



**Astrea Academy Trust**

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# Role Profile

Catering Assistant

Highgate Primary  
Academy

## **ROLE SPECIFICATION**

<b>Academy / Department</b>	Highgate Primary Academy
<b>Post title</b>	Catering Assistant
<b>Responsible to</b>	Catering Manager
<b>Full time Salary</b>	£24,601 - £25,185 FTE
<b>Pro-Rata Actual Salary</b>	£11,577 - £11,852 pro rata
<b>Working Pattern</b>	Part time, Permanent
<b>Pension</b>	Local Government Pension
<b>Working Hours</b>	20hrs per week
<b>Line Management Responsibility</b>	No

## **ROLE SUMMARY**

A Catering Assistant plays a vital role in supporting the smooth operation of the school kitchen. Working closely with the Cook, they will help with preparing ingredients, serving meals, and maintaining high standards of cleanliness and hygiene. Responsibilities will include washing up, loading the dishwasher, setting up dining areas, and ensuring that all kitchen equipment is cleaned and stored properly. The Catering Assistant will also help create a welcoming and efficient dining experience for both pupils and staff, contributing to a positive school environment where healthy eating is encouraged and mealtimes are enjoyable for everyone.

## **Main Duties and Responsibilities**

- ★\* Loading the dishwasher and ensuring all the pots are clean and ready to use.
- ★\* Assisting with basic food preparation activities, including washing, peeling and cutting vegetables.
- ★\* Assisting with all cleaning requirements, including deep cleans, and daily clean downs.
- ★\* Cleaning and sanitising all tableware and service equipment before and after service.
- ★\* Setting up dining areas by arranging tables, service counters, service fridges, beakers and water jugs according to the Catering Manager's instructions.
- ★\* Ensuring there is no shortage of supplies by informing the catering manager if any stock or produce is running low.
- ★\* Answering questions and serving the children with a friendly can-do attitude.
- ★\* Completing tasks to the best of their abilities which have been set to them by the Catering Manager.
- ★\* Completing all closing down procedures as per catering manager/cooks instructions.

*The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.*

## **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
Basic knowledge of food hygiene and preparation	•	
Any qualification in food preparation, hospitality or professional cookery		•
Willingness to complete mandatory in-house training and courses	•	
<b>Experience</b>		
Excellent organisational skills including the ability to multitask and organise workload.	•	
Great communication skills. Communicating effectively with different internal and external stakeholders.	•	
Has the ability to work to tight deadlines whilst paying excellent attention to detail.	•	
Excellent team working skills including communication and prioritisation.	•	
Helpful and positive approach to dealing with all stakeholders.	•	
Proactive approach to planning work and achieving deadlines.	•	
Able to work independently and as part of a team.	•	
Welcomes challenges and is flexible and adaptable to the needs of the trust.	•	
Experience preparing fresh food.	•	
Experience working in a similar chef's role.		•
<b>Knowledge</b>		
Having experience in different preparation methods of food items	•	
A knowledge of food health and safety regulations	•	
Able to work effectively in a team or on their own	•	
<b>Personal Qualities</b>		
Confident, enthusiastic and motivated with a passion for education	•	
Commitment to self-development and continual improvement	•	
Commitment to Diversity, Equality and Inclusion	•	
Able to adapt to changing circumstances and new ideas	•	

## **GENERAL RESPONSIBILITIES**

- ★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★ Commitment to continual learning and development of skills.
- ★ Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★ Demonstrate an excellent record of attendance and punctuality.
- ★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy

- Code of Conduct
- Keeping Children Safe in Education (KCSIE 2024)
- Child Protection and Safeguarding Policy

★ Work cooperatively as part of the Trust wide staff team.

★ This role profile is not exhaustive and undertaking other duties may be required.

### **THIRD PARTY CHECK**

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

### **APPLICATION PROCESS**

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)