



Let Your Light Shine

If we love others, we live in the light. 1 John 2:10

Inspired by our Gospel Values we have a shared responsibility to:

1. create an environment of welcome, love and respect for each member of our learning family.
2. develop the unique gifts and talents of all, striving for excellence in everything we do.
3. live out our commitment to love, service and justice in the local and global community.
4. nurture the journey of faith and discovery for all.
5. celebrate and reflect on the love of God which is at the heart of all we are.



POST OF
Catering Assistant

Application Pack

Required As soon as possible

Catering Assistant

22.5 hours per week - term time only (10:00 to 2:30pm)

£13.45 per hour (Living Wage)

The Governors wish to appoint a permanent catering assistant to assist with the preparation, delivery and serving of food and drinks. The successful applicant will also be required to operate a till during the delivery of service. The post is for 22.5 hours per week term time only.

CV's will not be accepted without a completed application form.

“Pupils are united in their praise for the school’s inclusive ethos. One pupil reflected the views of many, saying, ‘You don’t have to be afraid to be yourself here.’”

“Pupils and their parents and carers describe Brownedge St Mary’s as a school with a ‘family feel’ where everyone is valued. Relationships between pupils and staff are built on genuine warmth and respect. Pupils are polite and respectful to each other and well cared for by staff.”

OFSTED May 2025

“The pastoral provision is exceptional. The school is extremely welcoming, and the sense of community is palpable. ... (Gospel) values are lived out, permeate the school and are exemplified by strong positive relationships resulting in a united and joyful community. Staff have excellent relationships with students. Students are extremely respectful” CSI Inspection November 2022

Informal discussions and visits to the school can be arranged by contacting school on 01772 339813

Closing Date: **Sunday the 26th of April 2026 at Midnight**

Proposed Interview Date: **To be Confirmed**

We reserve the right to close this post should we receive suitable applications prior to the closing date. Therefore, we would encourage early applications.

If you do not hear anything within four weeks of the closing date, you will not have been successful on this occasion

Further information and an application pack are available to download from the school website:

www.st-maryshigh.lancs.sch.uk or by calling the school reception.

Please return completed application to recruitment@st-maryshigh.lancs.sch.uk or by addressing to Mrs D Walmsley at the school.

Please note that in line with Keeping Children Safe in Education 2025 an on-line search will be carried out as part of our due diligence on shortlisted Candidates. This post is subject to an enhanced disclosure with the DBS.

Brownedge St. Mary’s Catholic High School is an Equal Opportunity Employer and is committed to ensuring the safety of all its children and young people.

Please refer to our school website www.st-maryshigh.lancs.sch.uk. : Our School – Policies – Child Protection

BROWNEGE ST MARY'S CATHOLIC HIGH SCHOOL

Letter from the Headteacher

Dear Applicant

I am delighted to be writing to you as Headteacher of Brownedge St. Mary's Catholic High School. Having started my career here over 30 years ago, I have a deep understanding of our school. It is truly a warm, welcoming and vibrant place to be, where we work as a family to support, challenge and care for one another, striving continuously for excellence and to be the best that we can be.

Here, at Brownedge St Mary's, we place Christ at the centre of our pupils' lives: a place to encounter the living God in all that we are and do. Christ becomes alive by integrating Gospel values into every aspect of teaching, learning and the totality of school life both inside and outside the classroom. As a school we challenge every member of our community to "Let Your Light Shine" and to develop their God-given talents to their full potential. By doing this we ensure that our pupils' journeys into adulthood are also journeys of faith from which grow values, aspirations and morals that inform their actions and choices as unique individuals.

Our school is an environment where pupils feel safe, cared for and confident to express themselves. As a result, excellent relationships are formed, based on mutual respect and care for one another. I am extremely proud of our hard working and dedicated staff who go beyond high quality teaching and pastoral care and offer a rich extracurricular provision that ensures daily enrichment for all.

This is an exciting time for our school as it moves forward in the next phase of its journey to becoming an outstanding Catholic school. As an inspirational catering assistant, you will be working in a team that is passionate and committed to delivering the absolute best for all our students. If you are someone who has energy, determination and drive and are collaborative and build strong relationships then Brownedge is the community for you.

I hope you are the person we are seeking. Should you decide to apply please read the job description and person specification carefully as it is important that, in your letter of application, you can demonstrate how your current experience, skills and qualities meet the job profile, and in particular, how you meet the requirements of the person specification.

