



CANDIDATE APPLICATION PACK

Catering Assistant

‘DOING THE RIGHT THING FOR
OUR PEOPLE THROUGH OUR VALUES OF
ASPIRATION, INTEGRITY AND RESPECT’

CONTENTS

PAGE	03		Welcome Letter from our Headteacher
PAGE	04		Making Your Application and Key Dates
PAGE	05		Welcome Letter from our CEO
PAGE	06		Hollingworth Learning Trust
PAGE	07		Newhouse Academy Information
PAGE	08		Our Mission & Values
PAGE	09		Benefits and Wellbeing
PAGE	10		Job Description
PAGE	14		Person Specification
PAGE	15		Contact Details



“ The trust, members of the local governing body and the school have an appropriately ambitious vision for pupils' education at Newhouse Academy. OFSTED ”





DEAR PROSPECTIVE CANDIDATE,

Welcome to Newhouse Academy.

I'm honoured to be Headteacher at Newhouse Academy and proud to serve our students and community.

Now in our sixth year as a team, we hold ourselves to high standards through our Our People agenda, supporting student welfare and personal development while fostering a positive, aspirational culture. Our teaching staff are encouraged to deliver engaging, creative lessons that inspire.

We are part of Hollingworth Learning Trust who work to support our students, staff and community whilst respecting our unique character and context. We are driven by our values of aspiration, integrity, and respect, with a strong focus on ensuring all students reach their post-Year 11 goals.

In September 2024, we opened a brand-new building housing cutting-edge facilities for Science, Technology, Engineering Music, Performing Arts, PE, and SEND/SEMH teams, alongside a modern hall and dining space. The redevelopment has also provided beautiful outdoor areas for our school community.

We are building our relationship with the UTC movement, as we absolutely see the value in technical education.

We offer a full induction, pension scheme, wellbeing package (including Simply Health membership), free use of our new gym, and ample on-site parking.

With a dedicated team and a relentless focus on student success, we're always looking for talented individuals who can inspire and lead.

If that's you, please follow the application stages as detailed within the advert. We look forward to receiving your application.

recruitment@newhouseacademy.co.uk

Yours faithfully

Mr Alex Burnham
Headteacher

Catering Assistant

PAY RANGE	NJC Scale Point Range Point 3
CONTRACT	Permanent
POST START DATE	Immediately (upon completion of safer recruitment checks)
VISITS TO SCHOOL	To be arranged via the HR and Operations Coordinator, Mrs R Duffy Email: recruitment@newhouseacademy.co.uk Or call: 01706 369436

APPLICATION CLOSING DATE	6 th October 2026
--------------------------	------------------------------

To apply for this position please download the application form and supporting documentation. Completed applications should be sent to recruitment@newhouseacademy.co.uk by the closing date.

We do not accept CV's as a form of application.

PANEL SHORTLISTING	6 th October 2026
INTERVIEW DATE(S)	TBC

Newhouse Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.



Hollingworth
Learning Trust

RATIONALE & CULTURE

Our Trust exists to support school improvement and share innovation across our academies in order to raise standards, improve provision and unlock potential. The purpose of each academy is to improve the life chances of each child regardless of ability, gender, social background, or ethnic origin.

Each academy in our Trust has a unique context and works to best meet the needs of its pupils and local community. We do not believe in a standard 'one size fits all' approach or the development of 'identikit' schools. Hollingworth Learning Trust develops a bespoke relationship with each academy dependent on where it lies on its improvement journey and supports this development while respecting its unique character and context.

Welcome to

Hollingworth Learning Trust

and thank you for your interest in joining Newhouse Academy - one of our family of schools dedicated to raising standards, driving innovation, and unlocking potential.

I'm incredibly proud of the commitment shown by our school teams and central services in supporting our pupils, colleagues, and local communities. If you're inspired by the opportunity to be part of a dynamic, forward-thinking Trust that empowers its schools to thrive, we encourage you to apply and look forward to hearing from you.

Best wishes

Mr Darren Randle
CEO

How do we work? Our 1,2,3 approach ..

1) People First

The success and wellbeing of our children, staff and families drives everything we do.

2) Academies Second

The local academy is where this happens. The Headteacher is the professional responsible for leading a great team of colleagues to achieve this.

3) Trust Third

Our role as a Trust is:

To support and challenge the Headteacher, academy, leadership and staff in school improvement and in providing a high quality inclusive education.

To support each academy to develop a strong, unique identity serving its local community. In turn, for each academy to become part of the HLT family and bring capacity to our Trust.

To develop the very best leaders, teachers and support staff.

To create an outstanding infrastructure for success through high quality, rapid and responsive educational, financial, HR and IT support.



