Albany Learning Trust
Developing World Class Schools

CATERING ASSISTANT APPLICATION PACK PERMANENT

Chorley New Road Primary Academy

NOVEMBER 2026

GENERAL CATERING ASSISTANT
Employer: Albany Learning Trust
Location: Chorley New Road Primary Academy
Working Hours: Real Living Wage -FTE £25,949 - pro rata £6851.44
Hours – 11 hours 15 Minutes a week – Term time (190 days)
Monday to Friday – 11.15am to 1.30pm
Required from: 11th January 2027
Contract Type: Permanent
Closing Date: Monday 7th December 2026 - AM
Shortlisting Date: - Monday 7th December 2026 - PM
Interview Date: Friday 11th December

Chorley New Road Primary Academy
Chorley New Road, Horwich, Bolton, BL6 6EW
Head Teacher: Miss L. Burrows
Tel: 01204 337046
Email: recruitment@cnrprimary.co.uk

ARE YOU LOOKING FOR A NEW CHALLENGE? ARE YOU HARD-WORKING? PASSIONATE ABOUT FOOD? If this sounds like you then we want to hear from you.

We have an exciting opportunity within CNR for a Catering Assistant to join our team, working 10hrs per week, Monday to Friday, term time only. This is a permanent position; subject to a 6-month probationary period.

In joining our catering team, you will need to be a fast-working all-rounder. Your daily tasks will mainly consist of:

- general kitchen duties
- food preparation · serving, cleaning and washing up
- maintaining high standards of presentation of food and replenishing counters keeping them looking attractive throughout the service time
- speaking to pupils and staff in a friendly, helpful and professional manner
- assisting pupils and staff whenever necessary
- undertake all basic training and work effectively with colleagues as part of a team

Working within a school environment you will need good communication skills and be able to demonstrate a clear understanding of the English language.

Experience in a similar role would be an advantage but full training will be provided for the successful candidates.

Completed applications should be returned to the Head Teacher by noon on Monday 24th August 2026 to recruitment@cnrprimary.co.uk

Interviews and tasks will take place on Friday 28th August 2026.

(Application forms must be completed CVs not accepted).

Chorley New Road Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the Disclosure and Barring Service.
Interviews and tasks will take place on Friday 28th August 2026.

JOB DESCRIPTION

Job Title: General Catering Assistant
Real Living Wage -FTE £25,948 - pro rata £5934.15
Hours – 10 hours a week – Term time (190 days)
Monday to Friday – 11.30am to 1.30pm
Responsible to: Catering Manager

Main Purpose: To actively participate in the daily operation of the catering unit under the direction of the Catering Manager.

Main Duties

- Assist with all aspects of the preparation of food service areas and presentation of food to the required standard.
- To prepare all food with due care and attention, particularly in regard to customer's special dietary requirements, for example nut, dairy or wheat allergies.
- You may be required to undertake some basic cooking including the reconstitution of prepared food.
- The transferring and serving of meals, sandwiches and beverages.
- General kitchen and dining room duties, including washing up; setting up and clearing away equipment and tables, cleaning of the kitchen and dining room surrounds and equipment to include all work surfaces, dining furniture, floors and walls.
- Assist with hygienic cleaning of utensils and work areas after service periods and to assist with implementation of cleaning schedules.
- All duties must be carried out to comply with Health & Safety and Hygiene regulations.
- All necessary paperwork that may be required must be completed.
- To attend meetings and training courses as required.
- Duties as delegated in connection with the services provided.
- To carry out other duties appertaining to the use of the premises as may be necessary from time to time in accordance with the reasonable requirements of the Headteacher.

PERSON SPECIFICATION: Catering Assistant

Attributes	**E =** Essential, **D =** Desirable **HI =** How Identified	**E**	**D**	**HI**	**Comments**
Qualification	Educated to GCSE/O Level standard		√	A/R	
Experience	Previous experience of working in a catering environment undertaking food preparation and basic cooking		√	A/I/R	
	Face to Face, experience of dealing with people		√	A/I/R	
	Appreciation of Customer Care practices		√	A/I/R	
	Ability to order, control and rotate stock		√	A/I/R	
Skills	Must be highly organised and able to work on own initiative with the minimum of supervision	√		A/I/R	
	Must possess a valid Food Hygiene qualification, or be willing to train for one and undertake H&S training as necessary		√	A/I/R	
Personal Qualities	To be able to work calmly and efficiently under	√		A/I/R	
	Enthusiastic, assertive and energetic	√		A/I/R	
	Must be smart in appearance with a pleasing personality and maintain good personal hygiene	√		I/R	
	Have a flexible approach to work and routines	√		A/I/R	
	To be committed to an honest, helpful, hard working approach	√		A/I/R	
	Good record of attendance and punctuality	√		A/R	
	An understanding of school policies and procedures and a commitment to safeguarding.		√	I/R	
KEY: A= APPLICATION, I = INTERVIEW, R = REFERENCE					