



The Collegiate Trust
Exceptional Education for All



Catering Assistant
Woodcote High School/Coulsdon
The Collegiate Trust



Application Pack

The Collegiate Trust

Woodcote High School/Coulsdon



Role Location	Catering Assistant Based at Woodcote High School
Salary/Grade	£13.00 per hour
Details	Permanent – 20 hour post-Monday to Friday-term time only-38 working weeks-43.8 weeks paid.
Start date	1 st September 2026
Application Closing Date	TBC
Interview Date	TBC

A message from the CEO

Thank you for your interest in joining *The Collegiate Trust (TCT)*. I hope that this information pack will help you to learn more about our fantastic family of schools and that you are excited by the prospect of joining us.

The Collegiate Trust is a dynamic place to work with a clear purpose: to improve the life chances of young people by delivering an **exceptional education for all** in a nurturing learning environment which leads them to excellent academic outcomes and happy and successful futures. Our culture of ambition, focussed clearly on our people and their learning, leads to the high academic standards and the enviable reputation that *The Collegiate Trust* is known for. I am very proud of what we do and what we have achieved at the Trust, and I hold the highest aspirations for what we will achieve in the future.

Since 2015, our Trust has been growing and, today, we are a family of 9 schools with c.7000 pupils and c.1000 colleagues in our team. We know that our greatest resource is each other and so, as an employer, we continually strive to do our best by our staff, with a focus on wellbeing, professional learning and success.

Please do not hesitate to get in touch for an informal discussion if you feel that this role and our Trust may be right for you. We would be delighted to receive your application.

Yours sincerely

Mr Soumick Dey
Chief Executive Officer



Why work with us? The benefits

At TCT, we understand that your time, wellbeing, career opportunities and work-life balance are key things you will look for when choosing where to work. We work hard to continually develop what we offer, striving to be recognised as an employer who looks after all our employees.

On top of our proactive and supportive approach to employee wellbeing and development, we offer a range of additional employee benefits – please click [here](#) to see more details.

We have a comprehensive CPD programme, designed to ensure all staff in all roles have the opportunity to grow and develop in their career. Our approach to Performance Development ensures that each and every member of staff is flourishing. Whether you are at the very beginning of your career or are looking to develop your experience, *The Collegiate Trust* is a great place for professional growth. ECTs and Apprentices benefit from a focused induction period, prior to appointment, and a well-established programme of support throughout the year, whilst more experienced colleagues have many opportunities to develop skills and extend their professional learning through an extensive and varied programme of professional development.

An introduction to the role

A Message from the Operations Director - Catering

Thank you for your interest in the position of **Catering Assistant** with **The Collegiate Trust Trading Limited (CTC)**.

We are delighted that you are considering joining our catering team and becoming part of The Collegiate Trust family. Our catering service plays a vital role in supporting the health, wellbeing and learning of our pupils by providing nutritious, high-quality meals in welcoming school environments. Every member of our team contributes to ensuring that children are ready to learn and able to thrive.

We are looking for a reliable, adaptable and enthusiastic individual who enjoys working as part of a team and takes pride in delivering excellent customer service. As a Mobile Catering Assistant, you will provide flexible support across our eight Trust schools, covering staff absence and providing additional assistance where needed. This varied role offers the opportunity to work with different teams, build relationships across multiple schools and make a meaningful contribution wherever you are based.

Working within CTC, you will be part of a service that is committed to providing affordable, healthy and nutritious meals while supporting families, embracing inclusivity, promoting environmental sustainability and maintaining a motivated and valued workforce. Our catering provision exists to deliver exceptional quality across our schools, ensuring that every child and young person has access to nutritious food that supports both their wellbeing and academic achievement.

This is an exciting opportunity for someone who enjoys variety and flexibility. No two days are the same, and your willingness to work across different locations will make a significant difference to the continuity and quality of our catering service. In return, you will join a supportive organisation that values teamwork, provides opportunities to develop your skills and recognises the important contribution that every colleague makes.

