



## **Enquire Learning Trust Application Pack**

### **Catering Assistant**

Reference Number: ELTJUL2617

Harrow Gate Academy  
Piper Knowle Road  
Stockton on Tees  
TS19 8DE  
01642 673984

## Contents:

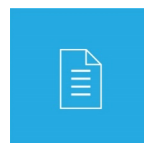


### **1. The Enquire Learning Trust Visions, Values and Mission**

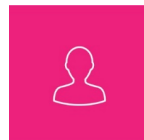
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### **2. Academy Information**



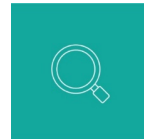
### **3. EAP Programme**



### **4. Job Advert**



### **5. Job Description**



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## The Enquire Learning Trust

We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England; North East Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all of our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don't believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

### Values

- We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
- We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
- We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.
- We take learning seriously and work together to create a vibrant culture in which this can happen. We know that it's what we do that counts and that our thinking must be visible in classrooms if it is to have leverage. Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.

The Enquire Learning Trust is committed to promoting sustainability and environmental responsibility across all academies, in line with the DfE (Department for Education) Sustainability and Climate Change Strategy. We care deeply about creating school environments that positively contribute to the communities we serve. Our approach includes driving progress towards net zero carbon emissions, protecting biodiversity, and equipping our children with the knowledge and skills to build a sustainable future.



Harrow Gate Primary is a two-form entry primary school, welcoming pupils between the ages of 2 and 11. Our school thrives on the unique contributions each child brings, creating a joyful and harmonious environment for both learning and working. Guided by our mission statement— ***'The academy will endeavour to raise the achievement and aspirations of every child'***—this principle is at the heart of everything we do at Harrow Gate.

Learning is our core mission, and we are dedicated to fostering a culture of challenge and growth within a safe and supportive environment. Here, everyone is encouraged to be helpful, considerate, and respectful of one another. We emphasize making learning connections clear and present challenges that inspire our pupils to develop resilience, independence, and persistence. We want our children to explore ideas, reason, explain, and justify their thinking, equipping them to make informed decisions and embrace lifelong learning. These skills are not only crucial for their education but also contribute to their overall safety and well-being.

Our school is characterised by positive relationships and attitudes, creating an ethos where learning together becomes an enjoyable and rewarding experience for all. I am privileged to lead a school that is truly unique in its character and spirit.

At Harrow Gate Primary Academy, we celebrate and embrace all forms of achievement, reflecting our commitment to inclusion and unity. We consistently strive for the highest standards across all areas of the curriculum, guided by our core values of Achievement, Resilience, and Trust. These values inspire every child to reach their full potential.

To fulfil our mission statement, we believe in three **core values**, which we base our whole school around. We call these values **'the ART of Harrow Gate Primary Academy'**

**Achievement:** Children meet the **challenge** and **high expectations** in learning through **dynamic** engagement.

**Resilience:** Children are **courageous** and **passionate** in their approach to learning, which fosters **self-belief** and **pride**.

**Trust:** The Harrow Gate **family** work as a **team** with **honesty, respect, loyalty** and **effective communication** to ensure success for all.

# EAP Programme



The Trust offers a plan through Health Assured which provides access to valuable health and wellbeing services.

## Key Features:

- Unlimited access to 24/7 confidential telephone helpline
- Up to 10 sessions of face to face, telephone and online counselling
- Access to the portal and wisdom app
- Coverage for spouse/partner and dependants
- Medical information line including articles, webinars and podcasts
- Menopause Support access to other resources such as 'Menopause Matters'
- Access to Perks and Discounts
- Online and mobile access, anywhere and anytime
- Self-help guides, mood and wellness trackers

## Catering Assistant ELTJUL2617



**Working Hours:** 16.25 per week  
**Working Weeks:** 38.4 weeks a year  
**Salary Scale Range:** NJC SCP 3  
**Contract Type:** Permanent

**Start Date:** As soon as possible from September 2026

**Location:** Piper Knowle Road  
Stockton on Tees  
TS19 8DE

### About us

Harrow Gate Primary Academy is a well-established primary school located in Hardwick, Stockton-on-Tees, serving children aged 2–11. The academy is part of the Enquire Learning Trust, a collaborative network of schools that promotes high-quality teaching, professional development, and shared expertise.

