



JOB DESCRIPTION

Job Title:	Catering Assistant	Grade:	Grade 1 SCP 3
Area/Section:	St Francis Xavier's Catholic Academy	Salary:	FTE £24,796 pro-rata
Date Prepared:	September 2025	Contract:	Term Time only. 25 hours per week Monday to Friday 10.00 - 3.00pm <i>NB with some afterschool flexibility when required.</i>
Reporting to:	Catering Manager	Position:	Permanent

Role Purpose

The main purpose of the post is to work as part of the team and contribute to the achievement of its objectives, providing an effective and efficient catering service, and maintaining the associated catering areas in accordance with food hygiene regulations.

Key Responsibilities and Accountabilities

Role & responsibilities:

- To develop and maintain an efficient and effective catering service.
- To provide a consistently high standard of service to the school.
- To work alongside the Catering Team, ensuring the delivery and quality of the catering operation is to the highest standards.
- The post-holder will be committed to promoting the welfare, appropriate development and protection of young people.

Key Responsibilities and Accountabilities

Role & responsibilities:

- Preparation and presentation of food to the highest standards
- Serving and clearing the food areas to exceptionally high standards
- Washing up crockery and utensils after service to an exceptionally high standard
- Actively involved in the cleaning of the catering equipment and all dining room areas including toilets, on a daily and weekly basis as directed by the Catering Manager in accordance with cleaning rotas
- Be confident in dealing with any customers concerns as they arise and taking any corrective action necessary
- Actively encourage the children to enjoy a well-balanced diet and make sensible choices



Key Responsibilities and Accountabilities

See Job Description and Person Specification

General Responsibilities

Role & responsibilities:

- Together with the Catering Manager and Head Chef, attend parents' evenings, school functions and any other school event to encourage use and awareness of the service
- Be confident in the use of electronic equipment, i.e. till operation and procedures to company standards
- Be willing to undertake any training relevant to the post, i.e. Foundation Food Hygiene Certificate/Health and Safety Certificate.
- Carry out other duties in line with the general character of the post not specifically mentioned herein and are commensurate with its level of responsibility. The duties of the post may vary to meet changing circumstances of the business.

General Responsibilities

Other:

- Maintain confidentiality and always follow General Data Protection Regulations
- Attend relevant training as the need or opportunity arises
- Carry out all duties in a safe manner and in line with current school policies and procedures
- Any other duty deemed commensurate with the post / scale as directed by the Line Manager, or Senior Leadership Team.

Safeguarding:

- All staff must always adhere to the Academy's safeguarding procedures as outlined in the Academy's Child Protection and Safeguarding Policy and DfE guidance "Keeping Children Safe in Education".





General Responsibilities

Additional Notes:

- The post holder is expected to demonstrate alignment to, and willingness to support, the organisation purpose, aims and commitment to its values and behaviour
- Selection criteria and procedures are regularly reviewed to ensure that individuals are treated on a basis of their relevant abilities. A copy of our equal opportunities policy is available on request.
- Follow all Trust policies and procedures relating to legislative and statutory requirements, including on Health and Safety and Safeguarding, including those required by Company education and charity law, Data Protection, and funding agreements.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.
- To be aware of and support differences and ensure equal opportunities for all.
- To attend meetings within the trust and external events as required.
- To maintain constructive relationships and communicate with other agencies/professionals/parents and pupils.
- To recognise own strengths and areas of expertise and use these to support others.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Promote a safe and healthy environment for pupils, staff and visitors.
- Other duties commensurate with the grade of the post as directed by the Trust CFOO.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Trust and Academies are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.





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sfx1842.org

Signed (post holder):	Signed (Headteacher):
Date:	Date:

'St Francis Xavier's Catholic Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors' volunteers and visitors to share this commitment.'





Person Specification

Qualifications

- 5 GCSEs – including Maths and English (4-9) or equivalent. (Desirable)
- Food Hygiene Certificate (Desirable)
- Basic Health & Safety Certificate (Desirable)

Experience

- Customer Experience (Desirable)
- School setting experience (Desirable)
- Working in the catering/hospitality industry (Desirable)
- Food Preparation (Desirable)

Knowledge

- Good standard of personal hygiene (Essential)
- Ability to work under pressure and use own initiative (Essential)
- Ability to work as part of a team (Essential)
- Good customer care skills (Essential)
- Hygiene and Safety – High personal standards of cleanliness, knowledge of food hygiene, and adherence to health and safety policies. (Essential)
- Wear uniform provided ensuring it is clean and to maintain a tidy appearance, always observing good hygiene standards (Essential)

Other essential requirements

- Teamwork – the ability to collaborate effectively with colleagues and line manager.
- Customer Service – strong communication and interpersonal skills to handle queries and provide excellent service
- Physical Stamina – capability to stand for long periods and carry out the physical demands of the role
- Flexible working approach to duties and working hours
- Reliability - Commitment to good attendance at work
- Complete annual refresher training and attend any training courses required for role
- Commitment to equality and diversity
- Commitment to health and safety
- Display the values, behaviours and code of conduct always and actively promote them to others.

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