

Catering Assistant Job Pack



CRAMLINGTON LEARNING VILLAGE



Where everyone plays a part in the future of our students





Cramlington Learning Village is a great place to work - you are always busy but people still take time to look after one another.



WELCOME

A MESSAGE FROM OUR CO-HEADTEACHERS

Welcome to Cramlington Learning Village and thank you for your interest in applying for a role at this school. We believe CLV is a fantastic place to work where everyone is responsible for the safety, wellbeing, development and progress of our students.

We are a comprehensive secondary school with 2000 students, which although large in scale, feels like a smaller community school where every student feels known and cared for. We pride ourselves in our core principles - that 'we are a school built on respect, which develops resilient learners, expert readers, knowledge explorers and responsible citizens.'

These next few pages will tell you more about our ethos and school culture, and what it is like to work here, whatever the role in the organisation. We hope that, along with the specific information attached on the role and person specification, you find this document helpful in making an informed decision on whether Cramlington Learning Village is a place where you will enjoy working in and where you can make a positive difference to our students.

We look forward to meeting you and if there is anything we can do to give you more information, we are always happy to help.

Mr. Jon Bird and Ms. Kim Irving



WHY JOIN US?

- We believe this is a school which is built on positive relationships. Although we are a big school we like every single member of staff to feel known and valued
- The CPD offer for teaching staff and TA's is a real strength of the school and includes an annual teaching and learning conference across two training days
- There is a supportive induction process for every new member of staff
- We offer support for staff at every level through a clear line management structure
- We pride ourselves on our staff development, and will work with you to ensure you feel supported and challenged in your role
- The school is committed in promoting positive mental health and wellbeing across the staff - we have a staff wellbeing and mental health charter written 'by staff, for staff'



“ As a member of support staff I know I have a key part in helping the school be strong and successful - you always feel part of the team. ”

- The school supports the 'Cycle to Work' scheme
- Competitive salaries are offered in a variety of posts at different levels
- Where we can, we offer generous annual leave
- Free staff parking available
- We have partnered with CLASS insurance who provide Digital Health assessments, Online Mental health training, 24/7 Counselling and Physiotherapy consultations for all staff
- Strong pension schemes (Local Government Pension Scheme for Support Staff and Teachers Pension Scheme for Teachers).



NEXT STEPS

Included in the following pages you should find information on the advertised role, including the job description and the personal specification. The application form will give you an opportunity to share your details and qualifications with us, along with your employment history.

As a school that strives to recruit all our staff as safely as possible, we also include our safer recruitment policy and information on the safeguarding checks that will be undertaken.

If there is anything else which will be helpful to you, or if you need more information, please do not hesitate to contact our Office Manager via recruitment@cramlingtonlv.co.uk



Highburn, Cramlington, Northumberland, NE23 6BN
Tel: (01670) 712311

Registered in England and Wales Co No: 07730940

Coheadteachers: Mr J Bird/Ms K Irving.
11-18 Secondary School of 2000 pupils with 280 in the Sixth Form.

Catering Assistant

CLV Band 2: £24,796 FTE (£17,258 actual) (pay award pending)

30 hours per week term time only plus 4 call in days

We are looking to appoint an experienced and enthusiastic Catering Assistant to assist the Deputy Catering Manager and Chef Manager in the service of meals and refreshments and undertake associated kitchen duties. Work is carried out under the supervision of the Chef Manager within the Academy which produces in excess of 1000 meals per day. Experience of working in a school would be an advantage.

The hours of work are 7am to 1.30pm Monday to Friday (30 min unpaid break daily), term time only plus 4 call in days.

All new staff will receive an induction programme and ongoing support in a school noted for its motivated staff and students who are extremely proud of their school. Join us and make a difference.

Cramlington Learning Village was graded Good in all categories in its last Ofsted Inspection.

Cramlington Learning Village is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure will be required for this post.

