

Catering Assistant

King Edward VI College

Candidate Pack



The Role

Catering Assistant

Start Date: Immediate or subject to candidate's notice period

Contract Type: Permanent Part-Time, Term-Time Only (195 days including 5 training days)

Working Hours: 30 hours per week (0.811 FTE)

Monday to Friday: 9:00 am – 3:00 pm

Salary: Sixth Form College Support Staff Pay Scale, Fixed Point 3
£23,807 pro-rata (approx. £16,626 per annum based on part-time hours)

Closing Date: 03 October 2025 at 09:00

Interviews: Week Wednesday 08 October 2025

The Opportunity

We are seeking a friendly, reliable and hardworking Catering Assistant to join our on-site Catering Team. You'll play an important role in providing nutritious food and a welcoming environment for our students and staff. Our catering provision is central to student wellbeing, and we pride ourselves on creating a clean, safe, and supportive dining experience.

You'll work as part of a small and committed team to support the day-to-day preparation and service of food and refreshments, ensuring high standards of hygiene and service are maintained at all times.

This is a rewarding opportunity to be part of a vibrant college community with a strong emphasis on teamwork, professionalism, and student support.

The Person

We are looking for someone who:

- Has a positive, flexible, and enthusiastic approach to work
- Works well as part of a team
- Understands the importance of cleanliness, health & safety, and food hygiene
- Is committed to delivering excellent service to students and staff

Previous experience in a catering, hospitality, or food service environment is desirable, but not essential – full training will be provided.

The College

King Edward VI College (KE6) is a high-performing and dynamic Sixth Form College, proudly serving as the founding member of Better Futures Multi-Academy Trust (BFMAT). Our trust also includes Bilborough Sixth Form College and Gateway Sixth Form College, and we are sponsored by Coventry University.

We currently support approximately 1,500 students and over 150 staff, with continued growth on the horizon. This is an exciting time to join us as we strengthen and expand partnerships across the education sector.

Catering Assistant

Job Description

Purpose of post: To support the Catering Manager and team in the preparation, presentation, and serving of food and beverages, maintaining a clean, safe and hygienic catering environment for students and staff.

Responsible to: Catering Manager

Main Duties and Responsibilities

- Assist in the preparation and service of food and beverages to students and staff
- Ensure kitchen and service areas are clean, hygienic and well-stocked throughout the day
- Operate tills and serve customers in a friendly and efficient manner
- Wash up and maintain cleanliness of equipment, utensils, and working areas
- Follow all health and safety regulations, including food hygiene and allergen awareness
- Assist with stock control, deliveries, and storage of food items
- Support the Catering Manager in delivering a safe, inclusive, and welcoming dining experience
- Be flexible to support occasional college events, open evenings, or training days

Generic Duties for all College Staff:

- To support the College's mission, values, and strategic objectives
- To promote and implement the College's policies on equality, diversity, and inclusion
- To ensure awareness of and compliance with Health and Safety policies and procedures
- To contribute to safeguarding young people by adhering to college protocols and attending training
- To take part in professional development and training opportunities to improve and maintain knowledge and skills relevant to the role

This job description is not exhaustive. You may be required to carry out other reasonable duties as directed by the Catering Manager or Senior Leadership Team.

We appreciate applicants may wish to discuss the potential role, job description, organisation or even visit the college to find out more. All enquiries are welcome. Please see the section 'completing your application' for ways to get in touch.

Catering Assistant Person Specification

Attributes, Values & Behaviours

As a values driven organisation, the person specification reflects the importance we place on these. Outlined below is our leadership framework based on our values and our Principal will need to demonstrate these as well as the ability to develop these in others.

Ambitious

- Setting a clear & compelling vision, always looking to inspire people to do things they never thought they could.
- Avoiding over complication & change for changes sake - seeking clarity of purpose & simplicity in all we do.
- Being obsessive about improving the experience we offer students & staff, acting as a role model for the standards of behaviour we should all expect of each other.
- Focussing on collective improvement through the development of highly performing teams & shared accountability rather than individual glory/blame.
- Demonstrating an unquenchable appetite for learning & exploring new ways of approaching our challenges, focussing on developing this with all our staff & students.
- Being able to combine dreams & big ideas with details; act as doers, not just thinkers.

Involved

- Ensuring high levels of visibility & engagement of our leaders around our colleges & within our local communities.
- Actively seeking & developing partnerships to ensure we are connected to & having a significant positive impact on our local communities & on each other.
- Supporting staff to break down barriers to partnership working, within colleges, across the Trust & with external partners.
- Acting as champions of inclusivity & diversity & challenging any behaviours, structures or processes that are not fully inclusive for the communities we serve.
- Remembering to tell people when things are going well & actively celebrating the achievements of our students & staff at every opportunity.
- Encourage innovations & ideas for improvement from others, focussing on the potential benefits & being risk aware rather than risk averse.

Supportive

- Acting as a role model for our staff in terms of staff wellbeing & work-life balance, setting expectations & challenging staff when they fall short of these expectations.
- Demonstrating empathy & emotional intelligence particularly in difficult moments, while helping staff & students frame possible solutions to their challenges. Not being afraid to get our 'hands dirty' with staff to help solve a problem.
- Focussing on empowering all our people, ensuring they gain the skills & experience needed to thrive at work, through training, coaching, mentoring & wider development opportunities.
- Knowing the difference between being empowering & being enabling when supporting/developing our people & being skilled at having 'crucial conversations' when needed.
- Always believing in & promoting the ability of our staff & students to further develop their skills & abilities.
- Not being afraid to take risks & encouraging this in others, ensuring we maximise learning from our mistakes & failures.

