



ST. CATHERINE'S COLLEGE

A CHURCH OF ENGLAND ACADEMY



Catering Assistant - 17.5 hours per week
Single Status Grade 3 - £24,796 pa pro rata



Thank you for your interest in joining our team at St Catherine's College.

We are delighted to have the opportunity to share the information for this role with you. We invite you to take a moment to explore our website at www.stcatherines.college, to find out more about us. We hope you find these resources helpful, as you consider this exciting opportunity.

St Catherine's College is situated on the sunshine coast, beautifully set between miles of unspoilt coastline, part of the South Downs National Park, Beachy Head and 1066 country. Eastbourne is a wonderful place to live and work.

As a Church of England Academy and part of the Diocese of Chichester Academy Trust, we are unique in East Sussex. We are committed to putting our students at the heart of everything we do. We believe that by emphasising high standards and firm boundaries, all underpinned by our Christian vision and values, we create a safe and nurturing environment where students can thrive.

St Catherine's College prides itself on forging strong relationships with families, students and staff alike. We are always hugely oversubscribed as a result of the high standards and values we promote.



At St Catherine's College, we take great pride in our talented and highly motivated staff and students. Our team works tirelessly to provide the best possible learning experience, and we value the unique contributions of every member of our community.



We provide a welcoming and supportive environment for staff where we actively promote opportunities for personalised CPD. All our staff are precious to us; their health and wellbeing is of paramount importance and therefore we offer a highly subsidised membership to Benenden Private Medical Healthcare.

Our vision is to prepare our students to excel locally, nationally, and globally, to become independent learners and responsible citizens, and to embrace the challenges of an ever-changing world. We believe that education is not only about academic excellence, but also about nurturing the values, attitudes, and behaviours that enable individuals to learn to live together in a supportive, accepting, and compassionate manner.



We strive to empower every student, regardless of their background, to become an active participant in shaping their community and society. By focusing on life skills such as communication, collaboration, and self-motivation, we equip our students with the tools they need to become confident, aspirational, and resilient individuals.

We are delighted that you are considering applying for this post. We look forward to working together to enable our students to excel and flourish in their secondary education and beyond. As Jesus said, **'I have come that you may have life, and have it to the full' (John 10 v10b)**. We believe that by working together, we can help our students achieve their fullest potential.



Staff "set very high standards for students' behaviour. Students respect these expectations. As a result, behaviour is good in this school and classrooms are calm and purposeful." *Ofsted*

"There is powerful team camaraderie present in this school. Staff work very well together to help students fulfil their potential." *Ofsted*

Catering Assistant

Salary: Local Government Single Status Grade 3

£24,796.00 pa pro rata (pay award pending)

Hours: 17.5 hours per week Fixed term post

To be worked Monday to Friday school term time only

10.30am – 2.30pm (30 minute unpaid lunch break each day)

We are looking to recruit an enthusiastic and hardworking new member of staff to join our Catering Team.

This is initially a fixed term post for six months, but there is a good possibility that this will be extended.

The main purpose of this post is to assist the Catering Manager in the preparation and serving of meals and undertaking cleaning of the kitchen and café area, having regard to health, safety and food hygiene regulations.

In addition, the post holder will be required to work at the till during lunchtime, full training will be given in the use of our cashless system; provide general assistance with storing deliveries and stocking fridges and cleaning crockery and utensils prior to them going through the dishwasher.

Actual salary: £10,132.00

We offer you:

Local Government Pension Scheme

Free private health care through Benenden

Free flu vaccine

Free parking

A fabulous staff room with complimentary tea and coffee

CPD starts immediately upon employment

This is a term time only post, so you will not be required to work during the school holidays.

Our café serves food at breakfast, break and lunch time.

St Catherine's College is part of DCAT (Diocese of Chichester Academy Trust)

Job description

POST: Catering Assistant
GRADE: Single Status Grade 3
£24,796 pa pro rata (pay award pending)

RESPONSIBLE TO: Catering Manager
17.5 hours per week, term time only

Main Purpose of the Job

To assist the Catering Manager in the preparation and serving of meals and undertaking cleaning of the kitchen and café area, having regard to health, safety and food hygiene regulations. To operate the till during lunchtime and to assist with storing deliveries and stocking fridges.

Main Functions

To wash and prepare fruit and vegetables, meat, fish and any other foods which are on the menu.

To serve students, staff and external users as directed.

To ensure that correct operation of tills as per instructions at break and lunchtime. Full training will be provided for our cashless system.

To wash the dishes and clean the kitchen. Particularly ensuring that crockery, pots and utensils are cleaned before going through the dishwasher.

To prepare the room(s) in which meals are to be served, including where necessary, the setting up and removal of tables and chairs, including the cleaning thereafter.

To undertake general cleaning within the kitchen and café areas e.g. cleaning work surfaces, floors, cupboards.

To clean kitchen equipment e.g. cookers, fridges and defrost fridges/freezers when requested.

To help with storing deliveries and topping up the fridges as required.

To remove all waste products and rubbish from the kitchen and eating areas and convey to appropriate school waste bins.

To observe safe Health & Safety practices by:

Reporting of any equipment not working properly.

Complying with Food Hygiene requirements.

To ensure food is stored correctly and at correct temperature.

To participate in relevant training e.g. food hygiene.

To be responsible for promoting and safeguarding the wellbeing of children and young persons you come into contact with.

To uphold the aims and ethos of the College.

To undertake such other reasonable duties as may be required within the College

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required, from time to time, to undertake other duties within the college as may be reasonably expected, without changing the general character of the duties or the level or responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person specification

Qualifications and training

Good basic education

Possession of a Food Hygiene Certificate desirable but not essential

Currently holds or willing to become first aid trained

Experience

Experience in the preparation and production of safe food in a hygienic environment

Skills and knowledge

Ability to multi-task and remain calm under pressure

Ability to maintain high standards within working practice

Ability to empathise with the needs of young people and use language and other communication skills that they can relate to

Ability to work effectively with colleagues

Ability to demonstrate initiative

Personal qualities

An interest in food preparation

A friendly personality

A good team player able to work well with all members of our catering team

Willingness to wear uniform or protective clothing

Good health and attendance record

A positive and enthusiastic work ethic

Willingness to positively promote the College aims and Christian ethos

Your Application

Completed application forms and letters of application should be sent directly to the college addressed to swindsor@stcatherines.college

The closing date for this post is 12 noon on **Wednesday 29 April 2026**

Please note that we reserve the right to consider applications as they arrive.

Please use the standard application form accompanied by a letter of application. We are unable to consider CVs in place of application forms unless you are a person with a disability and a CV is the most convenient method of applying. In your letter of application, you should clearly address the relevant sections of the Person Specification for this post and may find it helpful to use headings.

St Catherine's College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject, or identify people who might abuse children or are otherwise unsuited to working with them. An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.

For more information about this position, to organise a tour of the College or to have a confidential discussion about the role, please contact Sandie Windsor, Head of Personnel, on 01323 465469.