The school is recognised for its inclusive and supportive environment, where every child is valued and encouraged to succeed. Its mission is “to raise the achievement and aspirations of every child,” a principle that underpins all aspects of school life.

Harrow Gate Primary Academy was judged ‘Good’ overall by Ofsted (June 2024), with ‘Outstanding’ for personal development, reflecting its strong commitment to pupils’ wellbeing, behaviour, and growth.

### Values and Ethos

The academy’s ethos is rooted in positive relationships, inclusion, and high expectations. Strong, trusting relationships between pupils, staff, and families are seen as essential to both wellbeing and academic success.

The school is guided by its core values, known as the “ART” of Harrow Gate:

Achievement – encouraging all children to meet high expectations and engage fully in their learning.

Resilience – developing confident, determined learners who show perseverance and pride.

Trust – fostering teamwork, honesty, respect, and strong communication across the school community.

These values are embedded in daily practice and reflected in a culture where pupils feel safe, supported, and motivated to reach their full potential.

### Benefits of Working at Harrow Gate Primary Academy

Working at Harrow Gate Primary Academy offers a range of professional and personal benefits:

Supportive and collaborative environment – staff work within a strong team ethos, placing children at the centre of everything they do.

Strong leadership and professional development – access to continuous professional development and opportunities through the Enquire Learning Trust.

Positive school culture – a welcoming, inclusive, and community-focused environment that values staff wellbeing and contribution.

Focus on relationships and wellbeing – an emphasis on nurturing positive relationships, which enhances both staff satisfaction and pupil outcomes.

Modern facilities and resources – well-equipped learning environments supporting high-quality teaching and learning. Additional benefits – access to pension schemes, mentoring, and a strong sense of belonging within a “family” atmosphere.

Harrow Gate Primary Academy is a forward-thinking, inclusive school with a clear moral purpose: to ensure every child achieves their potential. Its commitment to strong relationships, high expectations, and continuous improvement makes it not only an excellent place for pupils to learn, but also a rewarding and supportive environment in which to work.

### **About the role**

Harrow Gate Primary Academy is looking to appoint a reliable, enthusiastic and hardworking Catering Assistant to join our school team from September 2026.

This is a permanent, term-time based role working as part of our catering provision. The successful candidate will support the preparation, serving and clearing away of meals, helping to ensure that children receive a safe, positive and enjoyable lunchtime experience each day.

### **Key Responsibilities**

- Assist with the preparation and serving of meals to pupils and staff.
- Set up and clear away dining areas before and after meal service.
- Maintain high standards of food hygiene, cleanliness and health and safety.
- Wash and store kitchen equipment, utensils and crockery.
- Support the safe storage and handling of food in line with food safety regulations.
- Provide a friendly and welcoming service to children, staff and visitors.
- Monitor dining areas and help create a positive lunchtime environment.
- Report any health and safety concerns, equipment faults or accidents to the Catering Manager or relevant supervisor.
- Follow all school and Trust policies and procedures, including safeguarding, food hygiene, confidentiality and health and safety requirements.
- Work effectively as part of the wider school team and undertake other reasonable duties as directed.

### **The Ideal Candidate Will:**

- Have good communication and teamwork skills.
- Be reliable, punctual and flexible.
- Enjoy working in a busy school environment.
- Be committed to supporting the wellbeing of children.
- Have an understanding of food hygiene and health and safety requirements (training can be provided).
- Take pride in maintaining a clean, safe and welcoming dining environment.

This role would suit someone with catering, hospitality or kitchen experience, although full training will be provided for the right candidate.

### **Working arrangements**

*Monday to Friday*

### **How to apply**

You can apply for this position by visiting [The Enquire Learning Trust](#)

**Closing date and time: Thursday 27<sup>th</sup> August 2026 at 15:00**

**Interview Date: Wednesday 2<sup>nd</sup> September 2026**

### **DBS/Safeguarding Statement**

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As this post involves access to children or vulnerable adults, the successful applicant will be required to obtain an **Enhanced Disclosure from the DBS**



# Job Description

## Job Purpose

As General Assistant you will be responsible for supporting delivery of a high quality, customer focused catering service to pupils, staff, and visitors to the school.

You will undertake a range of duties as determined by the cook including food preparation and service of food.

