

# Catering Assistant

## Job Description & Person Specification



**Approved by:** Jayson Rawlings

**Last reviewed on:** September 2025

**Next review due by:** September 2026

**Title** Catering Assistant

**Salary Scale:** SPS 1-4 (£23,907 – £24,863) FTE  
Actual salary (£16,487.74)

**Hours/Basis:** 30 hours a week - 39 + 1 weeks (8am – 2pm)

**Location:** Renaissance Education

**Accountability:** Catering Manager  
School Business Manager/SLT

### **Purpose & Objective**

#### **Your key responsibilities will include:**

To support the school in organising and production of high quality and cost-effective service of food working closely with the Catering Manager. You will be responsible for assisting with the preparation, cooking and service of food to agreed standards and specification. You will be responsible for the organisation of food from external suppliers whilst supplementing with in-house prepared fruit, veg and sandwich selections. You will be responsible for the food hygiene ensuring all food preparation areas and dining areas are clean and tidy.

Ensure school policies, processes and procedures are always followed, ensure high quality service delivery is always maintained and work effectively with all internal and external stakeholders.

### **Responsibility: Operations**

#### **Support for pupils/students (either individually or in groups)**

- Establish and maintain relationships with children and young people in school developing an understanding of their specific needs
- Support children with special needs including:
  - Sensory and/or physical impairment
  - Cognition and learning difficulties
  - Social, emotional and mental health difficulties including high levels of anxiety and behavioural difficulties
  - Communication and interaction difficulties including sensory processing difficulties.
- Liaising with Catering Manager and class teacher to devise complementary menus where appropriate.
- Support with a menu for our offsite activities provision - Active Citizens.
- To ensure food and resources are ordered in good time from suppliers
- Ensure all food storage, preparation and served are compliant with Food Hygiene, Food Safety, and Health and Safety legislation.
- To help raise the profile of nutritious school food with the pupils and staff.
- To work throughout the service as required.
- Ensure the catering areas are cleaned and maintained in line with Food Hygiene, Food Safety, and Health and Safety legislation.
- Ensure you comply with Health & Safety legislation and all practices and procedures are conducted in a way that meets the relevant requirements for the wellbeing of others.
- To participate in appropriate professional development including adhering to the principle of performance management.

### **Support for the Wider School Community**

- To work collaboratively with colleagues as part of a professional team
- To assist in the general efficient operation of the school, including providing additional menus for additional events where and as required.
- To attend staff meetings, participate in appraisal arrangements and undertake training and development activities.
- Liaise with parents professionally and appropriately
- Review and develop own professional practice including online social media presence
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or comes into contact with
- To ensure their tasks are carried out with due regard to Health and Safety.
- To undertake and contribute to the risk assessment of the environment and activities, ensuring that pupils and staff are safe at all times.
- To maintain an up to date knowledge of school policies and working practices.

### **Training expectations:**

- To make a commitment to your own professional development, undertaking training that is identified through appraisal and the school development plan
- To participate in appropriate professional development including adhering to the principle of my appraisal.
- To undertake regular training and implement school policies and procedures including:
  - Child Protection and Safeguarding Training
  - SEND Specific Training
  - PRICE Training
  - First Aid Training
  - Health and Safety
  - Fire Safety
  - Food Safety and Food Hygiene
  - Risk Assessment
  - COSHH

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- To report any safeguarding concerns to the DSL and/or DDSL and record on MyConcern.

Catering Assistants are required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Catering Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

# Person specification

## Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise;

C = Certificates

CRITERIA	QUALITIES	MOA
<b>Qualifications and training</b>	Level 2 Food Safety qualification or prepared to undertake immediately	A.F//I/C
	NVQ level 2/3 in food preparation and cookery or equivalent	A.F//I/C
<b>Experience</b>	Experience working in a school environment or other educational setting - desirable	AF/I
	Experience working with and supporting children / young people with Autism and/or SEMH needs - desirable	AF//I/T
	Experience planning and preparation of food in accordance with food hygiene/safety legislation	AF/I
	Understanding of health and safety requirements.	AF/I
	Knowledge of Safeguarding	
<b>Skills and knowledge</b>	Good literacy and numeracy skills	AF//I
	Good organisational skills	
	Ability to establish positive relationships with pupils and empathise with their needs.	AF/I
	Good verbal communication skills & active listening skills	AF/I
	The ability to remain calm in stressful situations	AF/I
	Good ICT skills, particularly using ICT to support learning	
	Ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities.	AF/I
	Ability to work professionally, effectively and supportively as a member of the school team.	AF/I

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<b>Personal qualities</b>	Enjoyment of working with children	AF/I
	Sensitivity and understanding, to help build good relationships with pupils	AF/I
	A commitment and passion for providing students with a variety of foods ensuring they are happy	AF/I
	Able to work on own initiative or part of a team	AF/I
	Commitment to maintaining confidentiality at all times	AF/I
	Commitment to safeguarding pupil's wellbeing and equality	AF/I
	Resilient, positive, forward looking and enthusiastic about making a difference	AF/I/T
Capacity to inspire, motivate and challenge children and young people		
<b>Training</b>	Willingness to participate in further training and developmental opportunities offered by the school to further knowledge.	AF/I

***The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

***This role is subject to references and an enhanced DBS check.***

**Declaration**

I \_\_\_\_\_ (Insert Full Name) have received, reviewed and fully understand the job description for the Catering Assistant position at Renaissance Education.

I further understand that I am responsible for the satisfactory execution of the essential functions described there in under any and all conditions described.

Employee Name (Please print full name) \_\_\_\_\_

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Employee Signature \_\_\_\_\_ Dated \_\_\_\_\_

Headteacher/line manager \_\_\_\_\_ Dated \_\_\_\_\_