



# **St. Margaret Ward Catholic Academy Recruitment Pack**

## **Catering Assistant**

**Closing Date:** Monday 23<sup>rd</sup> February 2026 (noon)

Interviews: TBC

## A Message from the Catholic Senior Executive Leader

Dear Applicant,

Thank you for your interest in the position of Catering Assistant at St Margaret Ward Catholic Academy which forms part of the St. Gabriel the Archangel CMAT. I am delighted to have this opportunity to introduce myself, to give some details about our Trust and to describe the kind of candidate we hope to appoint to this position.

St Gabriel the Archangel CMAT encompasses 64 schools across multiple local authority areas, with a mission to provide an outstanding educational experience, whilst ensuring long-term sustainability and growth aligned with Catholic educational values.

We are ambitious and seek to secure the very best outcomes for all our learners, developing pathways from Early Years to Post 16 and beyond. Our Catholic ethos is based around nurture and the ambition to drive outstanding achievement – this applies both to our students and our staff who strive to live their lives in the values of our Faith. Through excellent and effective professional development and an extensive pastoral programme, we create an environment which enables staff to enhance their practice and develop professionally.

Parents and stakeholders in our Catholic communities are at the heart of our learning partnerships. Our Directors and Governors are both supportive and challenging and all our staff are committed and dedicated to providing the highest standards of education for all of the children and young people in our academies.

We are looking for a dedicated and enthusiastic professional to join our highly skilled staff and to be integral in delivering outstanding educational experiences to all the young people.

I look forward to receiving your application and meeting you soon.

Yours faithfully,



Ian Beardmore  
Catholic Senior Executive Leader



# Our Academy



## St Margaret Ward Catholic Academy

Our aim is to provide children, from all abilities and backgrounds, with the best possible opportunities for success. We aspire for all students to succeed through excellent teaching, uncompromising standards of behaviour and persistent unconditional care. Through the inspiration we find in the words and example of our three patrons, St Margaret Ward, Saint John Henry Newman and St John Baptiste De La Salle, we aspire to provide an education that produces responsible, compassionate, tolerant, courageous, and non-judgmental young people who live their lives with integrity.

As an Associate Lasallian school, the five core values of a Lasallian education are central to us; Faith in the Presence of God, Respect for all persons, Quality education, Inclusive community and Concern for the poor and Social justice. Inspired by these words of John Baptiste De la Salle; 'Teaching minds, touching hearts, transforming lives', we have developed a challenging knowledge centered academic 'Teaching minds' curriculum and a thorough 'Touching Hearts' curriculum that supports the holistic formation of each child in order to transform lives. Our mission therefore, is to educate their mind and heart and deliver an education for all our young people which will provide them with a broad range of choices and opportunities in the future. We proudly celebrate the high standards our students achieve in examination results, in the arts and in sport.

### Academy Location

St Margaret Ward Catholic Academy - Little Chell Lane, Tunstall, Stoke on Trent. ST6 6LZ





# Catering Assistant Job Description

**Responsible To: Catering Manager**

## **Statement of Purpose**

Under the direction of the Catering Manager, Principal/Academy Manager and Catering Consultant to assist with the preparation, serving and general kitchen duties to achieve an efficient and effective catering service within the academy.

## **Key Tasks / Responsibilities**

- To assist with the basic preparation of food and refreshments, which **may** include some cooking.
- To assist with the care, cleaning, and maintenance cleaning of all equipment in use in the kitchen as required.
- To serve meals and refreshments in line with school requirements.
- To assist the Kitchen and Catering Supervisor and colleagues with academy hospitality functions.
- To assist with the washing up of all kitchen items.
- To assist with the general daily cleaning of the kitchen and associated areas.
- To maintain the agreed standard of dress and appearance.
- To comply with the CMAT policies.
- To always promote the policies and procedures of the collegiate.
- To always work in a safe manner having due regard for others and food safety and health and safety legislation.
- Any other duties, which may be deemed appropriate by the Principal for the smooth running of the school and the CMAT.
- To attend and undertake training courses commensurate with your duties.

**Professional Accountabilities** (this list is not exhaustive and should reflect the ethos of the Academy).

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the academy's objectives through:

## **Safeguarding**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

## **Financial Management**

- Personally accountable for delivering services efficiently and effectively and within budget and to implement any approved savings and investment allocated to the service area.

## **People Management**

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school/Academy.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

## **Equalities**

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

## **Climate Change**

- Delivering energy conservation practices.
- To ensure compliance with the new recycling regulations. Adhere to recycling measures for all types of recyclable waste to help the academy cut recycling costs as well as increase recycling rates to support your sustainability goals.

## **Health and Safety**

Ensure a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Health and Safety policy.



## How to Apply

If you decide to apply for this post, please complete an application form via My New Term. **CVs will not be accepted.** Your formal letter of application (supporting statement) should be **no more than 1,300 words** and should address:

- Why the post attracts you
- How your experiences and achievements match the job description and person specification.

St. Margaret Ward Catholic Academy will contact all candidates regarding their application and feedback will be given to all unsuccessful shortlisted applicants.

### Key Dates

**Closing Date:** Monday 23<sup>rd</sup> February 2026 (noon)

**Interviews:** TBC

**As part of our shortlisting process, St. Margaret Ward Catholic Academy will carry out online searches of shortlisted candidates. This will help us to identify anything in a candidate's online activity that would not be in line with our Trust's Ethos. Candidates should be prepared to talk about this at interview.**

### Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

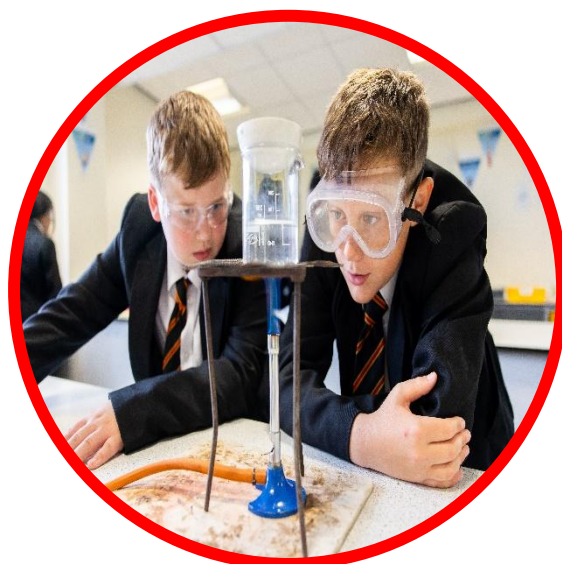
### Additional Information

Ofsted Reports: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Information about Staffordshire County Council: [www.staffordshire.gov.uk](http://www.staffordshire.gov.uk)

Information about Stoke City council: [www.stoke.gov.uk](http://www.stoke.gov.uk)

A copy of the most recent inspection report, and copies of the Safeguarding and Safer Recruitment Policies can be found on the Academy website: <https://stmargaretward.co.uk/>



# Benefits of Joining the St Gabriel the Archangel Catholic Multi-Academy Trust

- Great employer pension scheme (Teachers' Pension Scheme and Local Government Pension Scheme)
- CMAT recognition of national terms and conditions for teaching and support staff
- Valuable access to EAP
- Family friendly policies, including the opportunity to request flexible working, occupational maternity and paternity pay
- Free flu jabs
- A firm commitment to the Education Wellbeing Charter in all our schools

