



Catering Assistant Apprentice

Recruitment Brochure

May 2026

Start date 1st September 2026



SIR WILLIAM ROBERTSON
ACADEMY

Proud to be part of



About Sir William Robertson Academy

Sir William Robertson Academy is a highly successful 11-18 non-selective Lincolnshire school. We are proud to be one of the most sought-after schools in the area, with parents recognising the benefits of choosing a very successful school set in a peaceful and rural location.

Sir William Robertson Academy's aim is for all of our pupils to **Aspire to be the best that they can be**, and this core principle drives our vision for our carefully planned and structured curriculum. Children come first at our school and this is a principle which guides all of our Trust's schools. We embrace the quotation from the pioneering aviator Amelia Earhart, 'No Borders, Just Horizons' as a message of boundless optimism and opportunity for our pupils if they embrace all that our school has to offer.

Our first priority is to ensure that all of our pupils are safe, secure and happy within our school community, and are equipped with the vital skills needed to move confidently into adulthood, within a rapidly changing and technologically complex world.



SIR WILLIAM ROBERTSON
ACADEMY



Job title: Catering Assistant Apprentice (L3)

Working pattern: Term Time plus 1 Week, 25 Hours Per Week,

Contract Term: Apprenticeship duration, 12 Months programme (plus 3 Month EPA)

Start date: starting September 2026

Salary: Apprenticeship Salary, minimum £8p/h

The Role

We are seeking a highly motivated and enthusiastic individual to join our Catering team as a Catering Assistant Apprentice. This role is designed to provide comprehensive on-the-job training, leading to a nationally recognised level 2 Production Chef qualification.

Working under the guidance of the experienced Catering administrative staff, your duties will be varied and will include:

- Food Preparation: preparing ingredients in line with food safety regulations. Preparation of cold food items for break and lunch service.
- Cooking: cooking various components of main meal and “street Food” items for break and lunch service.
- Serving: Serving dishes from counter to staff and students
- Stock management: Working with the team to process food deliveries and assist with creation of stock orders and stock take.
- Meeting and Event Support: Assisting with the preparation of buffet’s for open events, parents evenings, and rewards events.
- Compassion – Deal with students and staff with politeness and following in house safeguarding training to highlight any concerns to the relevant team members.

The Apprenticeship Programme

You will be enrolled on the Production Chef Level 2 Apprenticeship Standard. This will involve a combination of workplace learning and formal training with a designated training provider. You will develop lots of valuable skills on the apprenticeship, including:

- Kitchen operations
- Nutrition
- Legal and Governance
- Business & Commercial understanding
- Professional Development and Performance

Our school is committed to inclusion and to safeguarding and promoting the welfare of children and young people. The school expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check.



**SIR WILLIAM ROBERTSON
ACADEMY**



	Essential	Desirable
Qualifications		GCSE in English and Maths (functional skills can be completed as part of the apprenticeship). Certificate in Food Hygiene and Safety
Knowledge & Experience	<p>Knowledge of Data Protection and confidentiality (GDPR).</p> <p>Understanding of school catering provision.</p> <p>Awareness of customer service principles.</p>	
Skills & Aptitudes	<p>Good verbal communication skills in British English</p> <p>Strong organisational skills and meticulous attention to detail</p> <p>A genuine interest in pursuing a career in catering.</p> <p>Understanding of the importance of hygiene in the kitchen environment.</p> <p>A pro-active, can-do attitude.</p>	Experience working in a team
Personal Attributes	<p>A proactive and positive approach to work.</p> <p>Desire to learn.</p>	

