sense of belonging and shared responsibility, which gives Belper its distinctive character and underpins everything we do.

Our lively and successful school of just over 1200 students, including around 180 Sixth Formers, has proudly served the community of Belper and the surrounding villages for over 50 years. Belper is a vibrant market town in Derbyshire, on the edge of the Peak District. Situated within the Derwent Valley World Heritage Site, it is known for its creative and inclusive spirit, hosting an annual arts festival and a popular Pride event, values which closely reflect our own.

Our vision is captured in the phrase:

*“Create your future. Be who you are, become who you aspire to be.”*

Supported by our *Be Belper Values*, this vision shapes daily life in the school. We are committed to nurturing a love of learning and boundless curiosity in every student. Through our broad curriculum, rich subject content and extensive extracurricular opportunities, we inspire students to discover their interests and develop their talents. We also place great importance on building resilience, independence and self-belief so that students leave us as confident, well-rounded young people ready to make a positive contribution to their communities and the wider world.

We have a distinctive ethos that is reflected in the unique ways we build mutual respect and trust across the school. Belper is a non-uniform school, and students address staff by their first names. This is a deliberate and important part of our culture which helps foster positive relationships and ensures every child feels known, valued and respected. While we value academic achievement highly, we also see it as our duty to develop responsible, compassionate and respectful citizens.

Visitors often comment on the calm, positive and purposeful atmosphere around the school, and we are incredibly proud of our students, who are consistently kind, polite and engaged in their learning. As Ofsted noted in May 2025, *“There is a calm and productive atmosphere around school. Staff have high expectations of pupils’ behaviour and conduct. Pupils are trusted to behave well, and they do.”*

We know that to provide the very best education, we must recruit, retain and invest in exceptional staff. Staff wellbeing is a genuine priority and is closely linked to our high levels of retention. We are proud that Ofsted’s May 2025 inspection recognised the positive culture we have built:

*“Staff are proud to work at the school. They appreciate leaders’ consideration of their work-life balance. They feel well led and managed”*

Thank you for your interest in Belper School and Sixth Form Centre. We hope this gives you a sense of the warm, supportive and inspiring community we have created, and we look forward to welcoming colleagues who share our values and ambition for young people.

**Mrs Matilde Warden BSc (Hons) NPQH**  
*Headteacher*



## The Role

We are seeking an enthusiastic and dedicated Catering Assistant to join our school catering team. The role involves basic food preparation, general kitchen duties, and serving food to students and staff.

The successful candidate will ideally hold a Food Hygiene Certificate and enjoy working cooperatively and flexibly as part of a team.

### What we offer:

- LGPS Pension Scheme (employer contribution of 20.80%)
- Continuous Professional Development (CPD) opportunities
- Access to our Employee Assistance Programme, offering a range of wellbeing and advice services
- Free parking
- Staff social events and activities
- Holiday pay included in salary, with pay equally divided over 12 months

### Hours:

Thursday and Friday, 8:30am – 1:15pm, 39 weeks per annum  
(Term time only plus INSET days; 9.5 hours per week)

### Salary:

Actual Salary: Grade 2, Pay Point 1 - £5391-00

*Belper School and Sixth Form Centre are committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As this post is regulated activity, references and online searches will be conducted for shortlisted candidates, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education. We are committed to equality of opportunity in employment and services.*



## HOW TO APPLY

Applications can be made via the `Apply Now` link on MYNewTerm

**Role Type:** Permanent

**Start Date:** As soon as possible following pre-employment checks

**Closing date:** 9am Friday 5 June 2026

(Early applications are encouraged. Applications will be reviewed periodically, and interviews will be held on a rolling basis. Shortlisted candidates will be contacted by email. Should a successful appointment be made, we reserve the right to close this advert at any time)

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All applicants must be able to provide evidence of their Right to Work in the UK prior to commencement of employment. As part of our need to comply with UK immigration rules, you will be required to provide Home Office stipulated documentation prior to interview.

## **Role Description and Person Specification**

|                           |  |
|---------------------------|--|
| <b>Post title:</b>        | Catering Assistant   |
| <b>Grade:</b>             | Grade 2  |
| <b>Job Family:</b>        | Catering   |
| <b>Responsible to:</b>    | Caterer  |
| <b>Hours of work:</b>     | 9.5 hours per week<br><br>Thursday: 8.30am – 1.15pm<br>Friday: 8.30am – 1.15pm |
| <b>Weeks of contract:</b> | 39 weeks per annum (term time only plus INSET days)                            |

### **Role Description**

#### **Purpose of the Post**

- To provide practical support in meal preparation and service, working to duty rotas across more than one kitchen
- To provide a high quality school catering service so that standards are maintained to the satisfaction of the Headteacher

#### **Key Tasks and Responsibilities**

1. To carry out basic food preparation and simple cooking, including frying of food
2. To carry out general kitchen duties
3. To serve meals ensuring correct portion control
4. To clean the kitchen, its surrounds and equipment
5. To provide basic assistance with stock taking
6. To operate tills and process electronic payments in respect of food sold
7. To launder kitchen towels
8. To ensure the cleanliness of dining furniture and equipment
9. To ensure compliance with food hygiene and health and safety regulations at all times
10. To carry out any other reasonable duties within the overall function of the post
11. To receive training as required, including food safety and hygiene, working at height, operation of tools and machines, safe use of chemicals and substances, and school-specific procedures such as safeguarding
12. To have an awareness of the needs of different service users
13. To provide information to students and to encourage positive student behaviours within the dining areas

