Hurworth Primary School

Catering Assistant

Pay Scale: Band 2 / SCP 4 (£5,071 Actual Salary)
Hours: 8 Hours per week, Term Time only plus 5 PD days
Contract: Permanent
Required: 23rd November 2026 or as close to this date

www.hurworthprimary.com
01325 720028

We are looking to appoint a passionate and enthusiastic catering assistant to join our caring, happy and supportive school family.

The successful candidate must have good communication skills, the ability to work both on their own initiative and as part of a team, and have a good knowledge of food handling and hygiene. Additionally, be an enthusiastic, hard-working individual who wishes for a position that is both challenging and rewarding.

The successful candidate must also be reliable, trustworthy, quick, efficient and conscientious. If you are a highly motivated, well-organised person who shows attention to detail and you are committed to the wellbeing of children we would like to hear from you.

We are looking to appoint this special person to join our caring, happy and supportive school family, where we pride ourselves on our high standards.

If this sounds like you and a role that you would enjoy, please look carefully at the following information and complete the application form.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

The post will be based in Hurworth Primary School, however, the Trust reserves the right to require you to work at other schools within the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Application packs are available from the school. Please email Rebecca Kukielka on rkukielka@hurworth.lingfieldtrust.org.uk or phone the school to request an application pack on 01325 720028. All completed application packs must be returned directly to the school or emailed and marked for the attention of Rebecca Kukielka, Office Manager.

Closing Date: Friday 6th November
Shortlisting: Friday 6th November
Interviews: w/c 16th November

JOB DESCRIPTION

POST:	**Catering Assistant**
GRADE:	Scale Point 4
RESPONSIBLE TO:	Head Teacher/Office Manager/Catering Manager
STAFF MANAGED:	None
JOB PURPOSE:	To assist in the preparation of school meals ensuring that a high standard of food hygiene / handling and safe working practices are used along with the promotion of the school meal service.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Main Responsibilities	1. Assist with the preparation and delivery of School Meal service in line with food hygiene regulations including: • Following menus and recipes • Preparation of food • Serving meals, snacks and beverages as required • Basic food preparation including sandwich filling and wrapping, preparation of vegetables (fresh and frozen), home bake products and snacks • Support school and the Catering Manager by helping to cater for a small buffet of approximately 16 people for Little Wandle Live events • Support school and the Catering Manager with catering for events throughout the year, such as Christmas Dinner, Sports Day and Census Day • Stock control • Temperature control • Checking and storage of fresh and frozen produce • Ordering of food supplies • Assist with the setting up and clearing away of tables and chairs in designated areas. • Setting out meal trays, cutlery, and other serving equipment • Washing up • Operation of dishwasher • Cleaning of kitchen and dining areas and equipment as required on a day-to-day basis • Deep clean of tables and chairs and kitchen to be carried out as and when required.

	2. Assist with food deliveries and storage of food and stocks as required. 3. Clean up spillages on tables and floors and clear food trays and cutlery away in line with school procedures. 4. Undertake any staff training that is deemed appropriate and necessary. 5. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures. 6. The post holder must carry out his/her duties with full regard to the Trust and its school's Child Protection Equal Opportunities and Racial Equality Policies and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner. 7. The employee must behave according to the Employees' Code of Conduct. 8. The post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others. 9. Any other duties of a similar nature related to the post, which may be considered appropriate by senior management of the Unit Manager.
Lingfield Education Trust	• To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. *These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.* **PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.** The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post will be based in Hurworth Primary School however, the Trust reserves the right to require you to work at other schools in the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.
Date of Issue:	October 2026

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

Lingfield Education Trust

PERSON SPECIFICATION – Catering Assistant

Essential upon appointment	**Desirable on appointment** (if not attained, development may be provided for successful candidate)
Qualifications & Experience	• Basic Food Hygiene Certificate (AF,I) • NVQ Level 2 or equivalent in a relevant field (AF,C)
Experience & Knowledge • Experience of working in a team (AF,I) • Knowledge of food handling and hygiene (AF,I) • Experience of preparing food for a range of people (AF,1)	• Previous catering experience within a school meals environment (AF,R,I) • Knowledge of Health and Safety practices at work relating to spillages, trips and falls (AF,R,I)
Skills • Good verbal communication skills (I,R) • Experience of working with a range of people – Good customer care skills (AF,R,I) • Ability to use own initiative, work on own and as part of a team (AF,R,I) • Willingness to undertake further training / qualifications in catering field (AF,R,I) • Ability to remain calm under pressure (AF,R,I)	• Ability to demonstrate leadership qualities (AF,R,I)
Personal Attributes • Participate in development and training opportunities (AF,R,I)	

Essential upon appointment	**Desirable on appointment** (if not attained, development may be provided for successful candidate)
• Ability to abide by School policies and procedures (AF,R,I)	
Special Requirements • Motivation to work with children (AF,I,R,D) • Ability to form and maintain appropriate relationships and personal boundaries with children within school policies and procedures (AF,I,R,D) • Emotional resilience in working with challenging behaviors and attitudes to use of authority and maintaining discipline (AF,I,R,D) • Suitability to work with children (D)	

Key – Stage identified	
AF	Application Form
C	Certificates
O	Observation
I	Interview
T	Task
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references

