



THE DEAN ACADEMY

Preparing you today for a successful tomorrow



RECRUITMENT PACK FOR CASUAL CATERING ASSISTANT





Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We are a Multi-Academy Trust of six secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire. We were excited to welcome two new primary schools in the last few months and from October 2025 another secondary school. This will further enrich our collaborative strengths.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,

Matthew Evans
Chief Executive Officer





Dear Candidate,

Thank you for the interest you have shown in joining our school community here at The Dean Academy as Casual Catering Assistant. We are one of the most improved schools in the South West and we are driven by becoming the outstanding local school of choice for all families and staff. Situated close to the border of Gloucestershire and Monmouthshire in an area of outstanding natural beauty, we are looking to appoint a leader who is highly effective, resilient, and motivated.

We are a school that has been on an incredible journey of improvement. Our continued and sustained improvement in GCSE outcomes over the last 4 years coupled with a rich extra-curricular offer highlight the impact of our hard work to raise standards and offer the very best opportunities for the students. We are a fully inclusive comprehensive school whose student numbers have grown rapidly in recent years and we now have approximately 820 on roll. This dramatic increase in scale brings amazing opportunities for everyone involved in our community and it is a very exciting time to be thinking about joining our organisation. We look forward to hearing from you if you think you could make a difference and have something special to bring to a school that “set a clear and ambitious expectation that all students achieve well and thrive.”

If you choose to join our team and work with us at The Dean Academy we can offer:

- An exciting career in a rapidly improving, highly ambitious workplace
- The chance to join an incredibly supportive group of colleagues, leaders, local governors and Trust leaders
- A personalised coaching programme so you can fulfil your potential
- The opportunity to work collaboratively within The Athelstan Trust
- An opportunity to work within our truly comprehensive school and become an integral part of the school and local community

Please feel free to contact the school for a tour as you consider your application, and we look forward to meeting you!

Hannah Rowlands
Headteacher





Casual Catering Assistant

Casual: Point 3 (£24,796) - £12.85 per hour, pay rise pending

Start Date: As soon as possible

We are seeking to appoint a part time, Casual Catering Assistant. This post is to cover staff absence on an as and when required basis and will be on a casual contract.

The successful candidate will be required to carry out general kitchen duties and assist in food preparation under the general direction of the person in charge of the kitchen. Full training will be given.

The Dean Academy is proud to be part of The Athelstan Trust and benefits from collaboration and challenge. The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check along with standard pre-employment safeguarding checks. As the role includes working with children, it is exempt from the Rehabilitation of Offenders Act 1974. Applicants must, therefore, disclose all spent and unspent convictions. References will be sought for shortlisted candidates before interview. Please also be aware that you will be subject to an online check and that you may be questioned about the findings of such a check at your interview.

We are a flexible working employer, and we are willing to make any reasonable adjustments you require during your interview so please ask us.

Closing Date: Friday 18th September 2026, 12 Noon —Interviews To be confirmed

Applications will be considered as they are received; we reserve the right to make an appointment prior to the closing date.





Job Description: Casual Catering Assistant

1. Purpose of Job

To carry out general kitchen duties and assist in cooking and food preparation under the general direction of the person in charge of the kitchen.

2. Main Responsibilities, Tasks and Duties

- i. Assist in food preparation.
- ii. Preparation of dining area, transporting and serving meals.
- iii. Washing up and general cleaning.
- iv. Operating the Cashless System.
- v. Will be required to work on a till – training will be given.

3. Creativity and Innovation

Work is carried out within procedures presenting limited opportunity for creativity only within clearly defined roles.

4. Contacts and Relationships

The post holder will have contact with line manager, other employees of the school and students; there may be occasional contact with visitors to the school and suppliers.

5. Decisions

i. Discretion

Working within clearly defined procedures, generally discretion is made within a range of set alternatives.

ii. Consequences

Impacts on lunchtime/break activities.

6. Resources



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Resources such as crockery, cutlery, general kitchen equipment, responsible for taking care of the general facilities within the kitchen.

7. **Work Environment**

i. **Work Demands**

Work subject to interruption but does not affect the overall completion of the task.

ii. **Physical Demands**

Preparation of dining area may include moving and handling of tables, chairs etc.

iii. **Working Conditions**

Working in kitchen area on school premises in well lit and ventilated environment.

iv. **Work Context**

May be at risk from use of equipment eg. cleaning chemicals and machinery.

8. **Knowledge and Skills**

Basic Food Hygiene Certificate or be supervised and appropriately trained to a level which ensures hygiene standards are met and maintained at all times.

9. **Other Duties**

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

10. **Equal Opportunities**

The post holder is required to carry out the duties in accordance with the Equal Opportunities policy.





11. Health and Safety

The post holder is required to carry out the duties in accordance with the Health and Safety policy and procedures.



Essential	Desirable	Evidence
QUALIFICATIONS		
No specific qualifications required		
EXPERIENCE		
	Working in a customer service environment	Application/ Interview
	Experience of cash handling	Application
	Experience of using tills	Application
	Previous catering work	Application
	Previous food preparation experience	Application/ Interview
	Experience of working with kitchen equipment	Application/ Interview
SKILLS		
Good communication skills		Interview
The ability to use initiative		Interview
The ability to work within teams of people		Interview
KNOWLEDGE		
	Knowledge of Food Hygiene regulations	Application/ Interview
	Product knowledge	Application/ Interview
DISPOSITION		
Friendly, enthusiastic and energetic		Interview
Adaptable and flexible		Interview

