THE SANDON SCHOOL RECRUITMENT PACK

PART-TIME CATERING ASSISTANT

Scale 2 pts 4-5 actual salary £18,331-£18,621 pa

For further information, please contact:
Recruitment
01245 241141
Recruitment@sandon.essex.sch.uk

Molrams Lane
Sandon
Chelmsford
Essex CM2 7AQ
www.sandon.essex.sch.uk
01245 473611

Headteacher: Mr J Pead

CATERING ASSISTANT
Required as soon as possible

Scale 2 pts 4-5 actual salary £18,331 - £18,621 per annum
31.25 hours per week, term time only plus occasional non-pupil days as required
8.00am to 2.30pm Monday to Friday (15 mins unpaid break)

An enthusiastic and adaptable Catering Assistant is required as soon as possible to join our strong catering team. Our catering requirements are delivered by a dedicated team employed directly by the school.

We are committed to safeguarding and promoting the welfare of children. Appointments will be subject to references and enhanced DBS checks.

Further information can be found in the information pack or from the school's website. If you have any additional queries, or you would like to arrange a visit or request an application form, please contact Recruitment by email recruitment@sandon.essex.sch.uk.

Closing date: 27 November 2026 (midday)
Interviews held: w/c 30 November 2026

We reserve the right to close this vacancy early and encourage candidates to complete and return applications as soon as possible

JOB DESCRIPTION

Title of Post: **Catering Assistant**

Responsible to: **The Catering Manager**

Main duties and responsibilities

The School

- Supporting the Headteacher in promoting and maintaining the work and good order of the school.
- Assisting the Catering Manager with the development of the catering facility as a member of the catering team.

Responsibilities

- The preparation of food for breakfast, break and lunch service.
- Serving customers at the counter/hatch or from a trolley or kiosk as required.
- To use the cashless catering till as required.
- 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 report any customer comments and/or complaints and take any necessary remedial action if appropriate.
- Ensuring that health and safety regulations are observed in working practices.
- To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.
- Report immediately any accidents, fire, theft, loss, damage, or unfit food or other irregularities and take such action as may be appropriate or possible.
- To attend training activities and/or meetings as required.
- To attend non-pupil days as required for statutory training.
- To occasionally assist with special functions at the school which may be outside of normal working hours, with notice.
- Such other duties related to catering at the school as may be necessary from time to time within the reasonable requirements of the Business Manager, Headteacher or Governing Board.

The duties may be varied by the Business Manager, Headteacher and/or Governing Board to meet changed circumstances in a manner compatible with the post held.

In all the above to have regard to the curriculum area and whole school policies.

Catering Assistant - Person Specification

It is likely that the successful candidate will satisfy the following specification:

Experience	Successful and recent work-based experience involving young people (D).
Qualifications	Food Hygiene Certificate (E) *training will be provided*
Aptitudes	Enjoy working with students (E) Approachable (E) Ability to build good working relationships and rapport with both students and adults (E) Willingness and ability to work as a team (E) To be flexible (E) To be able to use own initiative (E) Understand behaviour expected of students and manage in line with school policies (E) Awareness and commitment to equalities issues (E)

E = Essential D = Desirable

KEY INFORMATION – Catering Assistant

Please read this information carefully and retain this sheet for reference during the application process.

Application process
Applicants must complete the application form and submit it to the school by no later than the closing date advertised. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Selection process
Applications will be ranked against the person specification for the role. All shortlisted applicants may be subject to:

1. A face-to-face interview with the selection panel.
2. A task

Details will be provided prior to interview.

Shortlisted candidates:
Applicants who have been shortlisted for the post will usually be notified by telephone or email. Prior to the interview date referees will be contacted to request references on all shortlisted candidates.

Further information and school visits:
Applicants who require further information or would like to visit the school should contact Recruitment by emailing Recruitment@sandon.essex.sch.uk.

Part-time posts
This is a part-time post and pro-rated holiday entitlement (includes public holidays) for this post is 5.6 weeks pa. The successful candidate will work during each week of term time with occasional non-pupil days (as required, with notice). Holiday will be deemed to be taken during school closure periods. There is no entitlement to take holiday during term time.

