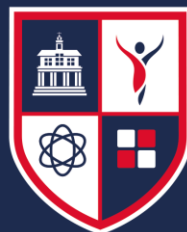




**LYDIATE
LEARNING
TRUST**

ENGAGE, ENABLE,
EMPOWER



**CHILDWALL
SPORTS &
SCIENCE ACADEMY**

LYDIATE
LEARNING TRUST

Applicant Information Pack

Catering Assistant

Childwall Sports & Science Academy



Start Date:	As soon as possible
Closing Date:	8:00am, Friday 28 August 2026
Shortlisting:	Friday 28 August 2026
Interview Date:	To be confirmed
Post Scale:	NJC SCP 3
Salary:	£24,796 FTE Pro Rata £6,979
Contract Term	Part Time 12 hours per week/Term Time plus INSET days / Permanent



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Welcome from the Headteacher



Dear Applicant,

Thank you for your interest in the position of Catering Assistant. This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. We hope it answers all of your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application.

Childwall Sports & Science Academy is a vibrant, ambitious and multi-cultural school. Our ambition is to be 'outstanding' in all areas and welcome your application to be part of that journey.

Alongside, and no less important, is our excellent performance. We work hard to ensure that Childwall offers a friendly, welcoming and enriching environment for all, including those who work, visit and study here.

Whilst we are proud of our achievements, we strive to improve year on year whilst maintaining the happy atmosphere for which we are renowned. We match our goals by the whole school community working together as a team.

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

If you feel you are up to the challenge, keen to do well and would enjoy working at Childwall Sports & Science Academy, then please apply.

We do hope you are that special person we are looking for and we look forward to hearing from you.

Warmest wishes,

Dr A Thomas
Head of School

About Us

Our **mission** is to engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passions. We aim to **Engage, Enable** and **Empower** all learners, young and old, across Lydiate Learning Trust to ensure our schools are outstanding.

Our Values

Our values guide the decisions we make every day.

- **RESPECT FOR OTHERS** - Show respect for and value all individuals for their diverse backgrounds, experiences, styles, approaches, ideas and beliefs.
- **TRUST** - We build trust through responsible actions and honesty.
- **PERSONAL ACCOUNTABILITY** - Take personal accountability for behaviour, actions, words and results.
- **SOLUTION FOCUSED** - Focus on finding solutions and achieving great things.
- **CAN DO ATTITUDE** - Adopt a determined attitude and work hard to get the job done.
- **COLLABORATION** - We achieve more when we work together, support each other and collaborate.
- **COMMITMENT TO SELF AND OTHERS** - Personal commitment to success and wellbeing of others in your class or team.
- **RESILIENCE** - We strive harder and are more determined to overcome challenges.
- **PRIDE** - Be proud of being part of Team Lydiate, celebrating your own and others' success.

Our Aims

We pride ourselves on our values and always try to do what is right, so that all learners reach their full potential, regardless of their starting point.

ENGAGING

1. Engaging with all learners, breaking down barriers, to develop an intrinsic love of learning.
2. Engaging with staff so that they are highly valued and listened to.
3. Engaging with families so they can work alongside their child and school on the learning journey.

ENABLING

1. Enabling all of our staff, and those in other academies, to reach their potential through effective CPDL, providing first class quality experiences for all.
2. Enabling a happy, safe, supportive environment for all.

EMPOWERING

1. Empowering learners to take personal responsibility for their future, with a lifelong love of learning.
2. Empowering learners with the tools for academic success and happiness.
3. Empowering learners to develop the self-esteem and confidence which are necessary for a full and happy life.
4. Empowering learners to have a pride in their work, respect for their surroundings and good relationships with others at school and in the local and wider community.
5. Empowering leaders at all levels to lead ethically, with high levels of perseverance, proficiency and integrity.
6. Empowering the wider community to work alongside us to our mutual benefit.