You are reminded that the closing date for applications is **Sunday the 26th of April 2026 at Midnight.**

Brownedge St Mary's Catholic High School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The successful candidate will be subject to satisfactory Enhanced DBS clearance and all pre-employment checks to include satisfactory references.

If you join our team, you will enjoy a full and purposeful career where you are valued, supported to develop and your hard work is recognised. I hope that having read all the necessary information about our school you are excited about applying for this position.

I look forward to receiving your completed application and reading what you have to offer our School.

Warm regards,



Mrs Nicola Oddie
Headteacher

BROWNEDGE ST MARY'S CATHOLIC HIGH SCHOOL

School Context



We are an 11-16 Mixed Catholic Voluntary Aided High School in Bamber Bridge in the Diocese of Salford. There are currently 767 pupils on roll. This has increased year on year, and we are now oversubscribed in Years 7 to 10. In May 2022 we went through an extensive refurbishment and added a new school entrance, new toilet facilities and developed new ICT suites, RE classroom, staffroom, music room and school dining facility for pupils.

The Mission Statement of Brownedge St Mary's expresses our intention to ensure that all pupils are given the opportunity to fulfil their potential using their unique talents gifted to them by God. Our inclusive ethos and high aspirations for our pupils commits us to providing opportunities that allow all pupils to develop as independent, confident and successful learners who enjoy learning and make good progress.

Through our Mission, we develop pupils' personal and moral values based on our Catholic ethos, teaching them respect for other cultures, religions and ways of life (including British Values) and ensuring that all know how to make a constructive contribution to the local, national and worldwide community.

Our curriculum is responsive to our local context and the profile of our cohort entry. Building on knowledge of pupils' prior learning, we ensure that pupils are challenged from day one through new and engaging learning. We ensure that our broad and balanced curriculum, delivered by specialist staff, equips our learners to transition into appropriate progression routes and ensures that pupils gain secure knowledge, transferrable skills and values which will allow them to lead successful and fulfilling lives.

Our curriculum has been designed and developed to ensure there is no cap on expectations and ambitions and meets the needs of different groups. It has been designed to be ambitious and to give all pupils, particularly disadvantaged pupils and pupils with SEND, the knowledge and cultural capital they need to succeed in life. We plan and sequence our learning such that all groups make good progress. Challenging concepts are revisited so that pupils can make sustained gains in new knowledge.

In May 2025, we were visited by OFSTED who recognized that we are a continuously **GOOD** school.

In November 2022, we were visited by the Catholic Schools Inspectorate who recognized that we are **OUTSTANDING** in terms of our Catholic Life and Mission and Collective Worship and our RE Faculty were **GOOD** in terms of curriculum provision, outcomes and leadership.

Job Description

Brownedge St Mary`s Catholic High School

Post title:	Catering Assistant
Grade:	1
Working Pattern	22.5 hours per week - term time only (10:00 to 2:30pm)
Line Manager	Catering Manager / Business Manager / Headteacher
Staff Responsibility:	None
Number of Staff Directly Supervised:	None
Job Purpose:	To provide catering support in the preparation, cooking and serving of food and beverages plus related catering duties. Till operation will be included in this job role.
Core Tasks	<ul style="list-style-type: none"> • To prepare the dining area for service, which may include moving and / or setting up furniture, setting up of trolleys and the cleaning and dismantling of these a required after service. • To prepare the service area, hot cupboards and other equipment at the point of service of the efficient and effective service of the meal. • To assist in the preparation, cooking and serving of food and beverages. • To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment. • To clean on a daily basis all catering areas. • To serve food and undergo on and off the job training sessions as required by the Catering Manager. • To inform the catering manager of any defects in light equipment. • To inform the catering manager of any defects in heavy equipment or of premises not meeting Health and Safety and or Food Hygiene Regulation standards. • Such other related duties as are required to ensure the dining area and kitchen is in a clean and hygienic condition and that the food service is effective and efficient. • To undertake any other duties that may be required for the effective operation of the catering establishment. This will include till operation and cash handling. <p>In addition to the duties outlines above, all employees are required to take care of their own and other people`s health and safety.</p>
	<ul style="list-style-type: none"> • Clean & securely replace all equipment & supplies after cleaning. • Ensure the catering area is keep neat and tidy with all equipment stored correctly with no cross contamination. • At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.

