

JOB ADVERT

Position:	Catering Assistant
Pay Scale/Spine Points:	Scale 3, Spine Points 6-7. Annual Salary Range: £25,989-£26,403 PA, Actual Salary: £14,064.27-£14,288.32 PA. Pay Award Pending.
Required:	Immediate Start
Working Pattern:	24 Hours per working week. Days: Monday-Thursday inclusive. Hours: 12pm to 6.30pm (inclusive of 30-minute unpaid lunch break). Term time only. Working 38 weeks per year.

We are seeking to appoint an efficient, enthusiastic and committed Catering Assistant with a passion for great quality food to join our Catering team in our Academy, which holds Good Ofsted status. Our residential provision holds Outstanding Ofsted status. Ramsden Hall Academy is a Residential Special School for boys aged 10 to 16 who have an EHCP for Social, Emotional and Mental Health.

The successful candidate will assist with the provision of a high-quality food and beverage service in the kitchen and dining room and other areas where food is served as required in the preparation of meals, food service, dish and utensil washing, general cleaning and other tasks associated with catering. This post is an exciting opportunity for a motivated individual who sets high standards, values teamwork and wants to be part of a whole school team.

Duties will entail following instructions given by the Catering Manager, Head Cook and Assistant Cook adhering to hygiene practices, ensuring health and safety regulations are observed in working practices, undertaking any other reasonable duties as directed and have a flexible attitude according to the needs of the school.

Duties and responsibilities

- The preparation and cooking of food & beverages.
- Serving customers at the counter/hatch or from a trolley or kiosk as required.
- To clean all service items and kitchen equipment using the dishwasher
- To undertake all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. as directed.
- During service times, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked.
- To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.
- To attend training activities and/or meetings as required.
- To report any comments or complaints and take any necessary remedial action if appropriate.
- Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Catering Manager to carry out appropriate duties within the context of the job, skills and grade.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Candidates must have:

- Experience of the preparation of food and beverages.
- Experience of serving at a serving counter.
- Experience of all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc.
- Basic level of education.
- General understanding of the operation of a school
- Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations
- Ability to contribute to the work of a team and work collaboratively with the Catering team.
- Ability to establish positive working relationships and rapport with those working in and with the Academy.
- Proactive approach with a 'can-do' attitude
- Ability to work on own initiative
- Ability to prioritise own work effectively and adapt to meet different demands
- Work to tight deadlines.

We will offer you:

At Ramsden Hall Academy, we're proud to provide a supportive and rewarding working environment. As part of our team, you'll benefit from:

- A welcoming and collaborative atmosphere where your contributions are valued
- Automatic enrolment into the Local Government Pension Scheme
- Continuous Professional Development (CPD) opportunities to help you grow
- Access to the Blue Light Card scheme — offering over 15,000 discounts online and in-store for those in the NHS, emergency services, social care, armed forces, and education sectors
- Free onsite car and bicycle parking
- Access to our Employee Assistance Programme for wellbeing and support
- Excellent on-site facilities, including catering services when operational
- A chance to work in a Residential Academy dedicated to nurturing every pupil's potential

Potential candidates are invited to contact us for an informal conversation, please contact Jane Quilter- HR Operations Manager on telephone: 01277 624580 or email: jquilter@ramsdenhall.org.uk We reserve the right to call applicants to interview and appoint, prior to the closing date.

To apply please complete the application form, which can be found on our website, or follow this link: <https://ramsdenhall.org.uk/careers/vacancies> This form must be fully completed and submitted to jquilter@ramsdenhall.org.uk (unaccompanied CVs or third party application forms will not be accepted) by the closing date stated.

Ramsden Hall Academy (RHA) is part of the Parallel Learning Trust (PLT), a Multi Academy Trust based in Carshalton and is committed to safeguarding and promoting the welfare of all pupils attending the Academy. As the duties of this post involves regular contact with children, any offer to the successful candidate will be conditional upon an Enhanced Disclosure being obtained via the Disclosure and Barring Service, medical clearance and satisfactory references. We will also carry out online searches on shortlisted candidates to help identify any incidents or issues that are publicly available online.

PLT is a Multi Academy Trust and Approved DfE Academy Sponsor; a forward thinking and innovative primary, special and alternative provision provider. PLT is committed to Safer Recruitment and aims for quality services and equal opportunities.

Closing date for applications is 8 May 2026, 12 noon.