Genuine

- Keeping the promises, we make & sticking to our commitments, particularly in difficult times.
- Not being afraid to take risks & encouraging this in others, ensuring we maximise learning from our mistakes & failures.
- Seeking honest & regular consultation with & feedback & from students & staff, responding meaningfully & constructively, without 'spin' or rancour.
- Giving regular, honest & constructive feedback to our staff, collectively & individually, to help them further develop & thrive at work.
- Having the conviction & tenacity to disagree when needed, but once a decision is made committing wholly to it, even when uncomfortable, unpopular, or exhausting.
- Promoting an openness of discourse. Acknowledge we will not always be right & welcome constructive challenge of our thinking.
- Challenging cynicism, pessimism, or political expediency in ourselves & others, working to demonstrate how we can help bring about positive outcomes in line with our values.

Catering Assistant Person Specification

Qualifications	Essential	Desirable	Assessed by
<ul style="list-style-type: none"> A good standard of education to include GCSE English and Mathematics 	✓		Application
<ul style="list-style-type: none"> Basic Food Hygiene Certificate or willingness to achieve 		✓	Application / Interview
Experience			
<ul style="list-style-type: none"> Experience in a similar catering, food service, or hospitality role 		✓	Application / Interview
<ul style="list-style-type: none"> Experience of working with young people or in an educational setting 		✓	Interview
Skills and Abilities			
<ul style="list-style-type: none"> Ability to work effectively as part of a team 	✓		Application / Interview
<ul style="list-style-type: none"> Good communication and interpersonal skills 	✓		Application / Interview
<ul style="list-style-type: none"> Understanding of food hygiene, safety, and cleanliness standards 	✓		Interview
<ul style="list-style-type: none"> Basic IT skills (e.g. use of till or touchscreen ordering system) 		✓	Application / Interview
<ul style="list-style-type: none"> Ability to work under pressure during busy periods 	✓		interview
Values			
<ul style="list-style-type: none"> Be committed to the KE6 Mission and Values 	✓		Interview
<ul style="list-style-type: none"> Committed to safeguarding and promoting the welfare of young people 	✓		Interview
<ul style="list-style-type: none"> Committed to personal and professional development 	✓		Application / Interview

Completing your application

Data Protection Act 2018 GDPR statement

Any personal data collected from applicants during the recruitment process will only be used for the purpose of recruitment within the college and will not be disclosed to any external sources without your express written consent. Records of the successful candidate will be placed on their personal files. Records of unsuccessful candidates will be destroyed after six months.

Contract Details

The post is made on the terms and conditions for Support Staff in Sixth Form Colleges.

Contract:	Permanent, Part-Time, Term-Time Only (195 days including 5 training days)
Hours:	30 hours per week (0.811 FTE) Monday to Friday: 9:00 am - 3:00 pm
Salary:	Salary: Sixth Form College Support Staff Pay Scale, Point 3: £23,807 per annum (full-time equivalent) £16,626 per annum (actual salary based on part-time hours)
Start Date:	Immediate or subject to candidate's notice period
Pension:	Membership of the Local Government pension scheme

1. Application is by means of:

- a completed Application Form
- a completed Equal Opportunities Form
- a completed Disclosure Form

When completing your application please comply with all **instructions** detailed on the application form. ***You are asked NOT to send a Curriculum Vitae (CV).***

The criteria in the enclosed person specification will be used to assist the short-listing process. The specification identifies the minimum skills, experience, and qualifications needed by you to carry out the job effectively. When completing your application, you must ensure that you indicate how you meet these criteria.

2. Referees

Two references will be requested. We expect one referee to be the head of the organisation where you are currently employed (if applicable). We normally write for references before an interview. If there are any special circumstances, and you mark that you do not wish a referee to be contacted we will contact you directly. If you have any personal connection with any of your referees, you will be required to disclose it.

3. Health

If you are successful in your application, you will be required to complete a medical questionnaire. This will be submitted to the Occupational Health Service and you may be asked to have a medical examination. If you think this may present a problem, please mention it in your application or at interview.

4. **Certification**

Any contract of employment issued will be on the basis that all information supplied by you on the form, on additional papers and at interview is correct, and that no material facts have been omitted. You will be required to provide proof of all the qualifications you declare on the application form.

5. **Equal Opportunities**

You are asked to return the equal opportunities questionnaire (which will not be available to the short listing or appointment panel).

6. **DBS Disclosure**

If you are successful in your application, you will also be required to complete a DBS application, at enhanced level, which will enable a check to be made with the Criminal Records Bureau on any criminal background.

If you require confirmation of the receipt of your application, please enclose a stamp addressed envelope. We are sorry we are unable to respond personally to all applicants. If you have not heard from us within two weeks of the closing date you should assume you have been unsuccessful in your application.

Further information about the College can be found via our website www.ke6n.ac.uk

Closing Date: 03 October 2025 at 09:00

Interviews: Wednesday 08 October 2025

Applications should be addressed to: **The People Team**
King Edward VI College,
King Edward Road
Nuneaton
CV11 4BE

Email: personnel@ke6n.ac.uk

*The College is committed to safeguarding and promoting the welfare of young people.
The successful candidate will be required to undertake a criminal record check via the DBS.
The College promotes diversity and welcome applications from all sections of the community.*

*All candidates with a disability will be offered an interview should they meet
the minimum requirements of the post.*

The College is committed to the continuing professional development of all staff.

Thank you for your interest in King Edward VI College, Nuneaton.

Better Futures Multi-Academy Trust
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