



**ATHENA**  
LEARNING TRUST

## **Catering Assistant**

---

Applicant Pack

---

**Closing date:**

21<sup>st</sup> 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.

|                            |                    |
|----------------------------|--------------------|
| <b>Job Title:</b>          | Catering Assistant |
| <b>School Base:</b>        | Launceston College |
| <b>Closing Date:</b>       | 21/09/2026         |
| <b>Interview Date:</b>     | TBC                |
| <b>Vacancy Start Date:</b> | ASAP               |
| <b>Contract Type:</b>      | Permanent          |
| <b>Salary:</b>             | £13.45 p/h         |



**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 a Catering Assistant your role will be to provide support in the preparation, cooking and serving of food and beverages, taking responsibility for providing great nutrition to our students and staff.

Understanding that nutrition supports the delivery of world class education and positively supports employee wellbeing.



## What you will be doing

### Build Knowledge

- To assist in the preparation, cooking and serving of food and beverages as directed by the Catering Supervisor.
- Use of IT and systems to deliver exceptional customer service

### 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.

### Prioritisation

- 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.
- To inform the Catering Manager of any defects in equipment, suspect food or other concerns relating to Food Safety.

### 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

- To load dishwashers and to wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining area.
- To clean on a daily basis all catering areas 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.
- 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 qualifications or equivalent

### *Desirable*

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

## Experience

### *Essential*

- Excellent communication skills
- Strong organisational skills
- Ability to work independently and as part of a team
- Knowledge of basic food hygiene procedures

### *Desirable*

- Previous experience in catering
- Experience in school catering

## 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.