



Princes Primary School

Selborne Street, Liverpool, L8 1YQ • Tel: 0151 709 2602 • Fax: 0151 709 2627

Email: princes-ht@princes.liverpool.sch.uk • www.princesprimary.com • Headteacher: Col Hughes

JOB DESCRIPTION

DIVISION:	Princes Primary School
JOB TITLE:	Catering Assistant
SALARY:	Grade 2 SCP 3-5
HOURS:	15 hours per week 11.00am – 2.00pm
DIRECTLY RESPONSIBLE TO:	School Cook
THIS POST IS SUBJECT TO DISCLOSURE:	Enhanced Disclosure

Main Purpose of the Role

The Catering Assistant will be a key member of the school's catering team, responsible for providing a high-quality, efficient, and friendly catering service to pupils and staff. This role is essential in creating a positive and safe dining environment for all children

Key Responsibilities

Food Preparation and Service:

Assist with general food preparation duties as directed by the Catering Manager or Supervisor.
Serve food to pupils and staff in a timely and professional manner.
Ensure a friendly and supportive atmosphere for all children during lunchtime.

Cleaning and Hygiene:

Complete daily cleaning tasks for the kitchen, including work surfaces, equipment, and serving areas.
Clean the dining room, including tables, chairs, and floors.
Wash and sanitize all dishes, utensils, and serving equipment.
Ensure all cleaning duties are performed in compliance with the school's hygiene and health and safety policies.

Health and Safety:

Adhere to all relevant Health & Safety and food hygiene regulations.
Report any equipment malfunctions or safety concerns to the Catering Manager immediately.
Maintain a clean and tidy workspace at all times to prevent accidents.

Teamwork:

Work effectively as part of the catering team to ensure a smooth and efficient service.
Communicate clearly and respectfully with colleagues, pupils, and staff.





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Person Specification

Essential Experience, Skills, and Attributes

Previous experience working in a catering or food service environment. Experience working with children in a school setting is desirable but not essential.

Knowledge and Skills:

Basic knowledge of food preparation and serving techniques.

An understanding of food hygiene and health and safety regulations.

Strong communication and teamwork skills.

The ability to follow instructions accurately.

Personal Attributes

Enthusiastic and Reliable: A proactive and dependable individual with a positive attitude.

Child-Friendly Demeanour: An approachable and supportive manner when interacting with children.

Physical Stamina: The ability to handle the physical demands of the role, including lifting, carrying, and standing for extended periods.

Safeguarding and Compliance

We are committed to safeguarding and promoting the welfare of children. All staff must share this commitment. This role is subject to all relevant pre-employment checks, including:

- Satisfactory references.
- An enhanced Disclosure and Barring Service (DBS) check with a barred-list check.
- Online searches as part of our commitment to 'Keeping Children Safe in Education.'





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Person Specification	Essential/ Desirable	Method of Assessment
Qualifications		
Food hygiene certificate Level 2	Desirable	A
Experience		
Experience of working in a catering establishment	Essential	A
Experience of working in a school	Desirable	A
Knowledge and Understanding		
To know how to maintain a hygienic working environment	Essential	A
Personal Skills and Qualities		
Ability to promote the school's aims positively	Essential	A, I
A high level of interpersonal skills – the ability to relate well to children	Essential	A, I
Flexibility and an ability to use initiative when appropriate	Essential	A, I
An ability to work well independently and as part of a wider team	Essential	A, I
Excellent organisational skills	Essential	A, I
A commitment to their own personal development	Essential	A, I
A good sense of humour	Desirable	I
Approachable, Empathetic, Organised and Patient	Essential	I