Please note: the postholder will be engaging in regulated activity, working mainly or wholly with children. This position is exempt from the Rehabilitation of Offenders Act 1974. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Shortlisted candidates should be aware that online searches may be done as part of pre-employment checks.

Further details and application forms are available via our website at www.cramlingtonlv.co.uk or by contacting recruitment@cramlingtonlv.co.uk to whom completed application forms should be sent to arrive no later than **midday on Friday 29 May 2026**.

Job Description

Job Title:	Catering Assistant (CLV Band 2)
Reporting To:	Chef Manager
Contract Type:	Part time (term time) plus 4 call in days
Clients/ Liaison with:	Staff/Students

Main Responsibilities:

1. Assist with the basic preparation, cooking and service of food and beverages.
2. Setting up of the dining areas, including washing tables etc.
3. Packing meals for transport to other locations where appropriate.
4. Transport meals between kitchen and serving or dining area as necessary.
5. Preparation of other service points, as necessary.
6. Assistance with the service of meals and refreshments as required.
7. Clearance of the dining area and other service points after meal service.
8. General kitchen duties to include washing up and cleaning of equipment, cupboards, surfaces etc.
9. Setting up of dining furniture as and when required.
10. Assist with the administration, collection, reconciliation and security of monies relating to the service including till operation and operation of cashless systems.
11. Assisting with the receipt and storage of goods, stocktaking and completion of daily monitoring sheets.
12. Assistance with thorough cleaning of kitchen area and equipment and dining furniture – including prior to each school term.
13. Assistance with thorough checking of light kitchen equipment.
14. Assisting with the operation of catering services where necessary.
15. Assisting with special events within the Academy as and when required.
16. Ensure compliance with Health and Safety legislation and County Council policies in all aspects but especially when using materials, tools and equipment.
17. Attend training sessions as and when required.
18. May be required to cover other sites and duties appropriate to the nature, level and grade of the post.
19. To safeguard and promote the welfare of all children and young people at Cramlington Learning Village, and adhere to all safeguarding policies and procedures.

Catering Assistant (CLV Band 2)

Person Specification

Key to assessment methods: (A) application form, (L) letter, (I) interview, (O) Lesson Observation, (R) references, (C) recruitment checks.

	Essential	Desirable
<p>Knowledge & Qualifications</p> <p>Assessed By: A,L,I</p>	<ul style="list-style-type: none"> ● No specific knowledge and experience is required but, if not already possessed, the Basic Food Hygiene Certificates and City & Guilds Qualifications, described in the Desirable Column opposite, must be achieved within, ideally, six months of commencement. ● Basic literacy and numeracy. 	<ul style="list-style-type: none"> ● Basic food hygiene certificate ● Nationally recognised qualification e.g. City & Guilds 706/1, NVQ Level 1 or 2 – Food preparation and cooking or equivalent
<p>Experience</p> <p>Assessed By: A,L,I</p>	<ul style="list-style-type: none"> ● No specific experience is necessary but candidates must be capable of undertaking general duties, including basic food preparation, in a catering establishment. 	<ul style="list-style-type: none"> ● Experience of general kitchen duties ● Cooking experience in catering establishment
<p>Skills & Competencies</p> <p>Assessed By: A,L,I</p>	<ul style="list-style-type: none"> ● Manual skills associated with food preparation ● Basic numeracy and literacy skills ● Physical skills related to the work 	
<p>Physical, Mental & Emotional Demands</p> <p>Assessed By: A,L,I</p>	<ul style="list-style-type: none"> ● Ability to work in a commercial kitchen environment ● Regular need to lift and carry items of a moderate weight ● Flexible approach to work times which may occasionally, be subject to variation ● Flexible approach to nature of duties performed 	
<p>Other</p> <p>Assessed By: A,L,I</p>	<ul style="list-style-type: none"> ● A commitment to providing a quality service to customers ● A commitment to undertake job related training ● To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures. 	





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