We can we offer you

At Lydiate Learning Trust, we take pride in our inclusive culture. We believe in recruiting talented and capable individuals, developing them to achieve their career ambitions, and thereby engaging, enabling, and empowering our young people. Our staff play a crucial role in ensuring the future success of our students and our Trust. We are proud to have created an environment that prioritises young people and fosters growth and development for all.

Lydiate Learning Trust is forward-thinking, and if you join our team, your professional development will be as important to us as it is to you. We aim to equip our staff to deliver their best by offering a generous benefits and training package. We offer:

- ❖ A future vision map and professional development
- ❖ A highly competitive salary
- ❖ A staff development programme and appropriate CPDL
- ❖ Excellent occupational health and employer assistance programme
- ❖ Cycle and Technical salary sacrifice scheme
- ❖ Family friendly policies
- ❖ Union recognition
- ❖ A friendly Trust which looks after the wellbeing of its staff
- ❖ Coaching (internal and external to the Trust)
- ❖ A high quality and supportive onboarding programme
- ❖ A modern and relevant approach to appraisal
- ❖ Annual Flu Jabs
- ❖ An excellent Pension Scheme
- ❖ Personal recognition and reward

Safeguarding

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment and maintain a vigilant and safe environment.

All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures. All posts are subject to an enhanced DBS check and medical clearance.

Equal Opportunities

Lydiate Learning Trust is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you complete the Equal Opportunities Form during the application process.

How to apply

If you are interested in joining us on our journey, please apply by completing the online application form on our [career site](#).

Job Description – Catering Assistant

Purpose	To assist the Catering Manager with a range of catering duties to offer an efficient and cost-effective catering service to all customers.
Reporting to	Catering Manager
Salary	NJC SCP 3
Working Hours	12 hours per week (Mon - Thurs: 12:15pm-2:30pm. Friday: 11:30am- 2:30pm)
Main Duties	• The preparation of food and beverages to predetermined portions as instructed by the Catering Manager. • The preparation of all service areas in readiness for the stated service times. • To serve customers in accordance with the systems and procedures laid down by the school and as directed by the Catering Manager. • To assist with preparation and delivery of hospitality orders. • The clearing away of dishes, cutlery etc. washing up and sterilising as directed. • The general cleaning of the kitchen, servery, dining and surrounding areas and the equipment including the disposal of all food and non-food waste. • To report all defects / malfunctions within the kitchen, servery and dining area to the Catering Manager. • To carry out all working practices in a safe and responsible manner with particular attention to: - COSHH - Health & Safety at work regulations - Food Hygiene regulations • To maintain appropriate records as directed by the Catering Manager. • Duties will be assigned by the Catering Manager and may be rotated on a regular basis.
Other duties	• To assume other responsibilities considered appropriate to ensure the smooth operation of the team for the benefit of the school and students.
Support for the school	• Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person. • Contribute to the overall ethos/work/aims of the school. • Appreciate and support the role of other professionals. • Attend relevant meetings as required. • Participate in training/learning activities and performance development as required. • Treat all users of the school with courtesy and consideration. • Present a positive personal image contributing to a welcoming school environment which supports equal opportunities for all. • Comply with health and safety policies and procedures at all times. • Promote and ensure the health and safety of students, staff and visitors (in accordance with appropriate health and safety).

The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.

Person Specification – Catering Assistant

Key: E = Essential, D = Desirable

Qualifications & Training	
• Very good interpersonal and customer care skills	E
• Food Safety/Hygiene Certificate Level 3	D
Experience	
• Experience of catering in secondary or primary functions	D
Skills/Knowledge/Aptitudes	
- To be polite and courteous in performing the role. - To offer excellent customer service. - To work as part of a team. - To report any problems in performing your duties to the line manager.	E
Professional Development	
• Willingness to participate in relevant training and development opportunities.	E
Confidential References	
• Positive recommendation from all referees, including current employer.	E
Enhanced DBS	
• Satisfactory DBS check	E
• Enhanced DBS	E
• Medical clearance (*following an initial offer of appointment)	E