



TRINITY ACADEMY

Emmanuel Schools Foundation

Catering Assistant

VALUED, CHALLENGED, INSPIRED



WELCOME

Dear Applicant

At Trinity Academy we are always delighted to hear from people who share our passion for delivering an excellent all-round education to young people. I am thrilled to see your interest in applying for the role of Catering Assistant.

We recognise that the success of our school depends on the dedication and enthusiasm of our staff. In return we can offer an exceptional working environment, excellent resources and the opportunity for professional development.

Emmanuel Schools Foundation has an inter-denominational Christian ethos, and we welcome applications from all sections of the community. What unites all people in the Foundation is our mission and core virtues, and we believe these values are relevant to all people, whatever their background.

The role represents an incredibly exciting opportunity for any candidate who is eager to be a part of an organisation that seeks to secure the very highest educational standard for every student. Likewise, our staff team benefits from excellent CPD and support which can be personalised to your particular needs and experience.

If you are passionate about providing healthy, tasty food every school day for students and staff, dedicated to educational excellence, and ready to make a difference in the lives of students, we welcome your application for the role of Catering Assistant. Join us in our mission to create a brighter future for all learners.

Mrs V E Gibson
Principal

MISSION

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

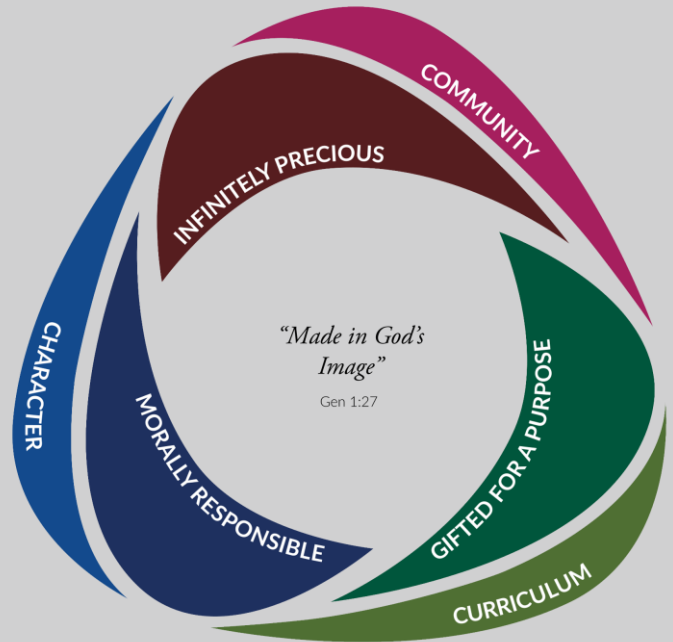
CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

OUR CORE VIRTUES





“

ALL PEOPLE ARE INFINITELY
PRECIOUS, MORALLY
RESPONSIBLE AND GIFTED
FOR A PURPOSE”



SUPPORTING STUDENTS
AND STAFF TO BECOME
THE PERSON THEY HAVE
THE POTENTIAL TO BE”

THE ROLE

Main Responsibilities are to carry out or assist with the following duties to the standard specified by the Catering Manager or Assistant Chef:

- The preparation and presentation of food and basic cooking.
- Serving of food, operating the cashless till and promoting a friendly atmosphere. Ensuring that all control systems relating to cash and stock are operated correctly and complied with.
- Preparation of the service counters, loading plates and meals, as necessary. Ensuring sufficient supplies throughout the service period.
- Ensure all regulations regarding hygiene, safety and cleanliness are complied with and the highest standards of hygiene, cleanliness and appearance is maintained.
- Ensure duties are undertaken in accordance with the work schedule, customer requirements and as directed.
- To ensure counters and chill cabinets are left as clean as is reasonably practicable and adequately stocked.
- Undertake all aspects in cleaning equipment (light and heavy), walls, floors, fixtures and fittings, pots, pans, cutlery, crockery, glassware, etc.
- Check menu daily and notify any insufficiencies to Catering Manager/Assistant Chef.
- To report immediately to the Catering Manager/Assistant Chef any unsafe procedures, working practices, unfit food or other irregularities and unsafe machinery, including any dangerous occurrences, near misses and accidents.
- To assist in the preparation of hospitalities and any special functions which may occur outside normal working hours.

- Report all customer comments and take remedial action where possible.
- To comply with all Academy and site rules, regulations, procedures and policies.
- Undertake all on site and off-site training required for this role.
- Any other duties as reasonably required by the Principal.

Emmanuel Schools Foundation is committed to the safeguarding of children, and all staff are expected to ensure that the Trust and its schools are safe and secure environments for students by observing the relevant and established Safeguarding policies and procedures.

As the trust grows, this role is likely to grow and develop further.

THE PERSON

CATEGORY	ESSENTIAL	DESIRABLE	HOW MEASURED
QUALIFICATIONS		<ul style="list-style-type: none"> • Relevant catering qualifications inc food hygiene • Basic First Aid 	Application form
EXPERIENCE	<ul style="list-style-type: none"> • Previous catering roles 	<ul style="list-style-type: none"> • Working in a school environment • Working in a high quality, customer focused environment 	Interview and application form
SKILLS, KNOWLEDGE AND APTITUDE	<ul style="list-style-type: none"> • Knowledge of catering processes • Strength, dexterity and co-ordination to use a range of catering equipment • Regular need to lift and carry items of moderate weight • Attention to detail 	<ul style="list-style-type: none"> • Basic knowledge of Health and Safety for the role • Able to take the initiative to identify and resolve problems, seeking advice and support from management when necessary • Good communication and interpersonal skills 	Interview and application form
MOTIVATION	<ul style="list-style-type: none"> • Excellent work ethic, always wanting to do tasks to the best of their ability and to set a good example to others • Willing to be flexible in order that customer needs and expectations can be met and exceeded • Supportive of the academy's ethos, mission and values 	<ul style="list-style-type: none"> • Evidence of relevant learning beyond the workplace 	Interview and application form





APPLICATION DETAILS

Vacancy Details

Salary: NLW £12.21 per hour, actual annual salary £3,859.59

Start date: ASAP

Location: Trinity Academy, Thorne

Working: 7.25 hours per week, Thursday 10.30am to 2.30pm and Friday 11am to 2.15pm.

Deadline

Closing date: noon, 11 February 2026

Interviews to be held: w/c 23 February 2026

How to apply:

For further information, please visit [WORK WITH US | Trinity Academy](#) or call HR on 01405813000. A CV may be submitted to supplement your application but will not be accepted instead of a completed on-line application

APPLY ONLINE HERE

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.



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