



**North East
Learning Trust**

Catering Assistant – Maternity Cover

Teesdale School & Sixth Form
Applicant information pack

Catering Assistant - Maternity Cover Required March 2025 or as soon as possible

10 Hours per week, term time only

NELT Grade 1, SCP3

Actual Salary £5,608.27 per annum (£24,027 fte pro rata)

Teesdale School and Sixth Form is a part of the North East Learning Trust and is seeking to appoint a Catering Assistant to join our dedicated team.

We have 700 children across Key Stages 3 and 4 and Post-16. Our small size means that you can really get to know your students; know who they are; their aspirations, ideas, talents and dreams, bringing out the best in them, helping to champion their ambitions and giving them a great start in life. Teesdale School is a place where traditional values of kindness, respect and hard work take precedence.

To assist in the preparation and delivery of the school catering services and to carry out all duties to the required high standards of food hygiene/handling and safe working practices

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

We will offer you:

- National Terms and Conditions of Employment
- Access to the Local Government Pension Scheme (for support staff)
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

The successful candidate will:

- Hold a basic food hygiene certificate qualification (or be willing to undertake).
- Be proactive and self-motivated
- Have a flexible approach to work.

Deadline: Friday 14th March 2025, 9:00am

Interviews: To be confirmed

How to apply:

Application packs can be downloaded from our website.

Letters of application should be returned by email with application forms to karen.watson@teesdaleschool.co.uk or by post to Karen Watson, Support Services Manager, Teesdale School, Prospect Place, Barnard Castle, Co Durham DL12 8HH. Please do not submit a CV unless it is to compliment your application form.



We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.

Job description

Post title:	Catering Assistant – temporary maternity cover
Responsible to:	Cook in charge
Responsible for:	Assisting in the delivery of the school catering services and cleaning
Salary Band:	NELT Grade 1, SCP3 Actual Salary £5,608.27 (£24,027 fte pro rata)
Hours of Work:	10 hours per week, term time only Monday – Friday 12pm - 2pm

Job purpose:

- To assist in the preparation and delivery of the school catering services.
- To carry out all duties to the required high standards of food hygiene/handling and safe working practices.

Duties and responsibilities:

- To wash up dishes etc in compliance with correct procedures to ensure hygiene standards are maintained.
- Operate the dishwasher following correct usage procedures to ensure optimum results.
- Thoroughly and effectively clean kitchen and dining room areas and equipment as required ensuring appropriate cleaning products etc are used to ensure hygiene standards are maintained.
- Serve meals, snacks and beverages if required, ensuring hygiene/food handling procedures are always observed to safeguard the health and wellbeing of users of the service.
- To carry out all duties with a regard to health and safety for others and oneself, ensuring correct protective clothing is used.
- Assist with the operation of the school laundry as required.
- Assist with the delivery storage and management of food stocks in line with Health and Safety and hygiene regulations.
- To attend or undertake any training courses relevant to the post, ensuring continuing, personal and professional development.
- To work as part of a team.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager



- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person Specification Catering Assistant

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> Willingness to undertake training 	<ul style="list-style-type: none"> Basic Food Hygiene Certificate Experience in working in a kitchen/catering service Knowledge of food hygiene / handling and safe working practices
Experience		<ul style="list-style-type: none"> Catering experience Some knowledge of Health and Safety procedures in catering environment Some knowledge of food preparation/ cooking skills
Aptitude and skills	<ul style="list-style-type: none"> Ability to work methodically, thoroughly and consistently to a high standard Ability to organise work and ensure all areas are covered thoroughly Ability to work under pressure to meet deadlines Flexible team working Ability to carry out duties within a busy environment Ability to communicate within a team, reporting information as required Ability to interact with children and adults, both friendly and professionally Ability to use cleaning products to comply with Health and Safety guidelines Demonstrate knowledge of high standards of kitchen cleanliness Ability to monitor some food stock control 	
Personal qualities	<ul style="list-style-type: none"> Ability to adjust working hours to meet service demands as required Ability to perform physical tasks on a frequent basis Ability to lift / carry light catering equipment and heavy pans etc Ability to be physically active for periods of time 	<ul style="list-style-type: none"> Demonstrate an interest in developing cooking skills

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East 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.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.

