



Central Catering Team
BMAT Education
Candidate Information Pack

Contents

1. **Welcome from the CEO**
2. **About Our Trust**
3. **About the Role**
4. **Job Description**
5. **Person Specification**
6. **How to Apply**



Welcome from the CEO

I never originally set out to establish a Multi Academy Trust. That simply was not the plan – at least not at first.

The journey began in 2010 at Burnt Mill Academy in Harlow. At that time, the school faced significant challenges and required rapid improvement. From the outset, it was clear that transforming outcomes for children depended on having talented, committed staff who shared a strong belief in what young people could achieve. With a clear vision, high expectations and a relentless focus on improving teaching and learning, the school quickly began to flourish, leading to significantly improved outcomes for pupils and recognition from Ofsted.

Inspired by what could be achieved through strong leadership, collaboration and a shared commitment to excellence, BMAT Education was established with a clear purpose: to provide exceptional educational opportunities for children and young people across our communities.

Today, our schools work closely together to share expertise, develop staff and create the very best experiences for pupils. While each school retains its own unique identity and strengths, all are united by a commitment to high standards, inclusion, ambition and continuous improvement.

At BMAT, we believe exceptional staff transform lives. Whether in teaching, leadership or support roles, every colleague plays an important part in helping children thrive academically, socially and emotionally. We are committed to attracting and developing talented professionals who are passionate about making a positive difference.

This candidate pack has been designed to give you an insight into BMAT Education, the role of Catering Assistant and the values and culture that underpin our work. We hope it provides a clear understanding of our ambitions for our pupils, staff and wider community.

If you are inspired by what you read in this pack and share our commitment to delivering the very best for children and young people, we would be delighted to hear from you.

I wish you all the very best with your application and thank you again for your interest in BMAT Education.

Helena Mills CBE

About Our Trust

BMAT Education runs a community of schools which provide an outstanding education for every individual attending a Trust school. Our schools are places of aspiration, where individuals matter and confidence flourishes so that achievement for all is outstanding.

The trust currently oversees seven secondary academies and five primary academies, located in Harlow, Newham and Stansted. BMAT's vision is to work together to smash through the barriers that prevent children from becoming confident, high achieving and independent individuals.

Core to our ethos is that we believe that exceptional leaders create exceptional schools, and our leaders are given the support they need to serve these communities at the highest level. BMAT is driven by the ambition to be the best.

Our Schools:

- Burnt Mill Academy
- Cooks Spinney Primary Academy and Nursery
- Epping St Johns Church of England School
- Freshwaters Primary Academy
- Forest Hall Academy
- Little Parndon Primary Academy
- Magna Carta Primary Academy
- Mark Hall Academy
- Royal Docks Academy
- Roydon Primary Academy
- Sir Frederick Gibberd College
- STEM Academy



About the Role

We are looking for a friendly, reliable, and motivated individual who is passionate about providing high-quality food and service to young people. The ideal candidate will bring energy, enthusiasm, and a strong work ethic to a busy school kitchen environment. You should be committed to maintaining high standards of hygiene, presentation, and teamwork, with a flexible approach to daily tasks and a genuine interest in supporting students' wellbeing through healthy, nutritious meals. Whether you have prior experience in a catering role or are eager to learn and grow, you will be expected to show a positive attitude, excellent communication skills, and a willingness to contribute to a supportive, student-focused team.

Job Description

Job title	Catering Assistant
Reports to	Catering Manager
Pay scale	Band 1 point 2 -3 (£8,718.73- £8,851.55) including outer fringe
Location	Burnt Mill Academy, First Avenue, Harlow, CM20 2NR
Terms	15 hours per week, Monday to Friday 11:00am to 14:00pm, 39 weeks per year (term time plus inset days)
Contract	Part-time, Permanent

Purpose of the Job

The Catering Assistant is responsible to assist with the provision of a high-quality food and beverage service.

Liaison With

- Other Catering staff
- Suppliers

Specific Responsibilities

This list is not exhaustive, but includes:

- To provide assistance with preparation, cooking and service of food and beverages to the required standard.
- To follow the menu and recipes agreed
- To occasionally assist with special functions which may be outside of normal working hours.
- To carry out cleaning duties within the kitchen and dining areas as required.
- To follow sound hygiene practices.
- To ensure that health and safety regulations are observed in working practices.
- To assist with the issue and recording of catering supplies as required.
- To assist with the operation of control procedures as required.
- To report immediately any accidents, fire, theft, loss, damage, or unfit food or other irregularities and take such action as may be appropriate or possible.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Catering Manager to carry out appropriate duties within the context of the job, skills and grade.

