



**TAPESTRY
LEARNING
PARTNERSHIP**

JOB OPPORTUNITY

Catering Assistant

Djanogly City Academy, Nottingham, Nottinghamshire

35 hours per week, 39 weeks per year

Pay Scale 2: £20,850 pro rata (£25,518 FTE)

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At Tapestry Learning Partnership, we believe in the power of education to change lives. Formed in January 2026 through the merger of two strong trusts, QEGSMAT and Djanogly Learning Trust, we are building a future where every child succeeds and flourishes.

About the Role

We're looking for a Catering Assistant who is friendly, reliable, and committed to delivering a high standard of service. You'll enjoy working as part of a busy team, supporting with food preparation, serving customers, and maintaining a clean, safe environment. The role suits someone who is organised, takes pride in their work, and can stay calm and positive during busy periods. A flexible, hands-on approach and a willingness to learn are essential.

Who We're Looking For

We're looking for someone who brings a positive attitude, enjoys working with people, and takes pride in delivering great service. You'll thrive here if you're friendly, reliable, and comfortable working in a fast-paced environment where no two days are the same. A willingness to learn, support your team, and maintain high standards of cleanliness and food safety is essential.

About Djanogly City Academy

Djanogly City Academy is a vibrant and inclusive learning community dedicated to inspiring and empowering every scholar it serves. Situated at the heart of Nottingham, the academy welcomes learners from diverse backgrounds, celebrating individuality while fostering a shared passion for curiosity, creativity, and achievement. At Djanogly, every pupil is valued and supported to grow academically and personally.

The academy's ethos is built on high expectations, mutual respect, and a commitment to excellence. Scholars are encouraged to be confident, resilient and compassionate citizens, equipped with the knowledge and skills to thrive in an ever-changing world. Through engaging teaching, enriching experiences and strong partnerships with families and the wider community, Djanogly City Academy nurtures a culture where scholars are motivated to reach their full potential and make a positive contribution to society.

Our latest Ofsted inspection report recognises our many strengths and the strong progress being made across the school. Djanogly City Academy was judged **Good** across all areas, with its Sixth Form rated **Outstanding**. Some key highlights include:

- Djanogly City Academy is a welcoming and inclusive school that celebrates the diversity of its local community.

- There is a strong, caring ethos. Pupils feel safe and well supported, and the vast majority are happy in school.
- The school has high expectations for all pupils, encouraging them to achieve their best academically and personally.
- Pupils with special educational needs and/or disabilities (SEND) and those who speak English as an additional language are well supported to access and succeed in the curriculum.
- The curriculum is well planned and increasingly ambitious, ensuring pupils build knowledge and skills effectively over time.
- Pupils are polite, respectful and considerate towards each other and towards adults.
- Strong, trusting relationships between staff and pupils support learning and personal development.
- Pupils benefit from high-quality pastoral care and know that staff are approachable and available if they have concerns.
- Leaders are mindful of staff well-being and workload, creating a supportive working environment.
- Staff are proud to work at Djanogly City Academy and feel valued as part of the school community.

Why us?

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work-life balance
- Access to a range of employee benefits designed to promote health and wellbeing

This is your chance to be part of something special. Help us shape the future and make a lasting impact.

Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#)

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this, please call 0115 9322920.

Further details about our school can be found on our website: [Djanogly City Academy](#)

To apply for this position, please visit our careers page via our website: [Tapestry Learning Partnership](#)

JOB DESCRIPTION



Post Title:	Catering Assistant
Reporting to:	Catering Team Leader
Grade:	Scale 2
Disclosure Level:	Child Workforce - Enhanced, Children's Barred List

Purpose of the Post

To ensure that the restaurant, counters and fridges are set up and maintained to the highest standard.
To provide customers of the restaurant with a friendly and efficient service.

Key Duties and Responsibilities

- Ensure all counters, fridges and tables are set up accordingly prior to service times.
- Assist with basic food preparation as directed by the executive chef/line manager.
- Ensure constant replenishment of counters and fridges throughout service.
- Ensure attractive presentation of the food throughout service.
- Ensure the restaurant area is clean and tidy at all times.
- Ensure service checks are recorded.
- Clean and clear all the food service areas and the kitchen after service.
- Ensure the cleaning schedule is followed in accordance with HACCP regulations and COSHH Regulations.
- Carry out reasonable requests of management.
- Be responsible for money handling and cashing of tills.
- Ensure the highest standard of customer care at all times.
- Ensure all customers are served in a friendly and efficient manner.
- Ensure all comments and complaints are passed on immediately to the manager.
- Ensure high standards of personal hygiene.
- Ensure uniform is clean, tidy and that the name badge is worn and displayed at all times.
- Ensure all accidents and faulty equipment is reported to the manager.
- Ensure that all new ideas are communicated to the manager.
- Ensure a full attendance to all training sessions, meetings and monthly reviews.
- Carry out any ad hoc duties as reasonably directed by the management team.

The post holder is expected to:

- Maintain strict confidentiality and adhere to data protection legislation and associated Trust policies at all times.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust's Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust's Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.

- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

Person Specification



Post requirements	Essential	Desirable	Evidence and Assessment
Qualifications			
NVQ level 2 in Hospitality & Catering or an equivalent		✓	Application form
A valid CIEH level 2 award in food safety and catering	✓		Application form
Experience			
Experience of working in a similar role	✓		Application form
Experience of working with young people or within a school environment		✓	Application form
Knowledge & Understanding			
Awareness of Health & Safety at Work Act when carrying out duties	✓		Application form
Willingness to undergo training in order to enhance individual and team performance	✓		Application form
Skills & Abilities			
Ability to demonstrate a high standard of work when carrying out duties	✓		Application form
Ability to work under supervision and on own initiative	✓		Application form
Ability to demonstrate a problem solving approach	✓		Application form
Ability to communicate effectively	✓		Application form
Ability to demonstrate a customer service approach when carrying out duties	✓		Application form
Ability to work effectively as a team member	✓		Application form
Ability to be flexible in approach to duties in order to meet the needs of the restaurant	✓		Application form
Ability to take direction and carry out tasks as required	✓		Application form