The Collegiate Trust's mission is "**Collaboration to deliver exceptional education**", with a vision of "**Exceptional education for all.**" Our values of **Ambition** and **Collaboration** underpin everything we do, enabling us to achieve more for our pupils, students and colleagues by working together.

Whether in the classroom, the office or the school kitchen, every role contributes to creating an environment where children can enjoy, achieve and flourish.

If you share our commitment to delivering an outstanding service and would like to be part of a Trust that values people, teamwork and continuous improvement, we look forward to receiving your application.

If you have any queries or would like an informal discussion about the role, please contact Kelly.livingstone@collegiate-trading.org. I would be pleased to speak with you.

Best wishes,



Kelly Livingstone
Director of operations

About The Collegiate Trust

“Exceptional Education for All”

Academic Rigour



Creative and Cultural Learning



Development of Skills & Qualities



Our Family of Schools

Each school within the Trust is supported by our Central Team who work with Principals and their teams on school improvement, teaching and learning, finance, facilities and operations, IT, HR and governance issues. This support allows the Principal and Local Governing Body (LGB) to focus on delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

School	Age	Date Joined	Roll
Riddlesdown Collegiate	11-18	Founding School	2085
Gossops Green Primary School	4-11	01/11/2016	580
Waterfield Primary School	3-11	01/03/2018	397
Courtwood Primary School	4-11	01/06/2018	219
Quest Primary	3-11	01/06/2018	198
The Quest Academy	11-18	01/06/2018	863
Kenley Primary School	4-11	01/09/2021	156
Woodcote High School	11-18	01/04/2023	1286
Ifield Community College	11-18	01/06/2025	1240

Our Mindsets:

We approach our work with a mindset that is:

- Open minded
- Solution focussed
- Collectively responsible
- Intentional in seeking improvement

Our Behaviours:

We act with:

- Honesty
- Kindness
- Ambition
- Professionalism
- Unconditional positive regard

Our Success - We succeed through cohesion, a strong sense of belonging, and a shared determination to deliver and enable our collective vision to deliver an exceptional education for all.

Our Ambitions - At our schools, we are committed to creating environments where children thrive, communities place genuine trust in our work, and talented individuals are proud to be part of our team.

We strive for our schools to be:

- Safe, happy and welcoming places where everyone feels valued
- Learning-focused, with a clear commitment to academic and personal growth
- Ambitious for all pupils and staff, always aiming higher
- Creative in our approach to teaching, learning, and problem-solving
- Organised, ensuring consistency and clarity in everything we do
- High achieving, with a focus on excellence in outcomes
- Well led, with strong, purposeful leadership at all levels
- Inclusive, celebrating diversity and ensuring equity of opportunity
- Warm and caring, placing wellbeing at the heart of our culture



You can find out more information about our Trust on our website:

<https://tct-academies.org/>

What will I be doing?

Job Description and Details

Contract:	20 hour (9.55am-2.15pm) – Permanent Contract
Salary:	£13.00 per hour
Grade:	-
Location:	Woodcote High School
Reporting to:	Catering Manager
Purpose of the Post:	To provide flexible, high-quality catering support across The Collegiate Trust's schools, ensuring pupils have access to nutritious meals and an excellent dining experience wherever support is required.

Main Responsibilities

Are you a reliable, enthusiastic individual who takes pride in providing excellent food service?

This is a varied and rewarding role for someone who enjoys working as part of a team and takes pride in delivering a high-quality catering service. You will assist with food preparation, food service, cleaning, stock replenishment and general kitchen duties, helping to ensure the smooth and efficient operation of the catering provision for pupils, staff and visitors.

The successful candidate will be required to:

- Assist with the preparation and service of food and beverages.
- Follow food safety, hygiene and health and safety procedures at all times.
- Maintain high standards of cleanliness and organisation throughout the kitchen and dining areas.
- Support with stock rotation, replenishment and storage of food and catering supplies.
- Provide friendly and professional customer service to pupils, staff and visitors.
- Work effectively as part of the catering team to ensure the smooth running of the service.
- Carry out general kitchen and catering duties as required.
- Support the Catering Manager and wider team in maintaining the standards expected by CTC and The Collegiate Trust.