You will ensure all tasks are completed to the highest standard of hygiene, health, and safety in food production and that you comply with company policies and procedures.

## Main duties:

- Food preparation and production
- Cleaning of kitchen and food service areas, including equipment
- Preparation, delivery, and service of hospitality as and when required.
- Maintaining the general tidiness and organisation of food service areas, "Clean as you go policy".
- Observing and enforcing all food hygiene policies, procedures, and documentation (HACCP)
- Any other duties or tasks as required by the service, Cook or Business Manager

## Working as part of a Team

- Listen and be open to the views of others.
- Actively work to develop and maintain positive relationships with people.
- Comply with all Enquire Learning Trust policies, procedures, and protocols.
- Pay regard to materials and equipment.
- Seek advice and support from Team Leader whenever necessary.
- Maintain a professional appearance.
- Ensure corporate work wear supplied by Enquire Learning Trust is only worn at work and manage no jewellery policy.
- Create and maintain effective working relationships.
- Willing to be supervised.
- Required to wear uniform as per company guidelines.

## Additional Responsibilities

### Safeguarding

All staff members have a duty to report any concerns they have about the safety or wellbeing of pupils, staff, and adults within School, as well as members of their families, including children. Employees should be aware of their roles & responsibilities to both prevent and respond appropriately to abuse. They should undertake the safeguarding training required for their role.

### Health and Safety

All employees have a responsibility under the Health and Safety at Work Act 1974 for their own health, safety, and welfare and to ensure that the agreed safety procedures are carried out to provide a safe environment for other employees and anyone else that may be affected by the carrying out of their duties. All staff have a responsibility to identify and report risks, hazards, incidents, accidents and near misses promptly, in accordance with our Health and Safety Policy. All staff must be familiar with emergency procedures in their workplace.

### Customer Care

Enquire Learning Trust are committed to providing the very best of homemade food and delivering a Focused service to our customers. All staff employed within the organisation are expected to always treat pupils and staff with respect during their contact throughout services we provide.

# Person Specification

|                                      | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Desirable                                                                                                                                      |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>QUALIFICATIONS/<br/>TRAINING:</b> | <ul style="list-style-type: none"> <li>Food Hygiene Certificate</li> <li>NVQ Level 1 or 2 in food preparation/cooking or equivalent</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>NVQ Level 3 in supervisory management or equivalent</li> </ul>                                          |
| <b>EXPERIENCE:</b>                   | <ul style="list-style-type: none"> <li>Recent and relevant catering experience</li> <li>Staff supervision</li> <li>Cooking for similar numbers</li> <li>Menu planning and ordering provisions within budget allocation</li> <li>Experience of working as part of a team</li> </ul>                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>Experience of catering for school children</li> <li>Experience of catering for special diets</li> </ul> |
| <b>SKILLS/<br/>KNOWLEDGE:</b>        | <ul style="list-style-type: none"> <li>The operation of catering equipment/machinery</li> <li>The ability to communicate with children and adults</li> <li>Good record keeping and administrative skills</li> <li>An extensive knowledge of catering practices</li> <li>Knowledge of COSHH and Health &amp; Safety regulations</li> <li>The ability to work to deadlines</li> <li>Be able to use own initiative and work as part of a team</li> <li>Knowledge of children's dietary requirements and healthy eating</li> <li>Be able to motivate and supervise staff</li> <li>Ability to work unsupervised and to produce healthy, nutritious meals</li> </ul> |                                                                                                                                                |
| <b>PERSONAL<br/>ATTRIBUTES:</b>      | <ul style="list-style-type: none"> <li>Pleasant and friendly manner</li> <li>Reliable</li> <li>Professional approach</li> <li>Self-motivated</li> <li>A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                |

## Contact Details:

### Harrow Gate Primary Academy

Piper Knowle Road  
Stockton-On-Tees  
TS19 8DE

**Principal: Mrs Vicky Galt**

**Telephone: 01642 673984**

**Email: [enquiries@harrowgateacademy.org](mailto:enquiries@harrowgateacademy.org)**

*The Enquire 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. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.*

## **DISCLOSURE AND BARRING AND RECRUITMENT CHECKS**

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

*Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.*

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

All documentation will be treated confidentially and processed in accordance with Data Protection regulations