



**St Mary's**  
CE Primary & Nursery School



## CATERING ASSISTANT

**Recruitment Pack**  
**Closing Date: FRIDAY 10<sup>TH</sup> APRIL 2026**



Dear Colleague,

In our school, it is important that people are made welcome by all staff. The learning environment, displays pupils' work and the general care of our school should reflect the ethos and values of the staff, governors, pupils, families and communities. Our pupils should reflect on the values and relate them to their own behaviour. We encourage pupils to use values to guide their own actions. The endeavours of the pupils are built upon and extended through their work and play in a school committed to Christian Values.

Our vision is simple - it is for all our pupils to have high aspirations and to have a wide range of opportunities to develop the knowledge they need to reach their full potential.

To achieve this we will...

- Teach lessons which ignite curiosity and allow them to experience the feeling of discovery.
- Be role models who instil consideration and encourage them to embrace difference and diversity.
- Provide a safe environment to inspire confidence and support them to shape their own future.

As we are a church school, we take the development of the whole child as seriously as we do their intellectual, artistic and physical development.

We have an established a partnership between parents, governors, staff, children, church and everyone else involved in the life of the school.

We are an open and friendly school where all children are made welcome and made to feel they can succeed. We hope that you will feel welcome to get involved and to contribute whatever you feel able to offer to St Mary's.

For our part, we want you to feel secure and comfortable that we offer a happy and safe learning environment, where your child will make progress academically, creatively, socially, spiritually and physically. We have strong links with RAF Shawbury where many parents come for short-term postings. We believe it is especially important for you to feel that your child will be settled and begin to make progress from the word go.

Any primary school is a special place for all those who work there, encouraging high standards and genuine commitment from all who are involved. We work hard to provide an atmosphere of care, commitment and fun! We feel confident that our delivery of the curriculum at St Mary's, and our whole-school approach to children, meets the needs of all the individuals in the school. And of course, we are ALWAYS looking to improve what we do for the benefit of your children.

Sarah North - Headteacher



**St Mary's**  
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**Post Title: CATERING ASSISTANT**

**Reporting to: SARAH NORTH - HEADTEACHER**

**Salary: £12.65 per hour (pay award pending) - Term time only + 3 cleaning days**

**Hours: 13.75hrs /week - OVER 4 DAYS**

**MONDAY: 10:45am - 13:45pm TUESDAY: 10:45am - 13:45pm**

**THURSDAY: 10:00am - 14:00pm FRIDAY: 10:15am - 14:00pm**

**Location: ST MARYS CE PRIMARY SCHOOL AND NURSERY, SHAWBURY, SHREWSBURY, SY4 4JR**

#### **Core Purpose of Role:**

- Support the preparation, serving, and presentation of food and beverages to ensure a high-quality catering service.
- Maintain cleanliness and hygiene standards in food preparation, service, and dining areas.
- Assist with basic food preparation tasks under direction from catering supervisors or Head Cook.
- Provide friendly, efficient customer service to all service users, including staff, students, and visitors.
- Ensure all food safety, health & safety, and allergen procedures are followed at all times.
- Help with setting up, clearing away, and cleaning equipment to support smooth daily catering operations.
- Contribute to a positive team environment by working flexibly and supporting colleagues during busy periods.

#### **Duties:**

- Assist with the preparation of child-friendly meals in line with school menus and nutritional guidance.
- Set up the dining hall before lunchtime, including laying out cutlery, trays, and serving stations.
- Serve meals to pupils in a patient, supportive, and encouraging manner.
- Support children to encourage choosing balanced meal options.
- Ensure all food served meets allergen, dietary, and school food standards.
- Monitor the dining area to maintain a calm, safe, and positive lunchtime environment.
- Operate basic kitchen equipment safely, including dishwashers, warmers, and serving tools.
- Wash dishes, utensils, and kitchen equipment, ensuring items are hygienically cleaned and stored.
- Assist with receiving and storing food deliveries, rotating stock, and checking temperatures.
- Maintain high standards of cleanliness in the kitchen, servery, and dining areas following food hygiene regulations.
- Help with clearing down the kitchen and dining space at the end of service.
- Work collaboratively with the catering team and school staff to support smooth lunchtime routines.