We are looking for someone who:

- Has a flexible, positive and reliable approach to work.
- Can work effectively both independently and as part of a team.
- Takes pride in delivering excellent customer service.
- Has good communication and organisational skills.
- Has previous catering or hospitality experience, although this is not essential where the candidate can demonstrate a willingness to learn.
- Understands the importance of food hygiene, cleanliness and safe working practices.
- Is committed to providing a positive experience for pupils and staff.

We offer:

- Competitive hourly rate of £13.00 per hour.
- Training and development opportunities.
- A supportive and collaborative working environment.
- Access to employee wellbeing support and pension benefits where applicable.

The Trust is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an Enhanced DBS check and satisfactory pre-employment checks.

The above is not an exhaustive list, and the successful applicant may be required to carry out additional duties that are reasonably required within the scope of the role.

Why am I right for this job?

We know that some applicants may not entirely meet all elements of the Person Specification but may still make an excellent addition to our team by bringing additional skills and experiences that add value to the role. If you think your skills and experience, make you a good fit for this role, please do not be put off if you do not match 100% of the desired criteria! The notes below indicate whether a particular element is essential for you to be considered.

Person Specification

Qualifications	Notes
Good standard of literacy and numeracy sufficient to carry out the duties of the role.	Essential
Experience	
Experience of working in a school or educational catering environment.	Essential
Knowledge of school food standards.	Essential
Experience of preparing and serving food whilst maintaining high standards of hygiene.	Essential
Experience of working as part of a team.	Desirable
Good communication and interpersonal skills.	Essential
Ability to work efficiently in a busy environment and meet deadlines.	Desirable
Ability to provide excellent customer service to pupils, staff and visitors.	Desirable
Ability to maintain high standards of cleanliness and food presentation.	Essential
Skills & Attributes	
Understanding of food hygiene and health and safety requirements.	Essential
Flexible and adaptable, with the ability to work across different Trust schools.	Essential
Reliable, punctual and dependable.	Essential
Positive, enthusiastic and approachable.	Desirable
Able to work collaboratively as part of different teams.	Desirable
Takes pride in delivering a high-quality service.	Desirable
Other Requirements	

Willingness and ability to travel between Trust schools as required.	Essential
Willingness to undertake relevant training and professional development.	Essential
Committed to equality, inclusion and treating everyone with respect	Essential
Suitability to work with children.	Essential
Demonstrates a commitment to safeguarding and promoting the welfare of children and young people.	Essential
Understands the importance of maintaining professional boundaries, confidentiality and appropriate conduct when working in a school environment.	Essential
Willingness to undergo an Enhanced DBS check and comply with all safeguarding, food safety and health & safety policies and procedures.	Essential

All our staff MUST be able to fulfil to following criteria:

- Undergo a full enhanced Disclosure and Barring Service check (which will confirm there had been no criminal activity that means you might be unsuitable to work with young people)
- Right to work in the UK
- Be medically suitable and safe to fulfil the role
- Provide 2 references that support your application, one of which must be your most recent employer (unless this is your first ever job, in which case we can advise on alternatives)

How to apply

If you feel that this role and our Trust may be right for you, we would very much like to receive your application.

To apply, please use the TES application form, identifying clearly how you meet the Person Specification.

If you have any queries or would like an informal discussion about the role, please do not hesitate to contact us at kelly.livingstone@collegiate-trading.org.

Safeguarding Statement

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the pupils is to adhere to and ensure compliance with the school's safeguarding policies and procedures at all times.

The post is exempt from the Rehabilitation of Offenders Act 1974, and the school is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent", unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children. Please note that if you are added to a Barred List then it is against the law to work, apply for work or volunteer in Regulated Activity with children.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online searches and the *Disclosure and Barring Service (DBS)*. Appointment will be dependent upon further health, safeguarding and attendance checks.