

Catering Assistant

This is a part time term time only plus 5 training days to be worked at the schools request. Range of hours available 7.5 to 23.75 hours per week. We reserve the right to close the vacancy if sufficient applications are received

Pay Range: N2 £4,315-£13,666

Responsible to:
Catering Manager



Job Purpose

To assist with the efficient and effective delivery of a quality, efficient and friendly school meals service through the preparation and service of meals in accordance with agreed standards and procedures

Main Responsibilities

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Key Accountabilities

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- To carry out all aspects of kitchen related duties to ensure the preparation and service of quality meals and the maintenance of all hygiene standards.
- To undertake the preparation and cooking of food and beverages in accordance with agreed procedures and using all equipment necessary.
- To ensure the presentation and service of food is in accordance with agreed procedures, providing a brief description, if requested, of the meals available and to encourage customers to purchase more or try other foods (i.e. balanced diet).
- To assist with the general maintenance and presentation of the service area.
- To wash utensils, crockery, pots and pans, and undertake general cleaning of the kitchen area including equipment and machinery, storerooms and staff rooms, to the required hygiene standards.
- To clean the dining room and set up and clear away equipment and materials if necessary.
- To participate in and assist with functions where catering is required.
- To promote and safeguard the welfare of children and young people you are responsible for, or come into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
- To promote and implement the Council's equal opportunities policies in all aspects of employment and service delivery.
- To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.

Catering Assistant

Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1. Sound knowledge of health and safety in a kitchen environment
2. Understanding of principles of safe storage of food.
3. Excellent interpersonal and oral communication skills.

Desirable

4. NVQ Level 2 in Food Preparation and Cooking or equivalent.
5. Food Hygiene Certificate (Candidates who do not have this will be required to complete and obtain this qualification on appointment).
6. Experience working in a busy kitchen producing high quality meals.
7. Knowledge of a wide range of cooking techniques with evidence of continuing skills development.

Catering Assistant

Person Specification

Part B: Interview Stage

Items 1, 2, 3, 6 and 7 of the Application Stage criteria will be further explored at the interview stage in addition to the criteria listed below:

Essential

1. Able to work flexibly as part of a team and using own initiative.
2. Commitment to the principles and ethos of Studio West.
3. Maintains high professional and personal standards at all times.
4. Committed to own professional development.

Additional Essential Requirements

1. Satisfactory Disclosure and Barring Service check at Enhanced Level including Children's Barred List Check.
2. Satisfactory medical clearance.
3. Proof of qualifications as outlined in the Application Form.
4. A minimum of two satisfactory references from current and previous employers (or education establishment if not in employment).

About our Trust

Northern Leaders Trust; Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative 11-19 studio school.

Under the leadership of Chief Executive Officer Lee Kirtley, the Trust's main objectives are encompassed in its vision statement, which is 'Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum. This enables all students to have high aspirations and to excel academically and socially.

Each academy is unique and retains its own identity whilst aligning with our Trust vision and values. Each academy's motto summarises this.

Kenton School

'All Different, All Equal.'

Studio West

'Learning that connects.'

Our Trustees

Over the last three years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

TRUST SHARED VALUES

Shared Expectations – The One Trust Rule

Every student and adult is expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people and their wellbeing at all times.

Integrity

We act with honesty, transparency, and strong moral purpose in all that we do. Our decisions are guided by what is right for children and young people. We take responsibility for our actions, build trust through openness, and demonstrate consistency between our words and behaviours. We model ethical leadership so that students and staff feel safe, respected, and confident in our fairness.

Ambition

We are relentlessly ambitious for every student and every member of staff, regardless of starting point or background. We believe that all can achieve highly and are proud to create an aspirational culture. We challenge limits, remove barriers, and provide the support needed so that excellence is both expected and attainable.

Belonging

We create environments where every individual feels known, valued, safe, and proud to be part of our Trust community. We recognise that belonging strengthens wellbeing, engagement, and success. Through inclusive practice and strong relationships, we ensure that diversity is respected, voices are heard, and connections with families and communities are meaningful and sustained.

Collaboration

We believe we are stronger together. Collaboration is central to improving outcomes, developing expertise, and sustaining excellence. We work purposefully within and between schools, across trusts, and with wider stakeholders to share knowledge, solve challenges, and create opportunities for all. Professional generosity and collective responsibility underpin our approach.

About our School

Studio West,
West Denton Way,
Newcastle upon Tyne
NE5 2SZ



Studio West opened in 2014 as a 13 to 19 studio school but, with effect from September 2017 and due to local, popular demand, a change in age range was agreed with the DfE and the school began to admit students in Year 7.

The school now has around 550 students with a PAN of 90.

The ethos of Studio West is enshrined in 'Learning that connects.' The principle that learning must constantly connect school with the real world and the full range of work-related learning and career progression, towards university, an apprenticeship or other destination tailored to the needs of the individual.

Graded as 'Good' by Ofsted in early 2019, we are one of the most successful studio schools in the Country. We use the full range of work-related learning and career progression alongside academic prowess to prepare students for university, an apprenticeship, further training and employment - tailored to the needs of the individual.