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## CATERING ASSISTANT

### Management:

- Assist in organising the daily setup of the kitchen and dining hall to ensure a smooth lunchtime service.
- Support the Catering Supervisor or Cook by managing small tasks independently, such as preparing food stations or overseeing specific service areas.
- Help coordinate the flow of pupils through the dining area to ensure safe, efficient, and calm mealtime routines.
- Monitor food levels during service and inform the Catering Supervisor when replenishment or preparation is required.
- Maintain accurate records such as temperature checks, cleaning logs, and allergen documentation in line with school policies.
- Ensure all food safety, hygiene, and health & safety procedures are followed and report any concerns promptly.
- Provide guidance to new staff, relief staff, or volunteers on basic tasks and routines.
- Take initiative in maintaining cleanliness standards across kitchen and dining spaces, ensuring issues are addressed quickly.
- Assist in coordinating clearing and cleaning routines so that the kitchen and dining areas are left ready for the next use.
- Communicate effectively with the catering team and wider school staff to support smooth lunchtime organisation and pupil safety.

### Resources:

#### Food Preparation Tasks

- Access to fresh, frozen, and dry food ingredients needed for daily menus.
- Colour-coded chopping boards and knives for safe food prep.
- Mixing bowls, peelers, graters, and measuring tools for simple dish preparation.
- Recipes, portion guides, and menu sheets to support consistent food production.

#### Food Service Tasks

- Serving utensils such as ladles, tongs, scoops, and portioners.
- Hot counters, bain-maries, or warming units to maintain safe serving temperatures.
- Pupil allergen/dietary lists to ensure accurate meal choices during service.
- Trays, cutlery, plates, and cups to support smooth pupil flow during lunch.

#### Supporting Pupils in the Dining Hall

- Child-safe cutlery and smaller serving tools suitable for primary-age pupils.
- Clear signage or menu boards to help children choose their meals.
- Access to pupil seating plans or lunch numbers for smooth service.

#### Cleaning & Hygiene Tasks

- Food-safe sanitising sprays, cloths, antibacterial wipes, and disposable cloths.
- Dishwashing equipment such as commercial dishwashers and drying racks.
- Mops, buckets, floor cleaners, and spill-response materials for dining hall safety.
- PPE including aprons, gloves, hairnets, and cleaning gloves.

#### Food Safety & Record-Keeping Tasks

- Temperature probes and probe-wipes for checking cooked and stored foods.
- Fridge/freezer thermometers and logging sheets.
- Cleaning schedules, checklists, and allergen documentation.
- Access to school food hygiene, allergen, and safeguarding policies.

#### Stock & Storage Tasks

- Shelving, labelled storage areas, dry stores, and secure cupboards.
- Fridge and freezer space organised for stock rotation.
- Delivery lists, stock check sheets, and guidance on portion control.

#### Communication & Support Tasks

- Daily briefings from the Catering Supervisor or Cook.
- Timetables or rotas outlining service times and responsibilities.
- Access to training materials, food hygiene refresher guides, and safety updates.



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## CATERING ASSISTANT

### Knowledge and Qualifications:

Essential, i.e. the postholder must have:

- **Level 2 Food Hygiene / Food Safety Certificate (or willingness to obtain on appointment).**
- **Basic literacy and numeracy skills to follow instructions, complete records, and handle simple checks.**
- **Willingness to complete mandatory school training, such as safeguarding or health & safety.**
- **Understanding of basic food preparation techniques suitable for children's meals.**
- **Knowledge of food hygiene principles, including safe storage, handling, and temperature control.**
- **Awareness of allergens and special dietary requirements, especially in a primary school setting.**
- **Understanding of health & safety practices within a kitchen and dining environment.**
- **Awareness of safeguarding principles and the importance of maintaining a safe environment for children.**

Desirable, i.e. the postholder would ideally have:

- **Level 1 or 2 Award in Introduction to Culinary Skills or similar.**
- **Training in allergen awareness or specific dietary needs.**
- **First aid awareness or school-based training (not always required but often beneficial).**
- **Previous experience in a school, catering, or childcare environment (experience can count as qualification).**
- **Understanding of school food standards and nutritional guidance for primary-age children.**
- **Awareness of portion control and promoting healthy eating habits.**
- **Experience supporting young children in practical situations such as mealtimes.**

### Experience:

Essential, i.e. the postholder must have:

- **Experience working in a catering, kitchen, or food-service environment (school, café, care setting, or similar).**
- **Experience following food hygiene procedures such as cleaning routines, temperature checks, or safe food handling.**
- **Experience providing friendly, customer-focused service to children or adults.**
- **Experience working as part of a team to deliver tasks within set timeframes (e.g., busy lunch periods).**

Desirable, i.e. the postholder would ideally have:

- **Experience working in a primary school or educational setting.**
- **Experience supporting children during mealtimes, including helping younger pupils with practical tasks.**
- **Experience preparing simple meals or assisting with basic food preparation.**
- **Experience working with allergen-safe processes, dietary needs, or special meal requirements.**
- **Experience maintaining kitchen records such as cleaning logs, stock rotation, or safety checks.**



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## Skills and Personal Qualities:

Essential, i.e. the postholder must have:

