



Bishop Chadwick
Catholic Education Trust



Catering Assistant

Salary: Grade RLW (£9,384.08 actual)

Start Date: As soon as possible

Contract: 17 hours per week, Term Time only + 3days. Permanent contract

CEO: Mr T.B. Tapping

Headteacher: Mrs D. Dunn

St Leonard's Catholic Primary School

The Diocese of Hexham and Newcastle has a growth plan for Bishop Chadwick Catholic Education Trust to serve South Tyneside, Sunderland and East Durham.

Bishop Chadwick Catholic Education Trust was established in February 2016, currently there are thirty schools within the Trust, five secondary schools with four sixth forms and 25 primary schools. The details of each of the schools currently within the Trust can be found on our website www.bccet.org.uk

We are looking to appoint an enthusiastic, positive, hard-working, flexible and conscientious person to join our school team as a Catering Assistant. The successful applicant will be expected to work effectively to support the school cook in the preparation of the approved School menus and effective management of the school kitchen.

Key Tasks of the Post:

1. You will be required to:
 - Observe Health and Safety Regulations as directed by Cook
 - Assist with basic food preparation and service of meals
 - Ensure high standards of hygiene and cleanliness are maintained in the catering areas including cleaning tables, washing up, brushing and mopping floors
 - Assist with the setting up and dismantling of dining furniture.

2. You will assist the Cook. You will:
 - Observe correct portion sizes
 - Maintain attractive food presentation through all services.

3. You will deal effectively and efficiently with customers. You will:
 - Respond to customers in a polite and helpful manner



Bishop Chadwick
Catholic Education Trust



- Respond to customer queries and complaints
 - Be knowledgeable of the catering service and provisions
 - Encourage children to choose healthy meal options
 - Handle cash/computerised sale transactions in accordance with school policy and procedures
4. Undertake service and equipment checks. You will:
- Complete temperature record forms
 - Complete cleaning schedule checklists
 - Report any deficiencies, damage or defects to equipment or suppliers to the Cook.

We can offer:

- A commitment to personal development
- A supportive team of staff, parents and governors
- An exciting working environment

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Bishop Chadwick Catholic Education Trust safeguards and protects its students and staff by being committed to respond in accordance with South Tyneside Child Protection Procedures. Enhanced DBS checks are mandatory for all school staff.

Completed application forms should be submitted by email to sle_office@stleonardsprimary.org.uk before 9:00am on 3rd April, 2025, for shortlisting. Emailed applications are required, and CV's will not be accepted. For enquiries regarding this role, please contact the school by telephone – 0191 521 0300 or email sle_office@stleonardsprimary.org.uk.

Electronic signatures will be accepted but candidates will be required to add a written signature to their application when circumstances allow.

The position we are filling is exempt from the provisions of the Rehabilitation of Offenders Act and a satisfactory Enhanced DBS from the Disclosure and Barring



Bishop Chadwick
Catholic Education Trust



Service is required as part of pre-employment checks. An online search will be completed for all shortlisted candidates.

Bishop Chadwick Catholic Education Trust is an equal opportunities employer, welcoming applications from all sections of the community. We are committed to safeguarding and promoting the welfare of young people and vulnerable adults and we expect staff and volunteers to share this commitment.