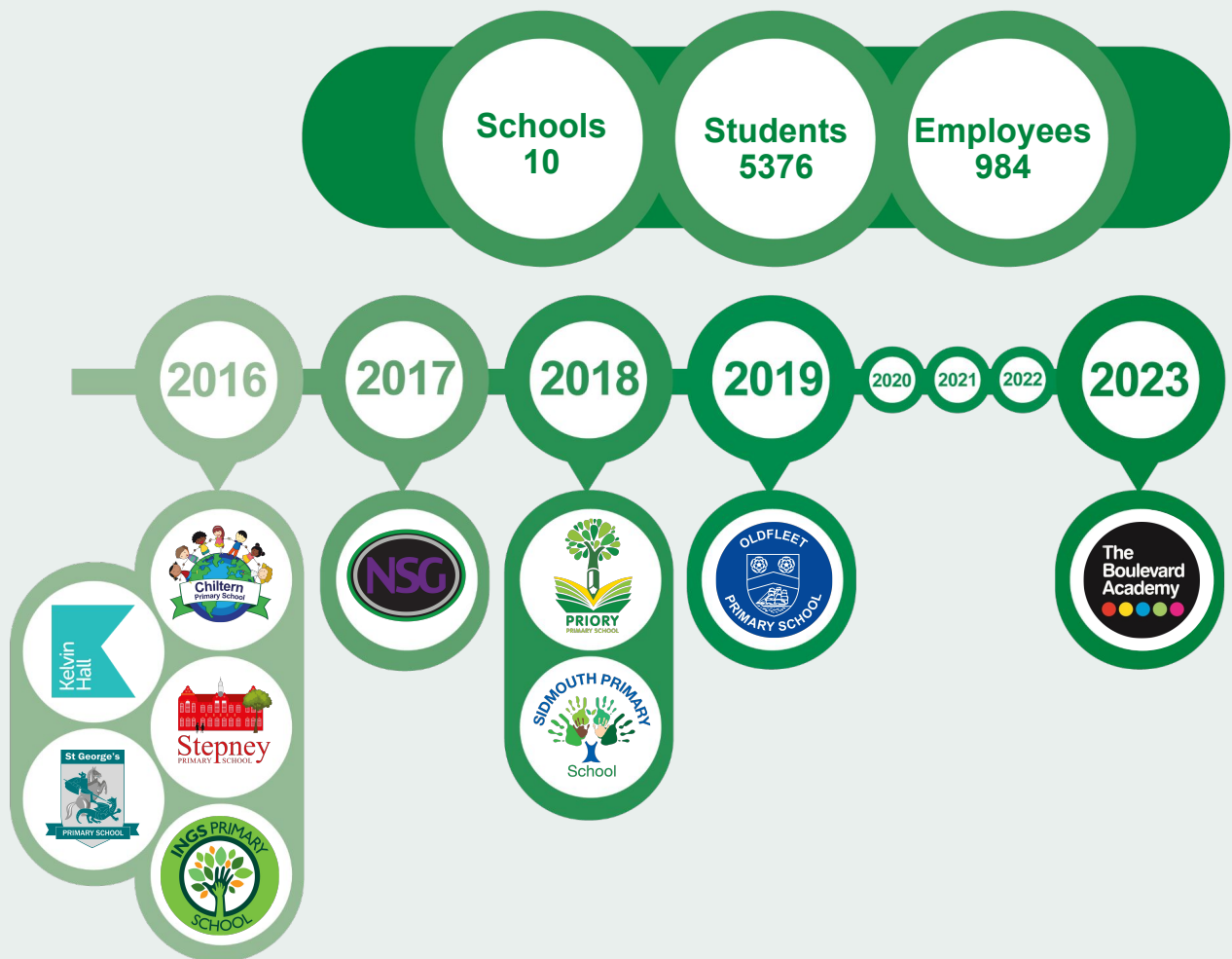




Catering AssistantS  
April 2026



# Our Journey so far...



## Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:  
Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH  
Tel: (01482) 342229 | Email: [jobs@thrivetrust.uk](mailto:jobs@thrivetrust.uk)