- **Good communication skills to interact positively with pupils, staff, and team members.**
- **Basic food preparation skills and ability to follow instructions accurately.**
- **Strong awareness of hygiene and safety, ensuring all tasks meet required standards.**
- **Ability to work efficiently during busy periods, particularly the lunchtime rush.**
- **Teamworking skills, supporting colleagues to deliver a smooth, safe meal service.**
- **Organisational skills, such as preparing areas ahead of service and managing tasks in order.**
- **Attention to detail, especially when dealing with allergens, food temperatures, or cleaning routines.**
- **Kind, patient, and child-friendly, with the ability to help young pupils calmly and positively.**
- **Reliable and punctual, ensuring consistent support during key school hours.**
- **Flexible and adaptable, willing to help with a range of kitchen and dining tasks.**
- **Positive and friendly attitude, contributing to a welcoming mealtime environment.**
- **Respectful and professional, maintaining confidentiality and following school expectations.**
- **Takes pride in cleanliness and presentation, ensuring high standards in the kitchen and dining areas.**
- **Shows initiative, noticing and addressing tasks without waiting to be asked**

Desirable, i.e. the postholder would ideally have:

- **Interest in healthy eating and child nutrition.**
- **Confidence in supporting children with additional needs during mealtimes.**
- **Calm under pressure, especially in noisy or fast-paced environments.**



## Why would an aspirational CATERING ASSISTANT join us?



We are committed to developing our staff and to providing opportunities for growth. We want to encourage the career progression of our employees wherever possible, and support staff who wish to move between our schools and the Shared Services Team when suitable roles arise. We also offer secondment opportunities when available.

At Empower Multi-Academy Trust you would be working alongside excellent leaders in education, each with specific areas of expertise. We offer Middle and Senior Leadership development programmes, professional support networks and career development pathways for staff at all levels. In addition, we also have mentoring and coaching programmes, peer learning, internal and external CPD opportunities.

### Health and Wellbeing Services

Working in education is a challenging job and the health and wellbeing of our staff is high on our agenda and a key priority. We have several Trust wide wellbeing initiatives that offer support and guidance for our workforce:

- A Trust Wellbeing Strategy and Charter outlining our commitment to staff wellbeing.
- At least one trained Mental Health First Aider in every location, helping to embed our belief that physical and mental health hold equal importance.
- A network of Mental Health First Aiders and Mental Health Leads who provide support, guidance, and signposting to colleagues across the Trust.
- A Future in Mind network representing all our academies, who signpost staff to wellbeing support and information, and ensure staff voice is heard.
- A designated Trustee sponsor whose role is to ensure staff wellbeing remains a priority
- Wellbeing is a discussion item on each Trustee / Local Governing Body meeting agenda
- Dissemination of annual staff wellbeing questionnaires to inform future actions
- Active engagement in national and international awareness days
- Working towards the Mental Health and Work Commitment and the Education Staff Wellbeing Charter.

Take a look at our employee benefits [HERE](#)





## What we can offer you

### Mission Statement:

To give our young children the knowledge and skills they need to flourish, succeed and contribute to our world

### Vision Statement:

For all our pupils to have high aspirations and to have a wide range of opportunities to develop the knowledge they need to reach their full potential.

School Values: Peace, Empowerment, Ambition, Collaboration, Positivity, Respect and Integrity

## Join Empower Multi-Academy Trust - Where People Matter



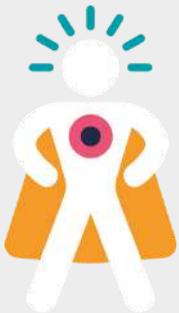
### EMPOWERMENT

We actively promote opportunities for every child, adult and school to influence their own practice and future.



### POSITIVITY

We adopt a 'can do' attitude and an optimistic approach.



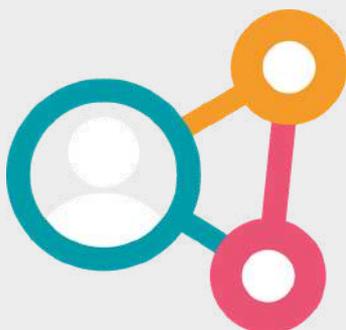
### AMBITION

We encourage and support every child, adult and school to aim high to achieve their aspirations.



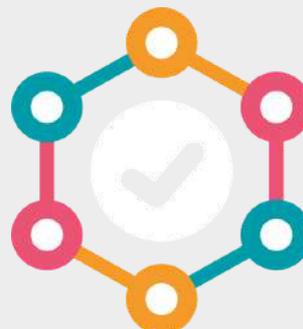
### RESPECT

We are thoughtful and considerate to ourselves, others and the environment.



