

Vacancy: Catering Assistant

Start date: ASAP

Contract details: Permanent

Hours per Week – 27.5 hrs (Monday – Friday 9.30am to 3.00pm)

Weeks per Year – 39 weeks (Term Time + Training Days)

Grade/Range, Spinal Point – Grade 2 (SCP 3)

FTE Salary – £24,796

Actual Annual Salary – £15,908 to 16,268

About Us

We are a Multi Academy Trust comprising of six secondary schools and one primary school with over 750 employees and over 5,500 students, based in Dudley, West Midlands.

Ellowes Hall Sports College is a thriving, inclusive school with a strong commitment to supporting all students in achieving their full potential.

We are seeking a friendly, reliable, and enthusiastic Catering Assistant to join our dedicated kitchen team, supporting the preparation and service of meals while maintaining a clean, safe, and welcoming environment for pupils, staff, and visitors.

Main Responsibilities

- Assist with the preparation and serving of hot and cold meals.
- Operate the till and serve customers efficiently and politely.
- Maintain high standards of cleanliness in the kitchen and dining areas.
- Wash up and ensure all equipment is kept clean and ready for use.
- Support the cook/chef with day-to-day kitchen tasks.
- Follow food hygiene and health & safety regulations at all times.

Experience and Skills

- A positive attitude, strong work ethic, and a willingness to learn.
- Previous catering or kitchen experience is an advantage, but not essential as full training will be provided.
- A team player who enjoys working with others in a busy environment.
- Comfortable working around young people and contributing to a welcoming, supportive lunchtime atmosphere.
- Willingness to undertake training, including Safeguarding, Food Hygiene, Safety, and Allergy Awareness.



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

- Ability to follow instructions such as menus, recipes, guidelines, and codes of practice.
- Competence in using standard kitchen equipment safely.
- Flexibility around working hours, with good punctuality, reliability, and attendance.
- Commitment to promoting and maintaining high standards of cleanliness throughout the building.

For an informal discussion about either the school, the post, or to organise a visit, please contact Mrs J Collins, via email jcollins@invictus.education

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Closing date: **Monday, 1st December 2025 at 9am**

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Interview date: **TBC**

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 \(KCSIE\) 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](#)

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



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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.



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