General	<ul style="list-style-type: none"> To participate in the School's appraisal scheme where appropriate. <p>The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.</p>		
<p>Note: In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.</p>			
Prepared by:	Janet Kenny / John Burrows	Date:	September 2021

Signature of post holder: _____

Date: / /

Signature of Head Teacher: _____

Date: / /

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment

Person Specification

Catering Assistant – Grade 1

Brownedge St Mary`s Catholic High School

As a Roman Catholic School, this post requires the successful candidate to be fully supportive of the Christian mission of the school.

Brownedge St. Mary`s Catholic High School is committed the safeguarding and welfare of its children and young people. The successful candidate will need to share fully in this commitment.

Governors will consider applications on the basis of each candidate`s ability to meet the criteria below.

Criteria are classed as Essential (E) or Desirable (D). Criteria will be evidenced through Application Form / Supporting Statement (A) Interview (I) Letter (L) References (R) Certificates (C) and Test (T)

		E/D	A/C/I/R
Qualifications	Basic Food Hygiene Certificate	D	A/I
	Health and Safety Qualification	D	A/I
Experience	Experience of working in the catering industry	D	A/I
	Food Preparation Skills	E	A/I
	Cash Handling and Till Operation Work	D	A/I
Knowledge/skills/abilities	Good standard of personal hygiene	E	A/I
	Ability to work under pressure	E	A/I/R
	Ability to meet deadlines	E	A/I/R
	Ability to work as part of a team	E	A/I/R
	Good customer care skills	E	A/I
	Other (including special requirements)		
	Commitment to safeguarding and protecting the welfare of children and young people	E	I
	Commitment to equality and diversity	E	I
	Commitment to health and safety	E	I
	To have a good and sustained level of attendance at work	E	I/R
	Flexible working approach in terms of duties and working hours/patterns	E	I/R
	Attend training courses, as and when required	E	I
Prepared by: John Burrows/Janet Kenny		Date: September 2021	
Note: References will always be sought for all shortlisted candidates			

THE APPLICATION PROCESS

Applicants should submit an application form along with a formal supporting letter addressed to the Chair of Governors detailing why they would like to be considered for the role.

The letter of application should be a maximum of 2 sides of A4, Arial Font size 12, with normal margin settings.

The letter of application should be

- Be accurate and legible
- Be underpinned by an overall philosophy and understanding of Catholic education and how you will support the distinctive ethos of the school
- Be clear and concise, outlining how your experience has prepared you for the post
- Outline a clear educational philosophy and link this with the requirements of the post including your future professional aspirations

Please return all completed application forms and supporting documentation to

recruitment@st-maryshigh.lancs.sch.uk

Extracts from our recent inspection reports

Ofsted confirmed our school continues to be a GOOD school. (May 2025)

A FEW EXTRACTS FROM THE REPORT:

“Pupils and their parents and carers describe Brownedge St Mary’s as a school with a ‘family feel’ where everyone is valued.” - A testament to our warm, nurturing culture and strong community ethos.

“Pupils are united in their praise for the school’s inclusive ethos. One pupil reflected the views of many, saying, ‘You don’t have to be afraid to be yourself here.’” – A powerful tribute to our school’s support for individuality and emotional safety.

“Pupils, especially those with special educational needs and/or disabilities (SEND), achieve well and typically move on to ambitious next steps in further education.” – Highlights our school’s effectiveness in supporting all learners to achieve and aspire.

“The school’s work on pupils’ personal development is a tangible strength. A meticulously designed programme of spiritual, moral and cultural opportunities is at the heart of school life.” “The school’s extensive programme of extra-curricular activities is noteworthy.” – Underscores the richness and intentionality of our wider curriculum.

“Pupils leave the school as confident individuals, more than ready for their next steps in life.” – A compelling summary of our ultimate impact on our pupils.

Catholic Schools Inspection confirmed our school to be GOOD, with outstanding judgements in Catholic Life and Mission and Collective Worship. (November 2022)

KEY STRENGTHS OF THE SCHOOL INCLUDE:

“The pastoral provision is exceptional”

“The school is extremely welcoming, and the sense of community is palpable”

“(Gospel) values are lived out, permeate the school and are exemplified by strong positive relationships resulting in a united and joyful community”

“There is exceptional readiness to take on roles of leadership, responsibility and service resulting in a strong community that reflects the diversity of St Mary’s”

“Students are extremely respectful”

“Student leadership opportunities are varied and extensive”

“Students clearly understand they are part of a Catholic family whose core values come from Jesus. They embrace this, value it highly and actively contribute... In essence, students find the school’s ethos inspiring.”