14. To work co-operatively and flexibly with the Caterer to enable efficient and effective teamwork and the best possible use of staff and resources to achieve service objectives

**Line management or supervisory responsibilities (if applicable)**

- None but may be required to assist in basic training or induction of new colleagues

**Supervision received (if applicable)**

- Work standards monitored by Cook/Caterer
- Line manager is the School Catering Manager

**Corporate Responsibilities**

- To be aware of and comply with school policies and procedures
- To work towards the school vision and in support of the school's ethos and aspirations
- To comply with the school Code of Conduct
- To comply with health and safety policies and procedures
- To maintain confidentiality and observe data protection and associated guidelines
- To receive safeguarding training and comply with school policies and procedures
- To carry out the duties and responsibilities of the post in compliance with the Equalities Act and the school's equal opportunities policies
- To act with honesty and integrity and in accordance with the school's financial regulations
- To act appropriately and professionally, and to treat others with courtesy, respect and consideration

**Person Specification**

**A – application form R- references I – interview T - task**

| Knowledge and Skills   | Essential / Desirable     | Evidence                       |
|--|---------------------------|--------------------------------|
| <ul style="list-style-type: none"> <li>▪ Ability to work in a school catering unit</li> <li>▪ Experience of working in a production kitchen or food service operation</li> </ul> | <p>E<br/>D<br/><br/>E</p> | <p>AI<br/>ARI<br/><br/>ARI</p> |

|  |   |     |
|--|---|-----|
| <ul style="list-style-type: none"> <li>▪ Ability to carry out basic food preparation and simple cooking tasks in accordance with recognised practice</li> <li>▪ Good all-round practical catering knowledge</li> <li>▪ Ability to carry out general kitchen duties including cleaning</li> <li>▪ Ability to follow duty rotas and work to deadlines</li> <li>▪ Knowledge and understanding of Health and Safety requirements including COSHH; the principles of food hygiene and storage/service; dietary and cultural requirements; and how to work safely</li> <li>▪ Understanding or portion control and food cost control</li> <li>▪ Knowledge of waste handling process</li> <li>▪ Food presentation skills</li> <li>▪ Ability to operate a till and handle cash</li> <li>▪ Ability to communicate effectively</li> </ul> | D | AI  |
|  | E | ARI |
|  | E | AI  |
|  | E | AI  |
|  | D | AI  |
|  | D | AI  |
|  | D | AI  |
|  | E | AI  |
|  | E | AI  |
|  | E | AI  |

| Personal Qualities  | Essential / Desirable | Evidence |
|---|-----------------------|----------|
| <ul style="list-style-type: none"> <li>▪ Ability to remain calm in all situations</li> <li>▪ Takes care and pride in all tasks given</li> <li>▪ Customer liaison skills</li> <li>▪ Integrity, showing trustworthiness</li> <li>▪ Patient, tactful and approachable</li> <li>▪ Ability to work co-operatively and flexibly as part of a team</li> <li>▪ Fosters good working relationships</li> <li>▪ Aware of the different needs of different service users</li> <li>▪ Committed to good health and safety practice</li> </ul> | E                     | RI       |
|   | E                     | RI       |
|   | E                     | ARI      |
|   | E                     | R        |
|   | E                     | ARI      |
|   | E                     | ARI      |
|   | E                     | RI       |
|   | E                     | ARI      |
|   | E                     | RI       |

| Qualifications   | Essential / Desirable | Evidence |
|--|-----------------------|----------|
| <ul style="list-style-type: none"> <li>▪ Grade 4 (C) or above in GCSE Maths or equivalent</li> <li>▪ Grade 4 (C) or above in GCSE English or equivalent</li> <li>▪ Basic Food Hygiene Certificate</li> </ul> | D                     | ARI      |
|  | D                     | ARI      |
|  | E                     | ARI      |

| Corporate Competencies   | Essential / Desirable | Evidence |
|--|-----------------------|----------|
| <ul style="list-style-type: none"> <li>• General knowledge and understanding of the requirements of a school environment</li> <li>• Ability to relate to students aged 11 to 18</li> </ul> | E                     | ARI      |
|  | E                     | ARI      |

|   |          |            |
|---|----------|------------|
| <ul style="list-style-type: none"> <li>• Punctuality and reliability</li> </ul>   | <b>E</b> | <b>ARI</b> |
| <ul style="list-style-type: none"> <li>• Understanding of the importance of safeguarding and the welfare of children, and a commitment to remaining up to date with requirements of the role in this area</li> </ul>  | <b>E</b> | <b>ARI</b> |
| <ul style="list-style-type: none"> <li>• Understanding of the importance of financial rules and procedures and a commitment to remaining up to date with the requirements of the role in this area</li> </ul>         | <b>E</b> | <b>ARI</b> |
| <ul style="list-style-type: none"> <li>• Understanding of the importance of health and safety rules and procedures and a commitment to remaining up to date with the requirements of the role in this area</li> </ul> | <b>E</b> | <b>ARI</b> |
| <ul style="list-style-type: none"> <li>• Understanding of the importance of Equalities Act requirements and a commitment to remaining up to date with the requirements of the role in this area</li> </ul>            | <b>E</b> | <b>ARI</b> |
| <ul style="list-style-type: none"> <li>• Understanding of the need for confidentiality and knowledge of data protection principles</li> </ul>   | <b>E</b> | <b>ARI</b> |