**Catering Assistant**  
**Salary: Grade 2 SCP 3 (£9,355)**  
**Stepney Primary School 16:25 hours Monday - Friday 10:30am - 13:45pm**  
**Newland School for Girls 16:25 hours Monday - Friday 10:30am - 13:45pm**  
**Term-time only plus 5 days**  
**Permanent**  
**Start: As soon as possible**

**Thrive Co-operative Learning Trust** is a vibrant family of ten schools across Hull – three secondary and seven primary – united by a shared purpose: to inspire pupils to thrive in life. Each Thrive school is a dynamic community of staff, pupils, and families working together to unlock every child's potential.

### **The Opportunity**

Required as soon as possible, Catering Assistants to join our central catering team to be based at Newland School for Girls and Stepney Primary school, the post holder may be expected to cover at any of the schools in our Trust.

You will be working as part of a team within a canteen environment, and your duties will involve serving, cleaning, and general food preparation.

### **What You Will Bring**

You must be able to work on your own initiative and under pressure to meet required deadlines. Previous experience within a kitchen environment is desirable. You should possess a Basic Food Hygiene or be willing to complete one.

### **What We Offer**

- An inclusive and forward-thinking school within a supportive Multi-Academy Trust
- Opportunities for professional growth through leadership development programmes
- Access to our staff benefits platform, including retail discounts, gym membership offers, and savings schemes such as cycle-to-work
- Membership of the Teachers' Pension Scheme Or Local Government Pension Scheme

**Closing date: Monday 11th May 2026, 9:00am**

**Interviews: Week commencing 18th May 2026**

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

**Please note, we do not accept CVs, applications must be submitted using our application form.**

**Our commitment to Safeguarding:** Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

**Our commitment to equality and diversity:** Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



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# Job Description

<b>Post Title</b>	Catering Assistant
<b>Grade</b>	2
<b>Location</b>	Base is across all of the Trust's academies
<b>Reporting to</b>	Catering Manager

## Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. To assist in the preparation of basic food items (vegetable preparation, salad, sandwich assembly etc) for the provision of our school catering service is required.
3. To maintain a clean, hygienic and safe working environment in compliance with food hygiene, health and safety legislations and departmental safe working practices.
4. To assist in the layout of dining room furniture/equipment and clearing of tables for all the operational needs of the school's catering provision.
5. To promote a professional image to customers and external parties in order to build confidence in the services the Department can provide.
6. To operate cash registers in accordance with Trust policies.

## Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

<b>Responsibilities for Staff:</b>	None
<b>Responsibilities for Customers/Clients:</b>	Safeguarding and promoting the welfare of children. Small amounts of cash may be handled under close supervision at point of reconciliation.
<b>Responsibility for Budgets/Financial Resources:</b>	None
<b>Responsibility for Physical Resources:</b>	None



		E	D	How Identified
<b>Qualifications</b>	Basic Food Hygiene Certificate	✓		AF, C
	First Aid Qualification		✓	
	Health & Safety Training		✓	
<b>Relevant Experience</b>	Previous work experience in a kitchen environment	✓		AF, I
	Previous work experience in a school kitchen		✓	
	Knowledge of catering systems/machinery		✓	
	Understanding or Health & Safety Issues		✓	
<b>Skills &amp; Abilities</b>	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Able to work as part of a team	✓		
	Good organisation skills	✓		
<b>Knowledge</b>	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	An Understanding of COSHH Regulations		✓	
<b>Interpersonal/ Communication Skills: Verbal Skills</b>	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
<b>Written Skills</b>	The post holder should have a good standard of literacy and numeracy.	✓		AF, I
<b>Disclosure &amp; Barring Service</b>	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)

