



**MATTHEW MOSS
HIGH SCHOOL**
Learning for Life



**Watergrove
Trust**
Providing more

Kitchen Assistant

Closing Date: Wednesday 8th July 2026 at 11.59pm

Interview Date W/C 12th July 2026



**Watergrove
Trust**

Matthew Moss High School, Marland, Rochdale, OL11 3LU
admin@mmhs.co.uk / 01706 632910 / mmhs.co.uk



Welcome to Matthew Moss High School

Thank you for your interest in the post of Kitchen Assistant at Matthew Moss High School. In this pack, you will find information about our school ethos and CPD opportunities.

Matthew Moss High School is an inclusive school, where all members of our community are treated with respect. We invite our learners into the adult space where they have access to the full range of subjects and learning opportunities.

We are proud of our diverse and cohesive community, where relationships are at the heart of school. In our latest Ofsted report (April 2024) Inspectors noted that: *"Pupils at Matthew Moss High School feel safe and happy"*. The report also highlighted that: *"Pupils build strong relationships with staff, and they have adults who they can speak to in school if they have any worries"*, and that *"Staff feel well supported with their workload and well-being"*.

Matthew Moss High School is located in the Castleton area of Rochdale. Matthew Moss High School is a "Good" school (Ofsted 2024) and is over-subscribed. There are 1220 learners on roll, including a Hearing Impaired Base and more recently, a partnership with Redwood School. Redwood School caters for young people aged 11-19 who have additional needs.

At Matthew Moss High School we believe in three things:

- Respect everyone and fear no-one;
- Everything starts with the learner;
- Thoughtful hard work shifts anything.

At the centre of our curriculum and pastoral care is our CHANGE ethos.

Composure

High Standards

Agency

Numeracy and Literacy

Growth Mindset

Empathy

In Year 7, learners receive a dedicated CHANGE curriculum, which instils the values and ethos to which school would like staff and learners to aspire to. Moving forward, we are working to embed CHANGE throughout the life of school, so that learners are able to 'Engage CHANGE' and be active citizens in the world around them.

Matthew Moss High School is part of the Watergrove Trust and the successful candidate will enjoy exceptional self-development. All staff currently receive an individual CPD programme and new staff receive training in Transactional Analysis, which forms the basis of our Behaviour and Relationship Policy. If you are new to the profession you will receive excellent support from your Induction and Trainee mentor through our Early Careers Framework offer. All staff new to school will receive excellent induction and access to our wider CPD programme, to allow you to develop as an outstanding practitioner, with a range of future opportunities available within our growing school and Trust.

At Matthew Moss High School, every member of our community has the opportunity to flourish.

If you have any further questions or would like to visit school please contact our Human Resources Team at: hr@mmhs.co.uk.

I look forward to meeting you,

A handwritten signature in black ink, appearing to be 'CLR', written in a cursive style.

Ms Charlotte Leach-Rogers
Headteacher



Organisation:	Watergrove Trust
Section:	Associate Staff
Location:	Matthew Moss High School
Job Title:	Kitchen Assistant
Hours:	Monday – Friday 12pm – 2.30pm Term Time Only (12.5hrs per week)
Grade:	Grade 2, Point 3 to 4 - £25,615 to £26,017 FTE per annum Actual salary is £7,470 - £7,588 per annum
Accountable to:	MMHS Headteacher, Catering Manager, Business Manager
Accountable for:	N/A
Special Conditions of Service:	<p>All posts require enhanced DBS clearance prior to appointment.</p> <ul style="list-style-type: none">• The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.• Annual Leave – Term Time Only – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave.
Organisation:	Watergrove Trust

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Organisational Chart:

HEADTEACHER
ASSOCIATE ASSISTANT HEADTEACHER
CATERING MANAGER
KITCHEN ASSISTANT

PURPOSE AND OBJECTIVES OF THE ROLE

Control of Resources

Personnel

If appropriate, any staff as directed by the Headteacher.

Safeguarding

Fulfil responsibilities and obligations in relation to the safeguarding of children.

Financial

N/A

Equipment/Materials

To be responsible for the safe use of equipment/materials used by self, colleagues and students accountable to the post holder.

To adhere to the school/Trust rules and regulations relating to the use of ICT, email and intranet/internet access.

Health/Safety/Welfare

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust.

Equality and Diversity

To work in accordance with Watergrove Trust's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with Watergrove Trust's Appraisal Framework.

Relationships (not exhaustive)

Headteacher
Senior Leadership Team
Colleagues
Associate Staff
Students
Parents
Visitors
Contractors

Values and Behaviours

C - Composure

H - High Standards

A - Agency

N - Numeracy and Literacy

G - Growth Mindset

E - Empathy

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

RESPONSIBILITIES:

The postholder must:

1. Perform his/her duties in accordance with the Trust's Equality and Diversity Policy.
2. Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.
4. Wear a uniform that will be provided in line with Health and Safety regulations.

PRIMARY DUTIES

- Washing up and cleaning to a high standard.
- Food preparation and service.
- Preparation of food and beverages.

- Cooking of meals in accordance with menus.
- On-site food and beverage service.
- General kitchen and dining room duties (for example washing-up, setting up and clearing away equipment and tables).
- Operation of cash registers and receipt of monies, as directed.
- Cleaning of the kitchen, its surrounds and equipment.
- Directing staff, as required by the Catering Manager.
- Simple clerical duties, assisting the Catering Manager as directed.

SECONDARY DUTIES

- The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- To undertake such other duties and responsibilities of an equivalent nature, particularly in response to the changing role of the School, as may be determined by the School (or nominated representative) from time to time in consultation with the postholder and, if he/she so wishes, with his/her trade union representative.

Job Description prepared by: _____Charlotte Longthorne_____ Date: __24/06/2026_____

Agreed by Postholder: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.

**Watergrove Trust
Person Specification**

Academy:	Matthew Moss High School	Post:	Kitchen Assistant
Section:	Associate Staff	Grade:	2 points 3-4

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The '*How Identified*' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from both paid or voluntary work. Do not leave gaps in employment.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: (AF) Application Form (I) Interview
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Experience & Ability		
Working within a team	E	AF & I
Awareness of safe working practice	E	
Awareness of health and safety practices and principles of food hygiene	E	
Being able to work to deadlines	E	
Willingness to participate in relevant training and development opportunities	E	
Level 2 Award in Food Safety and Catering (formally known as Health and Hygiene qualification)	D	A
Skills and knowledge		
Good liaison and communication skills	E	AF & I
Good food preparation and presentation skills	E	
Experience of working in a school setting	D	
Ability to build effective working relationships with all pupils and colleagues	E	
Ability to promote a positive ethos and role model positive attributes	E	
Professional Values and Practice		
Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration	E	AF & I
Special Working Conditions		
Ability to carry out manual handling duties	E	AF & I
Must be prepared to be flexible	E	AF & I