### COLLABORATION

We work together to support everyone to achieve their aims.



### INTEGRITY

We are honest, transparent and fair in everything we do.



## Application & Selection Process

Please complete the online application form in full and submit with a supporting letter detailing how your skills, experience and attributes demonstrate your sustainability for the role.

Applications should be sent to Michelle Harrington, Director of People & Culture, via the My New Term platform.

**The closing date for applications is: FRIDAY 10<sup>TH</sup> APRIL 2026**

**Interviews will be held on: THURSDAY 16<sup>TH</sup> APRIL 2026**

### **Selection Procedure:**

Successful candidates will be invited to interview on Thursday 16<sup>th</sup> April 2026

More detailed information about the interview process will be provided to shortlisted candidates.

### **Safer Recruitment:**

Empower Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. As part of our recruitment process all successful candidates will be subject to a Disclosure and Barring Service check along with other relevant employment checks.

### **On the day interview:**

All applicants will be required to bring in a minimum of three pieces of identification which verify their name, date of birth and current address., one of which must be a form of photographic identification.

### **The following are acceptable:**

- Valid passport, birth certificate or driving licence
- Additional proof of address such as a recent utility bill, council tax bill or bank statement (at least two are required and should be dated no more than three months ago)

**Applicants will also need to bring their qualification certificates.**

**Appointments are subject to the receipt of satisfaction references. References will be sought from the current employer and gaps in employment history followed up.**

### **Data Protection:**

You should be aware that the information you provide will be stored at Empower Trust and will not be passed to any third party. Please also refer to our Recruitment Privacy Notice.



## PRIVACY NOTICE - JOB APPLICANTS

This privacy notice advises job applicants of the Trust's commitment to data protection responsibilities of privacy and confidentiality relating to the collection and processing of their personal information.

We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. All Headteachers and Managers involved in the recruitment process have responsibility for ensuring that applicants' personal information is held and processed in the correct way.

### What is personal information

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person (GDPR article 4).

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (GDPR article 9).

### Legal Basis for Using Personal Data

We collect personal data only for specified, explicit and legitimate purposes, whether or not by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

1. We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
2. We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
3. We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
4. We do this to ensure a candidate is suitable for the role and to make sure reasonable adjustments can be made for those applicants who have a disability.
5. Processing of personal data ensures that a fair recruitment process has taken place.

We will not process personal data of applicants for reasons other than the recruitment and selection process. Where we process special categories of personal data or criminal records data to perform obligations, this is done for legal reasons. We will update personal data promptly if an applicant advises that his/her information has changed or is inaccurate.

To operate an effective recruitment process, we will collect and store personal information you submit as part of the application process. By submitting your personal information, you are consenting to us using it in accordance with this policy. You are under no obligation to provide your consent for the organisation to hold your data out-side of the recruitment process. If you do not consent to the organisation holding, processing, and sharing your personal data during the recruitment process, we may not be able to process your application.

In some cases, the organisation will need to process data to ensure that it is complying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK.



## What data do we hold on you?

**The personal data we hold regarding you can include, but is not limited to, information such as:**

- Your name and address.
- Email address and telephone number.
- Date of birth.
- Equal opportunities monitoring information.
- Your nationality and entitlement to work in the UK.
- National insurance number.
- Information about your current salary and benefits.
- Qualifications and skills.
- Work experience and employment history.
- Information about your criminal record.
- Disability status to enable us to make any reasonable adjustments throughout the recruitment process.

**Any applicant wishing to see a copy of the information about them that we hold should contact the organisation**

## Who can access your personal data?

Your personal data may be shared internally with other members of staff involved in the recruitment process for them to perform their roles. Throughout the recruitment process we maintain strict confidentiality and only process and retain personal data of unsuccessful applicants for up to 12 months before being deleted or destroyed.

How do we protect applicants' personal data?

Our servers and storage systems are based in the UK and we have ensured that appropriate safeguards are in place to protect your personal data.

We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties. Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measure to ensure the security of data. For example, we ensure that we use encrypted devices, uses passwords, virus protection and has firewalls.

## What rights do you have in relation to your information?

You have the following rights in relation to your personal data: -

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
- The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.
- The right to restrict processing. The right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance can be obtained from the ICO's website.



- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
  - Processing based on legitimate interests or the performance of a task in the public interest / exercise of official authority.
  - Direct marketing
  - Processing for scientific / historical research and statistics.
  - Rights in relation to automated decision making and profiling.

Further guidance and advice on the above rights can be obtained from the ICO:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/>

This policy may be subject to change, and any changes. We recommend that you check the Privacy Notice each time you submit an application. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer on [admin@empowermat.co.uk](mailto:admin@empowermat.co.uk) Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> to raise any issues you have.