HOLLINGWORTH LEARNING TRUST

Hollingworth
Learning Trust

OUR MISSION

Our Mission Statement is the focus of everything we do:

“We are here to make a positive difference to the lives of our children, providing the very best education in an environment that supports, values, and recognises our people.”

VISION, CULTURE & ETHOS

As a Trust we believe that developing a strong learning and school improvement culture across our schools will be most successfully achieved by promoting each school’s autonomy to research best practice, develop ideas and share expertise through strong networks of collaborative practice. To achieve this, successful schools should have the freedom and autonomy to develop ways of working that best suit their context, the career stages and training needs of the staff team, and the varying needs of different cohorts of pupils and families served by the school. Through collaboration, our schools will develop methods of working informed by effective practice within the trust and of that highlighted nationally and internationally through accredited research and evidence-based innovations.

Our Trust facilitates collaboration and identifies best practice with the aim of offering support and challenge to all its schools and identifying strengths of practice. This will then be drawn upon and targeted to drive improvement. We recognise that some schools will require a differentiated level of support and challenge in ensuring a high quality and inclusive education for all pupils.

OUR VALUES



AMBITIOUS:

We have high expectations for all of our children and staff. They deserve the best we can do.



POSITIVE:

We believe that people and schools can improve; we always believe this.



RESILIENT:

We make long term commitments to pupils, families, communities and schools. We never give up.



REFLECTIVE:

We constantly evaluate what we do in order to improve. We are never complacent.



PRINCIPLED:

We always promote equity, equality and challenge injustice. We always act in the best interests of our pupils.



“Staff value the support from the school to make improvements to pupils’ learning. Staff morale is high. OFSTED”



ACADEMY INFORMATION

Newhouse Academy is an 11–16 comprehensive school serving diverse communities, mainly in the Heywood and Middleton areas of Rochdale.

Currently, 44.4% of our students are eligible for pupil premium and 43.4% for free school meals - both well above the national average. We have 23 EHCP students (2.4% of the academy), aligning with national figures. 12.4% of students are EAL, and 88.6% of students speak English as their main language.

Once underperforming, the academy has made significant, sustained improvements over the past five years, driven by a clear vision and strategic plan. This progress was recognised in our November 2023 Ofsted report, which awarded the academy its first “Good” ratings in 14 years.

Central to this transformation is the "Our People" vision - focused on belonging, character development, and the values of aspiration, integrity, and respect - leading to the creation of the "Our People" curriculum and agenda.

STUDENT OUTCOMES

At Newhouse Academy, we work tirelessly to ensure our students achieve grades that reflect their true potential. Since joining Hollingworth Learning Trust, the academy has undergone a rapid turnaround, with key performance data from 2019 to 2025 demonstrating a clear upward trajectory in both academic ambition and student outcomes.

Rising Proficiency in English and Maths

We have seen a dramatic increase in students achieving ‘Standard’ and ‘Strong’ passes in core subjects which we expect to be in line with national figures this year.

An Ambitious, Broad Curriculum

We have overhauled our curriculum to ensure it is both rigorous and diverse. We have significantly increased the number of students excelling in Humanities and Languages.

- EBacc Entry Rates: Increased from just 3% in 2019 to 31% in 2025
- EBacc Average Point Score: Improved from 2.75 to 3.25

Success Beyond Year 11

We have a proven track record of ensuring our leavers transition successfully into the next stage of their lives, consistently preventing students from falling into the ‘NEET’ category (Not in Education, Employment, or Training).

- 97.3% Success Rate: Our latest figures show the vast majority of our students successfully progress into further education, professional training, or employment.

OUR MISSION & VALUES

Our mission is to motivate and prepare our students for a rapidly changing world, by instilling in them the knowledge and skills needed to be successful in life, and to uphold our core values of 'Aspiration', 'Integrity' and 'Respect'. Our Mission Statement is the focus of everything we do;

'Doing the right thing for Our People through our values of Aspiration, Integrity and Respect'.



Aspiration

Being ambitious and doing your best.



Integrity

Being honest and doing what is right.



Respect

Being considerate and thinking of others.

OUR STAFF



Aspiration



Integrity



NO FOOLS

Our staff are selected on character over talent.

TRAIN TO WIN Practice Under Pressure

Our people know that professional development is an ongoing process. Through our coaching model we accept professional feedback and work to improve our practice. We research, read and implement.

WORK WITH PURPOSE

Our people know their purpose and model the standards they expect from others. We promote and work on our academy priorities.

SWEEP THE SHEDS

We are never too big to do the small things that need to be done. "Own it, keep it simple and get it done."

LEGACY

We have a responsibility to add to the legacy and leave the academy in a better place.

"What will your legacy be?"



