

Wellspring Academy Trust

Job Description



WELLSPRING

We Make A Difference

Post Title: Catering Assistant

Reporting to: Catering Lead

Purpose of the post

To support the Catering Lead in delivering an exceptional dining experience, ensuring every child receives wholesome, delicious meals within a safe and welcoming environment.

Main duties

- **Food Production and Service:** Assist in the preparation, cooking, and service of appetising and nutritious meals to the highest standards.
- **Environment Management:** Prepare the dining room for service and maintain a rigorous cleaning regime, including washing up and clearing the kitchen, dining and associated areas.
- **Operational Support:** Support the Catering Lead with menu costing, recipe development, stock control, and the maintenance of accurate records.
- **Asset Care:** Ensure the careful use and maintenance of all catering equipment, proactively identifying and reporting any faults or safety concerns.
- **Resource Efficiency:** Promote the efficient use of utilities—including gas, electricity, and water—to minimise costs and environmental impact.
- **Team Collaboration:** Attend all required training and meetings, and share catering skills with colleagues to support continuous service improvement.
- **Compliance and Safety:** Carry out all duties in strict accordance with relevant legislation and Trust policies, including Health and Safety and safeguarding procedures.
- **Digital Proficiency:** Operate relevant catering IT systems effectively to support data interpretation and service delivery.
- **Relational Excellence:** Build strong rapport with pupils and staff, using excellent communication and empathy to meet the needs of the school community.
- **Culture and Integrity:** Operate with personal integrity and an affinity for the Trust's values, ensuring high quality is delivered "every serve, first time".
- **Flexible Support:** Perform other reasonable duties commensurate with the post, including the transport of catering provisions where required.

Miscellaneous

- Personal integrity and a commitment to the Nolan principles of public service.
- Hold an understanding of all relevant health and safety and broader operational policies and procedures, including those relating to operational, personnel, child protection, data protection, financial matters.
- Ensure equality of opportunity is afforded to all persons both internal and external to the Trust, actively eliminating any direct or indirect discriminatory practice.
- Participate in training and other learning activities and performance development as required.

Standards duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.

Method of working

The Wellspring Academy Trust expects all staff to work effectively and cooperatively as part of a team, delivering high quality support.

This requires dealing with people politely and tactfully and in accordance with Trust guidelines, policies and procedures.

Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

DBS Certificate

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously.

All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.



Section	Information	Essential/ Desirable	How Identified
Education and Training	Health and safety qualifications or equivalent food safety qualifications, such as Level 2 Food Safety Certificate, Food Hygiene	D	Application Interview
	First Aid certificate	D	Application Interview
	GCSE / Level 2 Numeracy and Literacy	D	Application Interview
	NVQ Level 2 Professional Cookery, City & Guilds	D	Application Interview
	Willingness to undertake relevant training	E	Application Interview
Experience	Experience of working in a catering / busy kitchen environment	E	Application Interview
	Experience of working as part of a team and on your own initiative	E	Application Interview
	Experience of operating H&S in a catering environment (including risk assessments, food legislation etc.)	D	Application Interview
	Experience of working within/alongside an educational environment	D	Application Interview
Skills and Abilities	Effective customer service skills and ability to deliver high standards (including serving)	E	Application Interview
	Effective communication skills and interpersonal skills	E	Application Interview
	Enthusiastic and motivated	E	Application Interview
	Good catering and craft based skills (including ability to use general catering equipment safely and correctly)	D	Application Interview
	Ability to follow the catering code, health and safety and hygiene practices.	E	Application Interview
	Attention to detail and able to ensure smooth running of operations to timelines.	E	Application Interview
	ICT literacy in main packages e.g. Google.	D	Application Interview
	Demonstrable knowledge of all current legislative requirements regarding catering, risk, waste and environmental matters.	D	Application Interview

Additional Requirements	Operate with the highest standards of personal/ professional conduct and integrity.	E	Interview
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	E	Interview
	Willing to undertake training and continuous professional development in connection with the post.	E	Interview
	Work in accordance with the Trust's values and behaviours.	E	Interview
	Able to demonstrate sound understanding of equality/ diversity in the workplace and services provided especially in access to delivery of the education of pupils and of own non-discriminatory practice and attitude.	E	Interview
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.	E	Interview
	A commitment of safeguarding and promoting welfare for all.	E	Interview
	Willingness to travel to sites across the Trust/ region (as required).	E	Application Interview
	Full, clean driving license	D	Application