Job Description

JOB TITLE:	**Catering Assistant**
REPORTING TO:	Catering Manager
JOB PURPOSE:	To assist the Catering Manager in the provision of catering services in school.
Salary:	Grade 1: Foundation Living Wage
MAIN ACTIVITIES:	
The post may involve the following activities: ➢ Assist with the preparation, delivery and serving of food and drink. ➢ The preparation of ingredients, the laying of tables, the setting-up and clearance of service and dining areas, ➢ General cleaning and washing-up duties and the storage of deliveries. ➢ Operation of a till, cash register or similar.	

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.

APPLICATION PROCESS

Posts that involve engaging in regulated activity relevant to children.

It is an offence to apply for a post if the applicant is barred from engaging in regulated activity relevant to children.

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 11, with normal margin settings. The letter of application should

- Be accurate and legible
- Be clear and concise clearly outlining how your experience has prepared you for the post.

Return application forms and supporting documentation to

vacancies@mountcarmelhigh.lancs.sch.uk

Note: We will always consider your references before confirming a job offer in writing. Standalone CV's will not be accepted.

Job Description

Please read the Application Guidance Pack located on the school website for guidance on how to complete an application form.

The Job description, person specification and application form are available from our website: www.mountcarmelhigh.co.uk.

Mount Carmel is committed to safeguarding and promoting the welfare and safety of children and young people and expects all members of staff to share this commitment. Enhanced DBS check is required for this post.

Thank you for your interest in this position at Mount Carmel Roman Catholic High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure. As this post is exempt from the Rehabilitation of Offenders Act, if you are shortlisted for interview you must declare any convictions, including pending convictions, cautions, reprimands and warning which would otherwise be regarded as 'spent' under this Act. Further details will be sought prior to appointment. Please see the Recruitment Guidance pack on our website for further information. An Enhanced Disclosure is carried out by the Disclosure and Barring Service and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records. All information on criminal records provided both by you and within the Enhanced Disclosure will be used and stored.

Re-employment of Ex-Offenders.

Please see the Recruitment Guidance pack on our website for further information: www.mountcarmelhigh.co.uk

Child Protection Policy Statement

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff should understand their responsibility to safeguarding and promoting the welfare
of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

Job Description

Safeguarding & Child Protection Policy Please see the Recruitment Guidance pack on our website for further information: www.mountcarmelhigh.co.uk

Shortlisted Candidates

Please note that in line with Keeping Children Safe in Education 2026 an online search will be carried out as part of our due diligence on shortlisted candidates.

Mount Carmel RC High School
Wordsworth Road
Accrington
Lancashire
BB5 0LU
01254 233458

vacancies@mountcarmelhigh.lancs.sch.uk