Respect



OUR VALUES BIND US

We have high expectations for Aspiration, Integrity and Respect. We believe every student can achieve and reach their desired destination.

WE CREATE OUR CULTURE

The Our People agenda drives a team identity. We celebrate together and solve our issues together. We build relationships, collaborate and communicate effectively. We do not rely on emails.

KNOW OUR STUDENTS

We are all responsible for creating a positive learning environment that engages our students and leads to better life chances.

LEADERS CREATE LEADERS

We are responsible for creating the leaders of the future. This applies to our staff and our students.

SACRIFICE

We are passionate about what we do and we are prepared to make sacrifices. To enable this, we must monitor our own wellbeing, and the wellbeing of the team.



GO FOR THE GAP

When we are at the top of our game, we look at how we can be even better.

HONESTY DRIVES BETTER PERFORMANCE

We are honest about our own strengths and weaknesses. We do not hold grudges – it's a waste of energy that we could use to be brilliant. It's never personal!

24 HOUR RULE

We keep a clear head. We avoid making poor decisions under pressure.



Newhouse Academy



WHY NEWHOUSE?

Thank you for your interest in Newhouse Academy, a vibrant, nurturing school located in Heywood, Rochdale. We are committed to fostering a calm, supportive environment where teachers can focus on teaching, support staff can excel in their roles, and students can reach their full potential. With around 1000 students and 150 staff, we are proud to offer an excellent standard of education, supported by consistently high expectations for both learning and behaviour.

At Newhouse, staff wellbeing is a top priority. We are committed to promoting health, ensuring safety, and addressing workplace stress. Below are the key initiatives we've put in place to support our team.

OUR BENEFITS AND WELLBEING PACKAGE INCLUDES:

- An optional health cash plan for employees, which includes cash back on certain medical treatments. This is also an information hub for all things relating to health and wellbeing.
- A pop-up wellbeing café every fortnight in school.
- A generous discretionary leave policy, helping staff to balance their family life with work commitments.
- An Employee Assistance Programme, which offers a confidential 24/7 advice line and free counselling / talking therapy sessions.
- A gym suite that staff are able to use.
- Coaching and mentoring.
- Occupational health support.
- Cycle to Work Scheme.
- Staff social events.
- Free lunches for staff supervising children on the lunch Duty Rota.
- Online learning platforms to reduce workload.
- Strong presence of dedicated non-teaching pastoral and senior staff, who provide essential support for behaviour management, allowing teachers to focus fully on teaching.
- Shared planning.

EXTRA WELLBEING BENEFITS INCLUDES:

- Healthcare products in staff bathrooms.
- Free staff breakfast once every half term.
- Complimentary meals and refreshments at events.

As part of Hollingworth Learning Trust, one of our founding principles is 'to always act in the best interest of students'. We believe the best way to achieve this is to look after our colleagues. This means:

- We follow national pay and conditions in the STPCD / Burgundy Book for teaching staff and follow the terms set out in the Green Book for support staff.
- We commit to full union recognition and partnership working practice.
- We listen to our staff and make changes where we can.
- Staff are provided with opportunities to develop both personally and professionally; the academy has a CPD programme that caters for staff development.
- We commit to developing meaningful staff wellbeing practice.
- We commit to reduction of unnecessary workload (both in terms of practice and culture).
- We commit to meaningful professional development.

JOB DESCRIPTION for Catering Assistant

Job Title:	Catering Assistant
Contract Information:	Part time – 21.25 hours per week 10.00am – 02.15pm each day Permanent Term time only
Responsible to:	Catering Coordinator
Terms & Conditions:	NJC, Support Staff Terms and Conditions
Salary Range:	NJC Scale Point Range Point 3

BACKGROUND AND VISION:

Our mission is to motivate and prepare our students for a rapidly changing world, by instilling in them the knowledge and skills needed to be successful in life, and to uphold our core values of Aspiration, Integrity and Respect.

Newhouse Academy is part of the Hollingworth Learning Trust family.

VALUES:

Our values are at the heart of what we do. These are:

Aspiration – Being ambitious and doing your best.

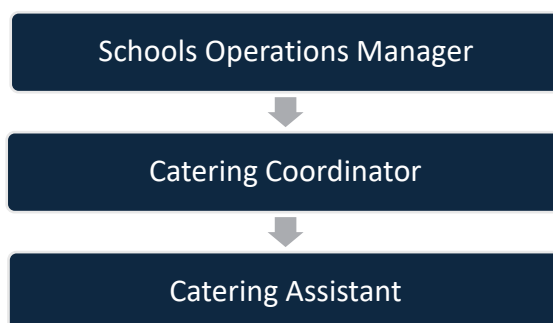
Integrity – Being honest and doing what is right.

Respect – Being considerate and thinking of others.

