STAFFORD GRAMMAR SCHOOL

Prep 3-11 | Senior 11-16 | Sixth Form 16-19

Date: October 2026
JOB TITLE: Catering Assistant
DEPARTMENT: Catering Department

PURPOSE:

HOURS OF WORK: 17.5 hours per week, 3.5 hours per day, 10.00am – 1.30pm Monday to Friday for 36 weeks of the year (Term Time Only)

SALARY: £12.91 per hour

CLOSING DATE: 14th December 2026

BENEFITS: Company pension (if eligible), Free lunch, Free On-site parking & Sick pay

EXPERIENCE: Knowledge of working in a school canteen is essential, but training will also be provided.

ESSENTIAL CRITERIA: You must be able to:

Demonstrate your suitability to work in an environment with children and young people.
Willingness to undergo full pre-employment vetting checks in accordance with statutory safeguarding guidance.
Ability to maintain professional boundaries and adhere to the school's Safeguarding & Child Protection Policy.

Safeguarding and Employment Vetting Information

Stafford Grammar school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Application Process: Applications must be made using the school's official Application Form. **In line with KCSIE guidelines, CVs will not be accepted.**

Criminal Record Checks: This position is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The successful candidate will be required to undertake an **Enhanced Disclosure and Barring Service (DBS) check**, including a check of the **Children's Barred List**, prior to appointment.

Self-Declaration: Shortlisted candidates will be required to complete a Criminal Record Self-Declaration Form prior to interview to disclose any spent or unspent convictions, cautions, reprimands, or warnings that are not protected under Ministry of Justice filtering rules.

Online Searches: In accordance with *Keeping Children Safe in Education*, online checks of publicly available information (including social media profiles) may be carried out for shortlisted candidates as part of our due diligence process.

Pre-Employment Checks: Any offer of employment will be conditional upon satisfactory completion of statutory checks, including proof of identity, right to work in the UK, medical fitness, and two satisfactory professional references (one of which must be from your current or most recent employer).

Job Description

PRINCIPAL RESPONSIBILITIES:

To report to and receive instructions and guidance from the Catering Manager or any other delegated person, and to actively and visibly support the Catering Department and School

- Prepare sandwiches, salads, sweets, hot and cold foodstuffs etc. and present as instructed by the Catering Manager.
- Efficiently and courteously serve meals at the service counter to pupils and staff.
- Assist with the preparation and delivery of food around the site if required.
- Maintain the very highest standards in personal hygiene and also ensure that the same levels of standard prevail in the kitchen and canteen.
- Ensure that the best quality foodstuffs are used and that any product of a sub-standard is advised to the Catering Manager.
- Be responsible for the cleanliness and safety of any equipment used and immediately report any defective equipment to the Catering Manager.
- Clean preparation areas, de-frost the freezers, clean fridges and entire service counter as required.
- Ensure that the highest degree of hygiene and cleanliness is applied to crockery, cutlery, glassware, kitchen utensils, equipment and machines, noting completion of duty on cleaning checklist.
- Operate the dishwasher. Ensure that all pots, pans and other kitchen equipment is clean to a hygiene and relevant standard.
- Apply the same high standards to walls and floors, and surfaces and sinks within the overall kitchen area (food preparation, serving and eating areas).
- Assist on packaging of food items.
- Stocking and filling of fridges / freezers.
- Ensure that there is always an adequate supply of crockery and cutlery available in the cafeteria.
- Be reliable and flexible, and a good team player.
- Adhere to School policies, particularly those related to Health and Safety, are adhered to.
- Any other activities as reasonably requested by the Catering Manager.

This is an exciting opportunity for individuals who enjoy providing exceptional service. Join our team as a Catering Assistant and be part of creating memorable experiences for our pupils.

Safeguarding

Demonstrate your suitability to work in an environment with children and young people.

Willingness to undergo full pre-employment vetting checks in accordance with statutory safeguarding guidance.

Ability to maintain professional boundaries and adhere to the school's Safeguarding & Child Protection Policy.

Adhere to all School policies

HOW TO APPLY

If you wish to apply for this position you will need to complete an application form.

Application Forms can be found on the school website or by contacting the school: Tel:
01785 249752
Email: headsec@staffordgrammar.co.uk

Please complete the application form in full and ensure that one referee is your current employer.

Completing your application form
● Please complete your form electronically.
● Please do not submit a CV. We need information about all our applicants in a consistent format.
● Please complete all sections and do not leave any blanks.

Submission of applications

Completed applications should be submitted by 12.00pm. on the closing date to:

headsec@staffordgrammar.co.uk

Applications received after the closing date may not be considered.

All applications will be acknowledged and you will be contacted as soon as possible if you have been shortlisted for an interview.

Closing Date: 14th December 2026. Please apply as soon as possible.

Start Date: 22nd February 2027

The School's Safeguarding & Child Protection Policy and the Recruitment, Selection and Disclosure Policy (including the policy on the employment of ex-offenders) can be found on the school website at:

https://www.staffordgrammar.co.uk/parent-portal/policies/