



Catering Assistant

Candidate Information

Start Date: 1 September 2025

Creating lifelong opportunities for every child

Welcome from the Headteacher

‘Creating lifelong opportunities for every child’

At Durham Academy, we are committed to establishing ourselves as an excellent school. In order to make this a reality we are focused on ensuring that pupils are fully supported, yet challenged to push themselves beyond what they think they are capable of. We pride ourselves on being a fully inclusive and truly comprehensive school built on traditional principles and high standards where ‘every child matters’.

Our driving aims are to develop a school community where our pupils are:

- Confident
- Ambitious
- Respectful

We aim to prepare all in our care to leave the school fully equipped to meet the challenges they may face, and with a sense of service to their communities. We value our positive relations between staff and pupils and are proud of our friendly and purposeful atmosphere.

We have an extremely positive ethos, with very strong pastoral and academic guidance and a real emphasis on learning. We pride ourselves on delivering high class support, care and welfare for all our pupils. This school is, and will always be, fully inclusive and puts the pupils at the very centre of all that we do.

We believe that Durham Academy is a happy, safe and enjoyable place to be with a purposeful atmosphere. We also want the school to be at the very heart of the local community and to be the school of choice of all who live here. The learning environment we provide allows pupils to grow and develop academically, socially and personally into responsible, caring and confident young people.

We seek to provide the best possible educational experience and outcomes for every child, where pupils make excellent progress and secure their most appropriate destination when they leave. We value the individual differences of our pupils, encourage them to succeed in everything they do. We strive to provide excellent quality of education, fostering the very best relationships, having a personalised and enriched curriculum, having the highest aspirations for all our pupils and collaborating widely with a range of partners.

Alison Jobling
Headteacher

Why work for Advance Learning Partnership

Advance Learning Partnership (ALP) is a child-centred, forward-thinking organisation where people truly matter. If you're looking for a role in a workplace that values collaboration, innovation, and professional growth, ALP offers the perfect opportunity to thrive.

A Culture of Excellence and Collaboration

- Our ethos, *'Your child is our child,'* underpins everything we do. We're proud to provide an environment where every decision prioritises the success of our children and the wellbeing of our team.
- As a **Times 100 Best Places to Work 2024** and **Investors in People Platinum Employer**, we are committed to creating a supportive and inclusive workplace. We were proud to be named **Medium Employer of the Year 2024** by Investors in People, highlighting our dedication to our employees.

Exceptional Benefits

- Pension Scheme with Generous Employer Contributions
- Flexible and Hybrid Working Opportunities
- Generous Annual Leave Entitlement
- Family-Friendly Policies

Wellbeing First

- Employee Assistance Programme including counselling and financial wellbeing advice.
- Health and Wellbeing Support including benefits like mental health support, physiotherapy, free flu jabs, and 24/7 GP services.
- Occupational Health Services ensuring you're looked after both physically and mentally.

Investing in Your Development

- Professional Growth: We're passionate about helping our staff develop. From bespoke CPD programmes to leadership pathways, we'll support you to achieve your career goals.
- Leadership Opportunities: Whether you're just starting out or ready to take the next step, we offer leadership development programmes to help you succeed.

Added Benefits

- Discount Schemes: Enjoy savings on shopping, travel and entertainment.
- Salary Sacrifice Options which include our electric car and cycle-to-work schemes.

Why Now?

This is an exciting time to join ALP. We are a growing organisation with a clear vision for the future, and our commitment to excellence means you'll be working in a dynamic, inclusive and forward-thinking environment.

At ALP, your contribution will make a real difference—not only to the lives of our children but also to your own personal and professional growth.

Join us and be part of something truly special.

The Person

- Possesses excellent listening and communication skills.
- Displays a high level of organisational skills, both verbal and written.
- Displays a high level of organisational and time management proficiency.
- Exemplifies the values and ethos of the school as a positive role model.
- Collaborates as a team player, demonstrating flexibility and commitment.
- Exhibits excellent people management skills.
- Proficient in maintaining cleanliness and organisation in the kitchen.
- Effective communicator, able to interact with colleagues and pupils.

Job Description

JOB TITLE	Catering Assistant
CONTRACT TYPE	Permanent, Term Time Only
ACCOUNTABLE TO	Line Manager / Senior Leadership Team
GRADE	Grade 1 SCP 3. £8,991.39
HOURS	16 Hours per week
REQUIRED	ASAP

RESPONSIBILITIES OF ALL POST HOLDERS

ETHOS

Employees are expected to support and contribute to the school ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

RESPONSIBILITIES FOR ALL SUPPORT STAFF

Support Staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through their role within the structure.
- Model the values, ethos and vision of the Trust.
- contribute to the overall ethos, work and aims of the Trust.
- Maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of, and support, difference, ensuring that all pupils have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

SPECIAL CONDITIONS OF THIS POST

CONDITIONS OF THIS POST

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties;
- The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/ or guidelines, reporting any issues or concerns to their immediate line manager;
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to;
- To carryout duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed.

SPECIAL CONDITIONS OF THIS POST

RESPONSIBILITIES FOR CATERING ASSISTANTS

All Catering Assistants will:

- 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.
- Clean up spillages on tables and floors and clear food trays and cutlery away, quickly and effectively, in line with Trust health and hygiene procedures.
- Clean trays, tables and floor surfaces during and immediately after lunchtimes to ensure that the dining area is left in a tidy condition.
- Assist with washing, peeling, chopping, cutting and cooking of food.
- Serve meals, snacks and beverages, ensuring hygiene/ food handling procedures are observed at all times to safeguard the health and wellbeing of users of the service.
- Assist with the operation of the kitchen laundry as required.
- Assist with the delivery storage and management of food stocks in line with health and safety and hygiene regulations.
- Supervise areas of the school throughout the lunchtime, whether inside or outside the dining areas, including corridors, main hall and outside areas; in accordance with the instructions of the Catering Manager, Central Support Manager and Senior Leadership Team.
- Support and manage the behaviour of students in line with Trust policy.
- Encourage students' healthy eating.
- Follow the health and safety policy of the Trust, report any incidents/ accidents/ hazards and take a proactive approach to health and safety matters.
- Ensure that student's queue for lunch in an orderly and safe manner.
- Deal with any immediate problems or emergencies according to the Trust's policies and procedures.
- Supervise in any other areas during lunchtimes as directed by the Catering Manager, Central Support Manager or Headteacher.

The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.

Person Specification

	Essential	Desirable	Method of Assessment
Application	<ul style="list-style-type: none"> Fully supported in references. Fully completed application form which details previous experience and provides further information about relevant experience and skills. 		<ul style="list-style-type: none"> Application References
Qualifications	<ul style="list-style-type: none"> Willingness to undergo training relevant to the post. 	<ul style="list-style-type: none"> First Aid. Food Hygiene. 	<ul style="list-style-type: none"> Application Interview
Experience	<ul style="list-style-type: none"> Competence in carrying out general cleaning tasks. Awareness of health and safety issues. 	<ul style="list-style-type: none"> Experience of cleaning within a school, organisation or business. 	<ul style="list-style-type: none"> Application References Interview
Skills	<ul style="list-style-type: none"> Able to work in a busy and demanding environment. Willing to undertake training as required. 		<ul style="list-style-type: none"> Application References Interview
Personal characteristics	<ul style="list-style-type: none"> Adaptable and flexible. Calm under pressure. Patient. Empathetic with young people. Self-motivation, reliability, and hard-working nature. Team player. High personal and professional standards. 		<ul style="list-style-type: none"> Application References Interview

Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.

Application Guidance

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **9am, Monday 16th June 2025 addressed to:**

**Durham Academy
Bracken Court
Ushaw Moor
Durham
DH7 7NG**

or by e-mail to the School Reception, contact@durhamacademy.org.uk

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

Shortlisted Candidate Guidance

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.

Digital Checks

Online searches may be conducted as part of the Trust's due diligence checks. [Section 226. KCSIE 2024.](#)

DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees 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.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.