

INVICTUS

Education Trust

CANDIDATE INFORMATION PACK



Learn with **us**, Work with **us**, Belong with **us**!



www.invictus.education



01384 686586

Job Description

JOB TITLE	Catering Assistant
ESTABLISHMENT	Ellowes Hall Sports College
GRADE	Grade 2 (SCP 3)
REPORTING TO	F&O Manager
RESPONSIBLE FOR	In line with organisation structure
LIASING WITH	CEO, Headteachers, Senior Leadership Team, Governors, teaching and professional services staff, outside agencies, and the Trust's central team

Main Purpose

At Invictus Education Trust, we believe in the transformative power of education to unlock every child's potential. Guided by our core values of respect, resilience, and relationships, we are committed to ensuring that every student achieves their best, regardless of background or circumstance.

To provide efficient and professional support to the catering team, ensuring the smooth running of daily food service operations. The Catering Assistant will contribute to delivering high-quality meals, maintaining a clean and safe environment, and offering a welcoming and helpful service to pupils, staff, and visitors.

This role includes a wide range of catering and service duties, covering food preparation, serving, cleaning, stock control, compliance with health and safety standards, and supporting the overall dining experience.

Main Duties

Portfolio

Main Duties

- Prepare and cook school meals and sandwiches to a high standard.
- Serve food in a friendly and efficient manner, ensuring a positive dining experience.
- Wash and maintain kitchen equipment, utensils, and tableware.
- Set up and clear away dining furniture before and after service.

INVICTUS



INVICTUS TRUST



Mission

'Excellence every day, unlimited ambition and transforming lives'



Vision

'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships

- Clean and maintain the dining area, kitchen premises, and equipment.
- Ensure external kitchen areas, including drains, bins, and floors, are kept clean and safe.
- Supervise pupils in the dining area, providing assistance where appropriate.
- Ensure pupils return trays, cutlery, leftovers, and waste to the correct collection and disposal points.
- Respond promptly to accidents and spillages (including body fluids), maintaining a safe and hygienic environment for pupils, staff, and visitors.

Hygiene and Safety

- Maintain excellent standards of personal hygiene.
- Ensure strict hygiene practices in food preparation and service.
- Keep all equipment and premises clean and well-maintained.
- Follow the school's Safety Policy and comply with fire regulations and other health and safety procedures.
- Undertake on-the-job training to uphold high standards of food hygiene.

General

- Follow menus, recipes, and guidelines accurately, using catering equipment safely and correctly.
- Adhere to all Invictus Education Trust policies and procedures.
- Carry out any other duties required to support the smooth running of the catering service, including special catering requirements.
- Work flexibly, with hours and duties adjusted to meet the needs of the unit. Occasional overtime may be required.

Other Duties

- Play a full part in the life of the Trust community, to support its vision, mission and values.
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example.
- Be courteous to colleagues and be welcoming to visitors.
- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate.
- Take an active role in school events such as open evenings, school proms, school productions, this will include SLT duties, H&S responsibilities, managing and coordinating events etc.
- Any reasonable task as directed by the CEO/DCEO. Any tasks which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include deployment to other departments, to include cover for absent colleagues and/or relocation to areas of need.
- Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description.
- This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.

INVICTUS



INVICTUS
TRUST



Mission

'Excellence every day, unlimited ambition and transforming lives'



Vision

'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships

Support For the Trust

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others

It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

Safeguarding Requirements

The postholder will be expected to share the school's commitment to safeguarding and promoting the welfare of children and young people.

In line with Keeping Children Safe in Education 2025, and as part of our recruitment process, the Trust will carry out an online search on all shortlisted candidates. This is to help identify any incidents or concerns that are publicly available which may pose a safeguarding risk or bring the Trust into disrepute. Any such findings will be shared with the recruitment manager and may be discussed at interview.

We are deeply committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment. All required pre-employment checks will be undertaken, and offers of employment are subject to satisfactory outcomes. These include an enhanced DBS check with Children's Barred List information, identity checks, online checks, and verification of professional qualifications and references. Further details are available in [Keeping Children Safe in Education 2025](#).

This role involves regulated activity and is therefore subject to:

- An Enhanced DBS Check including the Children's Barred List
- Verification through the DfE's Check a Teacher's Record (for applicable roles)

It is a criminal offence to apply for this role if you are barred from working with children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, as amended). Certain convictions or cautions are considered 'protected' and need not be disclosed. Guidance on disclosure is available on the Ministry of Justice website: [Rehabilitation of Offenders Act 1974](#)

INVICTUS



INVICTUS
TRUST



Mission

'Excellence every day, unlimited ambition and transforming lives'



Vision

'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships

For information on the filtering of cautions and convictions, visit the DBS Filtering Guidance: [DBS Filtering Guidance](#)

As a Trust, we are committed to ensuring that during all stages of recruitment and selection, no applicant is disadvantaged or discriminated against based on any protected characteristics under the Equality Act 2010.

INVICTUS



INVICTUS
TRUST



Mission

'Excellence every day, unlimited ambition and transforming lives'



Vision

'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships

Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Previous experience of working in a catering role • Previous experience of working in a school 	<ul style="list-style-type: none"> • Previous experience of working in a catering role • Previous experience of working in a school
EXPERIENCE	<ul style="list-style-type: none"> • Basic Food Hygiene Level 2 	
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Capacity to work under pressure, to meet deadlines and organise priorities. • Able to follow instructions i.e., menus, recipes, guidelines, codes of practice. • Able to use general catering equipment safely and correctly. • Able to adhere to and apply Health & Safety Hygiene Procedures 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Understanding of confidentiality in relation to all issues connected with this role, and an understanding of data protection. • To be reliable and have high standards of punctuality and attendance. • To have a polite, friendly and flexible approach to work. • Ability to relate well to children, adults, customers. • Ability to communicate effectively and confidently face to face. • Ability to deliver high quality service whilst under pressure. • To be physically fit. 	



Mission

'Excellence every day, unlimited ambition and transforming lives'



Vision

'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships

	<ul style="list-style-type: none"> To be reliable, punctual and have excellent attendance. Observe safe working practices in carrying out the required duties. Team player, personable, emotionally intelligent with a sense of humour. 	
SAFEGUARDING	<ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children and young people. Knowledge of child protection and safeguarding policies and procedures. 	
FLEXIBILITY	<ul style="list-style-type: none"> To work flexibly to meet the needs of the Trust and its educational establishments. The holder of the post can be required to work in any location within the Trust. Willing and able to travel regularly across the Trust or partnership schools. Able to work flexibly to meet the demands of the role. Willingness to represent the Trust in external forums, conferences or panels. 	

This job description/person specification may be amended at any time in consultation with the postholder. Any changes will continue to reflect the school's commitment to safeguarding and promoting the welfare of children and young people.



Mission

'Excellence every day, unlimited ambition and transforming lives'



Vision

'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships