



ATHENA
LEARNING TRUST

Assistant Catering Supervisor

Applicant Pack

Closing date:

4th September 2026

Interview date:

To Be Confirmed



Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility**, and **be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

Job Title:	Assistant Catering Supervisor
School Base:	Launceston College
Closing Date:	04/09/2026
Interview Date:	TBC
Vacancy Start Date:	ASAP
Contract Type:	Permanent
Salary:	£13.45 - £13.97 ph



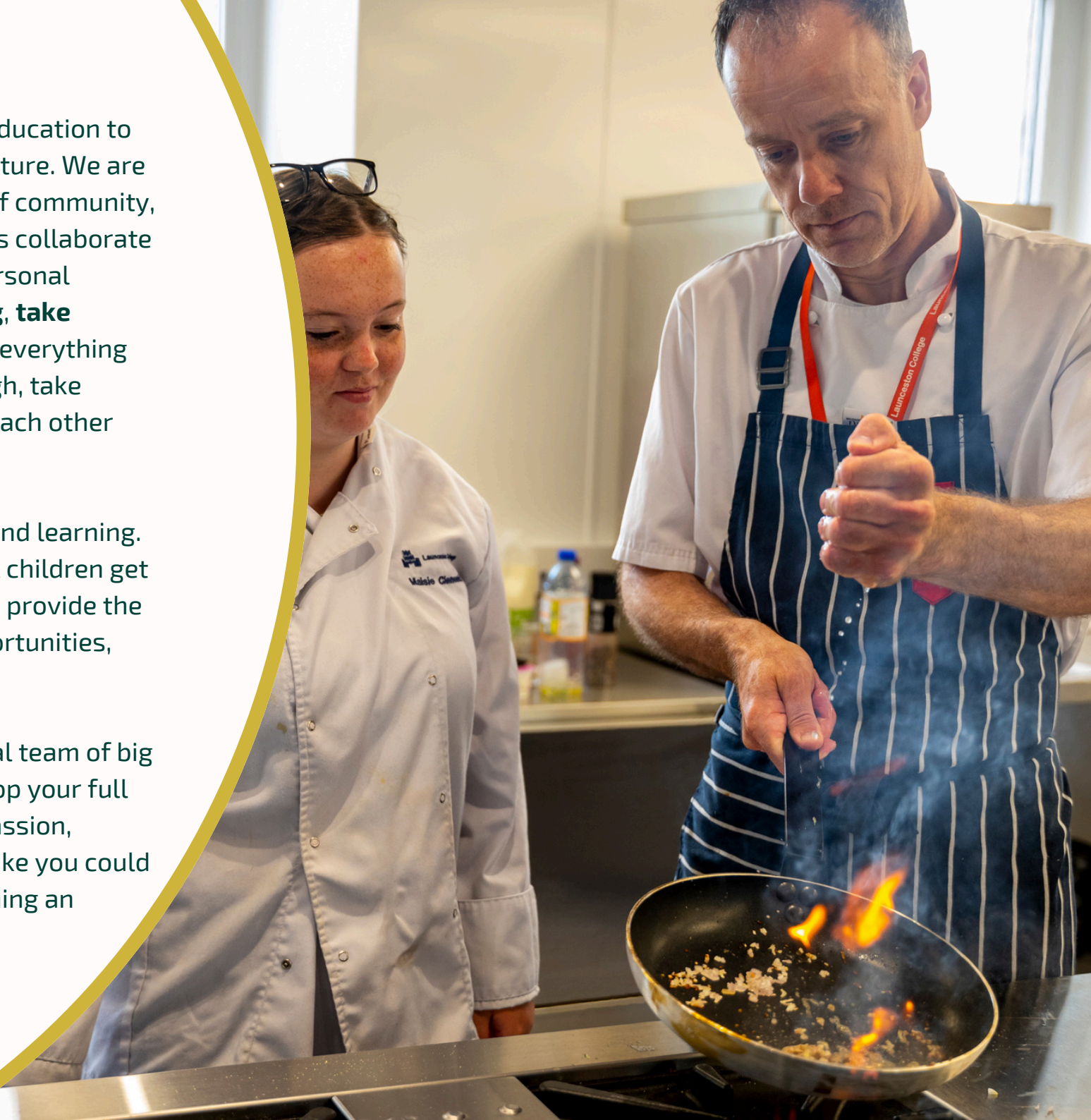
Launceston College
Part of the Athena Learning Trust

Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



What makes Athena different

Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

Impact: positive outcomes for our students

Leaders: we see everyone as a school leader

Wellbeing: ensuring your time off is for you

Generous pension: the local government pension scheme

Employee Wellbeing Initiatives: support your physical, mental, and emotional health

Benefits: Enjoy access to various discounts, benefits, and rewards to enhance your lifestyle.

Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.

People

passionate about making a difference in the lives of each other and our students

Development

investing in our employee's growth and development

No burn out

cut low-impact workload and champion staff wellbeing

Support

valuing our employee time and impact by investing it well and providing wrap around support

Flexibility

flexible working to promote work-life balance where possible



Role Summary

As Assistant Catering Supervisor you will be supporting the Catering Supervisor and Head of Catering, ensuring the delivery of an efficient and effective catering service in full compliance with healthy eating initiatives and DfE guidance.

You will assist the meal planning, preparation, cooking, presentation, and serving of food, as well as contributing to staff induction and training. You recognise the critical role of nutrition in fostering a world-class education and enhancing employee wellbeing.

What you will be doing

Build Knowledge

- Collaborate with the Catering Supervisor and Head of Catering to provide high-quality catering services that adhere to healthy eating principles and DfE guidance.
- To ensure food hygiene and health and safety regulations are in place and adhered to, including the completion and recording of necessary inspections and checks.
- Use of IT and systems to complete admin tasks, such as inputting and extracting information from the school's catering database and entering returns and reports

Build Trust

- To maintain high standards of cleanliness, safety and hygiene of the premises and equipment and to work within the guidelines of the Health and Safety and Hygiene Regulations, including all temperature testing is carried out and recorded as required and assisting in stock-taking procedures
- To assist the recruitment, induction and training of catering staff
- Maintain a friendly and helpful atmosphere and deal with any feedback, including complaints, in a professional manner.
- Undertake first aid training and responsibilities as required.

Prioritisation

- To assist in the organisation of catering staff workloads, including covering for absences
- Assist in the ordering of all commodities, checking deliveries and ensuring proper food storage, this includes the rotation of stock and it's proper handling
- To prepare the service area, hot cupboards and other equipment in the dining area to ensure food is served efficiently and in a hygienic environment.

Clarity and Energy

- To assist with the smooth running of the school kitchen and assist at catering functions.
- To prepare the dining area to include moving and setting up tables and chairs, setting trolleys.

Follow Up

- Ensure that maintenance, service and deep cleaning requirements are carried out as necessary to ensure a clean, safe and workable environment at all times.
- To clean all catering areas on a daily basis to standards laid down by the school as directed. To assist in cleaning up the dining areas, kitchens and catering equipment after the lunch periods, including cleaning and putting away tables and chairs, washing up/loading dishwashers, cleaning kitchen surfaces and kitchen equipment as required.
- To load dishwashers and to wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining area.
- Report any faults with equipment and appliances to the Site Manager or Head of Catering and make arrangements for repair
- Act as relief cook when required and support with wider catering duties where needed.

How you will be doing it

Dream Big

- Deliver value opportunities for world class education for all students

Take Responsibility

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role.
- To be self motivated with a strong drive to achieve in line with the vision and values.
- To attend staff meetings and school-based CPD days as required.

Be Kind

- To ensure customer service is at the centre of your approach
- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. You could reasonably be asked to work out of our partner sites to support where required.





Qualifications

- GCSE's or equivalent to include Maths & English at a C grade or above
- Good levels of literacy and numeracy

Desirable

- NVQ level 2 in related field
- Basic food hygiene and safety certificate

Experience

- Previous experience of working in a catering environment
- Excellent communication skills, both oral and written
- Strong organisational and time management skills
- Self-motivated and able to work independently and as part of a team
- Knowledge of basic food hygiene procedures

Desirable

- Experience working in a school or similar establishment
- Experience managing a team

How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

Apply now

and experience the difference
in a rewarding and meaningful
career in education.