

# Catering Assistant

Deadline: Friday 17<sup>th</sup> April 2026

## APPLICATION PACK



Dear Colleague

Thank you for your interest in Edgar Wood Academy.

Edgar Wood Academy opened its doors in 2021 after being commissioned by the DfE to serve the community of Middleton and Heywood. Helping our students realise their potential lies at the heart of everything we do by adhering to our values of Resilience, Empathy, Responsibility and Respect.

We are proud to be part of Altus Education Partnership Trust and are driven to fulfil our mission and vision:

**OUR MISSION**

*To advance education in the borough of Rochdale and its surrounds so that young people lead happy and fulfilling lives and make positive differences to their communities and society.*

**OUR VISION**

*To create an inclusive and cohesive system of education in the area that improves the lives of everyone in the borough*

Our staff are integral to realising this, and therefore it is my aim as headteacher to ensure that we work as a team, look after each other, and ensure that Edgar Wood is a fulfilling place to work. We are looking for staff who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards.

Should you decide to apply to Edgar Wood it is important that you know that this is the right place to take the next step in your career, and therefore visits to our academy prior to application are encouraged.

I am incredibly excited and privileged to be the Headteacher at Edgar Wood Academy and together, we will work hard to ensure that we deliver a world-class education to the students and community we are proud to serve.

Yours sincerely

A handwritten signature in brown ink that reads "Paul Jones".

**Paul Jones**  
**Headteacher**

# Making your application

I hope that when you read this pack you are inspired to apply for the post.

## Application

- To apply, please visit our website and apply through **My New Term**.
- Our website: [Our Vacancies - Altus Education Partnership](#)
- Provide a supporting statement of no more than two sides of A4, addressing the criteria in the person specification.

## Deadline

The deadline for the post is **Friday 17<sup>th</sup> April 2026** (to arrive no later than 12.00 midday).

Interviews are expected to take place week commencing **27<sup>th</sup> April 2026**

## Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

## Salary

The post will be paid on the School Support pay spine, Scale Point **1**, currently **£17,102** per annum for 30 hours per week, term-time only.

## Start Date

Dependent on Notice Period.

## For an Application Pack

1. Visit [www.altusep.com](http://www.altusep.com)
2. Contact Sophie Bailey – HR Officer: [recruitment@altusep.com](mailto:recruitment@altusep.com)
3. Telephone 01706 769999

## Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

*Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.*

# Background Information

## Edgar Wood Academy

Edgar Wood Academy is an 11-16 year old state-funded secondary school. Working closely with Rochdale Borough Council to meet the estimated shortfall of secondary school places, we opened our doors to welcome year 7 children from the areas of Middleton and Heywood in September 2021.

From September 2022, students at Edgar Wood Academy were the first to experience our new school building on Heywood Old Road, Heywood, with its modern state-of-the-art facilities, designed to allow them to flourish academically, culturally and artistically.

## Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises five academies, including ourselves. The other four academies are:

- **Rochdale Sixth Form College**, opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has dramatically raised achievement in the area and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly ranks among the highest performing colleges in the country in both the DfE's Performance Tables and the National Achievement Rate Tables.
- **Kingsway Park High School** is an Ofsted-rated Good school with a strong track record of providing students with an excellent education. The Academy recently benefitted from a new teaching block, which opened in late 2024.
- **Bamford Academy** is an Ofsted-rated Good primary school providing a caring and nurturing environment. It is a popular first choice for many families in the area.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

# Role Description

<b>Job Title:</b>	Catering Assistant
<b>Reports to:</b>	<b>Catering Manager</b>
<b>Contract:</b>	Permanent, 30 hours per week, Term Time Only (including INSET days).
<b>Salary:</b>	School Support Scale 1 Actual <b>£17,102</b>
<b>Start Date:</b>	Dependent on notice period.

## Overall Purpose of the Role

The Catering Assistant plays an essential role in delivering a high-quality food service to students, staff, and visitors at Edgar Wood Academy. This hands-on position involves a combination of food preparation, cooking, and food service duties within a busy school kitchen environment.

You will be responsible for assisting with the preparation and cooking of fresh, nutritious meals for breakfast, break, and lunch services, as well as contributing to the smooth running of the kitchen through cleaning, stock management, and customer service tasks. A commitment to food hygiene, health and safety, and high standards of presentation is essential. This role is ideal for someone with a passion for food and a positive, proactive approach to working in a team.

## Key Duties & Responsibilities

- To prepare, present and serve food to a high standard, abiding by all food hygiene regulations and in accordance with the School Food Standards.
- To assist in all areas of food and drink preparation and service.
- To prepare food for breakfast, break and lunch service.
- To operate the till in the sale of food and drink to students and members of staff.
- To assist with the cleaning of all kitchen areas and equipment as per department cleaning schedule.
- To ensure that all areas are clean and ready for service the following day.
- To prepare and produce high quality food for corporate events and meetings as required.
- To maintain a high standard of personal, kitchen and food hygiene always.
- Liaise with the Catering Manager to ensure that food items are replenished when needed.
- Promote healthy eating with students.
- To maintain all health and safety working practices.
- Flexibility to work outside of normal hours for school events.
- Demonstrate high standards of customer care, communication and service.
- To make lunchtimes an enjoyable experience for all.
- Ensure that you are a strong and positive role model for all the students.

### **Additional Duties & Responsibilities**

- Maintain and demonstrate the vision, values and aims of the Academy and actively contribute to their development.
- To work alongside all other staff to promote appropriate professional behaviours and a positive ethos within the Academy.
- To be aware of and support difference and to ensure equal opportunities for all.
- To attend and participate in relevant meetings as required.
- Help to identify own personal development needs and to participate in training and other learning activities and performance development as required.
- Undertake any other reasonable duties as determined by the Catering Manager.

## Person Specification:

CATEGORIES	App Form/ Letter	Interview	Interview Tasks	Refs
<b>ESSENTIAL CRITERIA</b>				
Previous experience of preparing and serving food in a kitchen environment	√	√	√	√
Level 2 Food Safety & Hygiene Certificate	√	√		√
Ability to follow instructions using the equipment and tools provided	√	√	√	√
Be able to work independently, be self- motivated, but also able to work as part of a team	√	√		√
Use own initiative	√	√		√
Awareness of kitchen, food hygiene and safe working practices				
Ability to carry out tasks to the required standard without close supervision	√	√		√
Numeracy skills	√	√		√
The ability to complete tasks speedily and accurately	√	√		√
Flexibility to work extra hours for school events as required	√	√		√
Ability to stay calm and be patient and understanding when dealing with the students	√	√		√
To ensure students are treated fairly and consistently when in contact with them	√	√		√
High degree of energy, resilience, reliability and enthusiasm	√	√		√
Have excellent oral communication skills and a calm and confident manner	√	√		√
Committed, reliable and enthusiastic	√	√		√
Willingness to participate in training, other learning activities and performance development	√	√		√
Willingness to be involved in the wider life of Edgar Wood Academy	√	√		√
<b>DESIREABLE CRITERIA</b>				
Experience of working in a school/college kitchen	√	√		
Full clean driving licence and access to a vehicle	√	√		
First aid and Fire Marshall trained or willing to undergo this training	√	√		
Ability to operate a till or willing to be trained	√	√		
Customer focused	√	√		



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academy

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