Hours per week:	31.25 Hours
Initial working pattern:	8am to 2.30pm Monday to Friday (15 unpaid break)
Working weeks per year:	Term time only plus occasional non-pupil days as required

Pay
This post is paid on Pay Scale 2, points 4-5. The full time pay range for this role is £26,016-£26,427 and the actual salary for this part-time post will be £18,331 - £18,621 per year. Employees are paid monthly in twelve equal months per year.

Probation
All individuals new to employment with the school will be required to satisfactorily complete a 3-month probationary period.

SAFEGUARDING
We are committed to safeguarding and promoting the welfare of children. Our Safeguarding Policy is widely available and the latest version can be seen on our website. All appointments will be subject to satisfactory references and enhanced DBS checks.

RECRUITMENT AND SELECTION POLICY STATEMENT

The Governing Board is committed to:

- safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people
- promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued
- promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs

and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

The Governing Board recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief.

We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.

The following pre-employment checks will be required where applicable to the role and setting:

- receipt of satisfactory references
- verification of identity
- a satisfactory DBS disclosure if undertaking Regulated Activity
- verification that you are not barred from working with Children
- verification that you are not prohibited from teaching
- verification of medical fitness for the particular role
- verification of qualifications and of professional status where required eg QTS status
- the production of evidence of the right to work in the UK
- verification of successful completion of/exemption from statutory induction period
- verification that you are not subject to a section 128 direction preventing you from holding a management position within a school
- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that you have provided a valid disqualification waiver from Ofsted

NB It is illegal for anyone who is barred from working with children to apply for or undertake Regulated Activity.

We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.

All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all shortlisted candidates will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police) and any prohibitions prior to interview. When making a recruitment decision School will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Governing Board is committed to ensuring that people who have convictions/cautions/reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be discussed with candidates and decisions made on a case-by-case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information eg was it a caution or a conviction
- How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then
- The country where the offence/caution occurred
- Whether the individual shows or has shown genuine remorse
- If the offences were self-disclosed or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness)

This Governing Board operates in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

The school processes personal data collected during the recruitment process in accordance with its data protection policy. Data is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. On the conclusion of the process, data collected will be held in accordance with the school's retention schedule.

A copy of our Recruitment Procedure is available upon request.

PRIVACY NOTICE – APPLICANTS

The categories of school applicant's information that we collect, process, hold and share include:

- personal information (such as name, address, national insurance number, contact information, teacher number, referee contact information, close personal relationship information with current staff, ability to travel, pre-employment check information)
- special categories of data including characteristics information such as gender, age
- employment information (such as current levels of pay, current role, employment history (including reasons for leaving), breaks in employment history, training history)
- qualifications (and, where relevant, subjects taught)
- Medical or disability information where relevant

Why we collect and use this information
We use this data to undertake the recruitment of new staff

The lawful basis on which we process this information
We process workforce information under Article 6 (To fulfil our legal obligation under the Education Act 1996 and the performance of our public task) and Article 9 (processing of special category data) of the General Data Protection Regulations. To comply with contract law, HMRC regulations, eligibility to work in the UK and Keeping Children Safe in Education (as updated).

Collecting this information
Whilst the majority of information is provided by you, some information will be sought from previous employers, DBS service, The Teaching Regulation Agency, Overseas Embassies and referees. If you refuse to provide this information we may be unable to process the application or continue with the recruitment process.

Storing this information
If unsuccessful we will hold this information for 6 months from the date of employment of the successful candidate in accordance with our data retention schedule.

Who we share this information with
We routinely share this information with members of the HR and recruitment team, interviewers, relevant Governors, Headteacher and legal services contracted by the school.

Why we share school workforce information
We do not share information about applicants with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data
Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mrs Axtell, Business Manager.
If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

Further information
If you would like to discuss anything in this privacy notice, please contact Mrs Axtell, Business Manager.