GENERAL RESPONSIBILITIES COMMON TO ALL MEMBERS OF STAFF

All posts at the Academy are exempt from the Rehabilitation of Offenders Act 1974 and you must therefore disclose all police cautions or convictions for a criminal offence.

- All roles are subject to an enhanced DBS, validated references and eligibility to work in the UK .
- BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.
- All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance in the School's Equal Opportunities Policy.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Attend relevant meetings and training sessions
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification

Catering Assistant

Qualifications	Essential	Desirable
GCSE English and Maths (A* - C) or Equivalent (Level 2 Basic Skills Literacy/Numeracy)	✓	
Valid Food Hygiene Certification	✓	
First Aid Qualification		✓
Experience		
Experience of preparing, cooking and serving food within a large catering operation (eg school, factory or large restaurant)		✓
Experience of serving customers at the counter/hatch or from a trolley or kiosk as required	✓	
Experience of all aspects of cleaning equipment (light & heavy), walls (up to 6ft), floors, fixtures and fittings, cooking utensils, cutlery, glassware etc	✓	
Knowledge		
General understanding of the operation of a school		
Understand and implement the Academy's behaviour management policy	✓	
Basic understanding of the learning experience provided by the Academy		✓
Understanding the importance of physical and emotional well-being	✓	✓
Basic understanding of Health & Safety	✓	

Skills and abilities		
Good numeracy/literacy/ICT skills	✓	
Good communication skills	✓	
Good organisational skills	✓	
Ability to demonstrate a high standard of customer services to members of the team and students	✓	
Ability to relate well to children and adults	✓	
Ability to follow codes of practice	✓	
Ability to use general catering equipment safely and correctly	✓	
Ability to work constructively as part of a team, follow instructions, understand roles and responsibilities	✓	
Ability to use kitchen and cleaning equipment	✓	
Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and Academy regulations	✓	
Ability to follow instructions	✓	

Personal Qualities		
Professional working attitude	✓	
Flexible and adaptive approach to work	✓	
Reliable and trustworth	✓	
Committed to safeguarding children	✓	
Values and behaviours suitable for working with children and young people.	✓	
Committed to equal opportunities	✓	
Commitment to the overall success of the Academy	✓	
Calm under pressure and flexible in approach.	✓	

How to Apply

We look forward to hearing from you.

Please carefully review the following information before submitting your application.

Application form

To apply for this position, you must complete the official application form in full via MyNewTerm. Please note that CVs will not be accepted as part of the application

process. We recommend retaining a copy of your completed application for your records should you be shortlisted for interview.

The application form includes several sections relating to your employment, education, and personal history. The information you provide will be used to assess your suitability against the requirements and competencies outlined for the role. Please ensure your full employment history is included, with clear explanations for any gaps in employment. You should also highlight any relevant skills, qualifications, and achievements that demonstrate your suitability for the position.

Supporting Statement

Please submit a letter of application or supporting statement of no more than 1,000 words. In your statement, outline your motivation for applying for this role and demonstrate how your experience, skills, training, and personal attributes align with the job description and person specification.

You should also include clear examples from your current or previous roles that evidence your impact. This may include, for example, measurable outcomes such as improvements in pupil progress and attainment within teaching roles, or reductions in exclusions and improved outcomes for pupils within pastoral roles.

Disclosure of Relationships

All prospective employees are asked to declare any personal or professional relationships with trustees, governors, senior leaders or employees of the Trust. This ensures BMAT Education can uphold transparency and fairness throughout the recruitment process.

Safeguarding Commitment

BMAT Education is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and undergo appropriate checks, including enhanced DBS checks.

Pre-Employment Checks

Applicants must provide details of two referees, one of whom should be their current or most recent employer. References from relatives or friends will not be accepted. References will normally be requested for all shortlisted candidates unless otherwise stated.

This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an enhanced Disclosure and Barring Service (DBS) check. Any information disclosed will be treated in the strictest confidence. A criminal conviction will not automatically prevent appointment; however, it will be considered in relation to the requirements of the role and suitability to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence for individuals who are disqualified from working with children to apply for, or undertake, a role that involves such work.

Fluent spoken English is a requirement for this role in line with Part 7 of the Immigration Act 2016.

Thank you for taking the time to review this information. We look forward to receiving your completed application form and supporting documentation. Should you have any questions regarding the process, please do not hesitate to contact us.

BMAT Education is committed to safeguarding children; successful candidates will be subject to an Enhanced Disclosure and Barring Service check. In line with Keeping Children Safe in Education (KCSIE) guidance, we may also conduct an online search about any shortlisted candidates as part of our due diligence to identify any matters that might relate directly to our legal duty to meet safeguarding duties, in accordance with Keeping Children Safe in Education (KCSIE)