PURPOSE OF THE JOB:

Performs a variety of manual tasks associated with food production and service in the catering unit. Complies with all appropriate legal requirements in the catering unit

ORGANISATIONAL CHART



CONTROL OF RESOURCES

PERSONNEL: N/A

FINANCIAL: N/A

RELATIONSHIPS (INTERNAL AND EXTERNAL):

Internal:

1. Students
2. Teaching and support staff within the school
3. Stakeholders of the school
4. Voluntary helpers

External:

1. Visitors to the Academy

HEALTH & SAFETY

The post-holder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the school's policy and the Health and Safety at Work Act, 1974.

TRAINING AND DEVELOPMENT

The post-holder will be responsible for assisting in the identification of and undertaking his or her own training and development requirements, in accordance with the school's Performance Management framework.

EQUIPMENT/MATERIALS

To be responsible for the safe use and maintenance of equipment/materials used by the post-holder. To adhere to rules and regulations relating to the use of ICT, email and internet/intranet access.

The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

KEY DUTIES AND RESPONSIBILITIES:

FOOD PRODUCTION RESPONSIBILITIES:

- To assist as directed with all aspects of basic food preparation.
- Cleaning and clearing of food production areas.

FOOD SERVICE

Preparing counters and dining areas for service.

- Preparation and setting out of condiments.
- Service of hot and cold food and beverages.
- Ensures sufficient food supplies throughout the service period.
- Clearing and cleaning counters of debris during service.
- Clearing and cleaning of counters and service equipment after service.
- Clearing and cleaning of tables.

CLEANING/WASHING UP

- Clearing down after service.
- Washing up of crockery, cutlery, glassware, utensils, etc., as required, either via automatic dishwasher or hand sinks.
- To maintain a high standard of hygiene and safety within the workplace.
- To undertake all aspects in the cleaning of equipment- in accordance with the Cleaning Schedule and to complete the Cleaning Schedule with your signature when the task has been completed.

CUSTOMER SERVICE

- Greets all customers helpfully and courteously.
- To report any customer complaints or compliments to the manager.
- Operate a till on a cashless catering system.
- May be required to:
 - Keep limited records (e.g., counter checks and stock sheets).
 - Clean and fill vending machines.
 - Assist with the preparation and service at special functions

General Responsibilities:

- The post-holder must perform their duties in accordance with the school's Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the school ethos, values, aims and development/improvement plan.
- To attend meetings within the Trust, at its Academies and external events as required.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.

PLEASE NOTE

- Your job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification or amendment at any time after consultation with you.

Newhouse Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the post-holder may be expected to carry out work that is not specified in the job description but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

This job description will be reviewed to reflect the plans, growth and development of the Academy.

Information for all applicants / post holders:

Newhouse Academy 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.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure.

We particularly welcome applicants from under-represented groups, including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Signed	<i>Post holder</i>	Date
Signed	<i>Line Manager</i>	Date

PERSON SPECIFICATION – Catering Assistant
Permanent Contract

	ESSENTIAL	DESIRABLE	EVIDENCE
QUALIFICATIONS AND TRAINING	Willingness to undertake training as required	Level 2 Food Safety for Catering	- Application - Interview
KNOWLEDGE AND VALUES	- Demonstrates cultural awareness - Basic Levels of literacy and numeracy - Ability to work under pressure and meet deadlines - Commitment to raising standards and continuous improvement - Ability to relate to and promote the ethos of the academy		- Interview Process - Application
SKILLS AND EXPERIENCE	- To adhere to both the Food standards agency guidelines and Health and Safety standards - Ability to deliver a high standard of customer service to members of the team, school staff, students and parents - Good communication skills - Willingness to learn and support the existing team - Commitment to hard work - Ability to multitask - Ability to reach, bend and to move light furniture	Ability to encourage calm and reassuring behaviour from the students.	- Interview Process - Application - References
SPECIAL WORKING CONDITIONS	Ability to attend events out of school hours		- Application - Interview Process

The school is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment. The information requested for applicants is considered to be objectively justified to comply with government guidance on safer recruitment in such areas. Appointment to this post will be subject to a Disclosure and Barring check.



Newhouse Academy
Newhouse Road
Heywood
Lancashire
OL10 2NT

Email: office@newhouseacademy.co.uk

Tel: 01706 369436

The Quality in Careers Standard >>>>

Newhouse Academy has been recognised for its outstanding careers education. The academy has been awarded the national Quality in Careers Standard awarded under licence by Career Connect.

“ Pupils and staff have positive relationships. Pupils are well supported to develop appropriate attitudes towards learning.

Pupils appreciate the our people programme that supports their personal development.”



Newhouse Academy



NewhouseAcademy



newhouseacademy