



## **STAFF VACANCY**

### **CATERING ASSISTANT**

**28.75 hpw term-time (39 weeks)**

**TO COMMENCE ASAP**



#### **Mission**

Holy Cross, founded by the Daughters of the Cross, is a Catholic Sixth Form College and University Centre, which exists to promote a high quality education within a community based on Gospel values.

We provide the opportunity for each person to develop spiritually, morally and intellectually and we welcome students and staff of all faiths.



# Holy Cross College

## *Catholic Sixth Form College and University Centre*

Manchester Road, Bury, BL9 9BB

Tel 0161 762 4522

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Website: [www.holycross.ac.uk](http://www.holycross.ac.uk)

Email [hr@holycross.ac.uk](mailto:hr@holycross.ac.uk)

Principal Ms C Vitti

September 2026

Dear Applicant,

Thank you for your interest in the post of Catering Assistant at Holy Cross College, Bury. Please specify the numbers of hours you are applying for on your application form.

As a Catholic College for the Community, we welcome staff and students of all faiths and those of none. We strive continuously to maintain and further improve our success within a friendly, supportive and caring environment through the commitment and enthusiasm of our incredibly dedicated, caring and expert staff.

We have a first-rate system of pastoral care and support, with specialist tutors to guide our students through their studies and achieve their goals. All of these elements were highly praised in our Ofsted report where we were rated "Good" for some judgements and "Outstanding" across others. Student progress is amongst the best in the country.

We see our students as unique individuals and we do all that we can to encourage them to develop a wide range of interests as well as pursuing their particular gifts and talents – so enrichment is particularly important here.

We run a highly successful University Centre in partnership with Liverpool Hope and Edge Hill Universities with classes running in the evenings. There are only limited references to this in the Job Pack because our primary need is for excellent A Level teaching, but there is no doubt that this HE element to our work adds something important to the atmosphere at college.

Set out below is a job description and person specification relating to this vacancy, together with some additional information about the College. If you wish to learn more about the College, individual courses and examination success please look at our website: <http://www.holycross.ac.uk>.

If you feel you meet the requirements of the post and are inspired by the prospect of taking up this important role at Holy Cross, so crucial for the College in so many ways, I hope you will apply to join us. Completed applications should be returned to the Human Resources Department (by email only) **by 8.00am on the 2<sup>nd</sup> October 2026**. Interviews will take place on **13<sup>th</sup> October 2026**.

We ask that you accept, in the interests of economy, if you have not heard from us within 3 weeks of the closing date, that you have been unsuccessful on this occasion.

Yours faithfully

Carina Vitti  
Principal



**TITLE:**

**Catering Assistant**

**PURPOSE:**

- To assist in the preparation, presentation and service of food and beverages
- To assist in the provision and on-going development of a cost-effective catering provision
- To undertake cleaning and disinfection duties as assigned within the Catering Department

**REPORTING TO:**

Catering Manager

**LIAISING WITH:**

Students and staff of the College, delivery personnel and visitors.

**HOURS OF WORK**

28.75 hours per week over 5 days, Monday – Friday 8:15am – 2:30pm, Term-time only (39 weeks)

**SALARY**

Point 3 of the Support Staff Salary Scale, currently £24,759 per annum FTE

Actual pro-rata salary –

28.75 hours per week - £16,815 per annum

**MAIN DUTIES:**

Operational/Strategic

- To contribute to the process of self-assessment and development planning within the catering function.
- To implement college policies and procedures e.g., safeguarding, health and safety, risk assessment, equal opportunities, information security management, finance, and business.

Catering

- To implement college catering policies, procedures, quality standards and controls.
- To assist, as directed, with all aspects of food preparation, production, and presentation.
- To serve clients within the catering department and at college functions
- To re-stock chiller cabinets.
- To assist in the ordering and maintaining of stock levels, including the monthly counting of stock
- To receive moneys, credit and payment cards and operate till point in accordance with set procedures.
- To undertake all aspects of cleaning/disinfection of catering equipment/machines and premises, including floors and walls (up to 6 feet in height).
- To participate in themed days and promotional activities

- To be responsible for the washing of uniform in accordance with the personal hygiene policy.

#### Staffing

##### Staff Development

- To take part in staff development as appropriate.
- To take part in the College's Professional Development Review process.
- To contribute towards the induction of new staff as appropriate.

##### Deployment of Staff

- To work as part of a team and to ensure effective working relations.
- To provide cover for other staff as appropriate.

#### Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To contribute towards the process of setting of targets in respect of the catering function and work towards their achievement.
- To contribute to the monitoring and evaluation of the catering function in line with agreed college procedures including evaluation against quality standards and performance criteria.
- To contribute to the development and improvement of the catering function.
- To ensure that college and statutory regulations regarding hygiene, safety and cleanliness are complied with during the performance of all tasks.

#### Management Information and Administration

- To contribute to the maintenance of accurate and up-to-date information relating to your area of work.

#### Communications

- To ensure effective and respectful communication as appropriate.
- To liaise with staff and students as appropriate.
- To attend meetings in accordance with the Catering Department's requirements and the College's meetings schedule.

#### Other

- To support the aims and objectives of the College.
- To occasionally assist at some of the College's evening events, i.e. College Production Evenings/Christmas Evening.
- To undertake any other duties of an equal nature as assigned by the Principal (or their designated alternate).



## PERSON SPECIFICATION

| Catering Assistant              | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Desirable                                                                                                                                                             |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Personal</b>                 | <ul style="list-style-type: none"> <li>Enhanced clearance through the Disclosure and Barring Service (DBS).</li> <li>Medical Clearance.</li> </ul> <p><b>Note:</b> both of the above would follow an initial offer of appointment.</p> <ul style="list-style-type: none"> <li>Two satisfactory references.</li> <li>Satisfactory record of attendance (subject to the requirements of the Equality Act).</li> <li>Ability to meet the requirements of the Asylum and Immigration Act (in as much as you must be eligible to work in the UK).</li> </ul> |                                                                                                                                                                       |
| <b>Qualifications/training</b>  | <ul style="list-style-type: none"> <li>Basic Food and Hygiene Certificate (or willingness to complete).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>IT qualification to level 1 or higher.</li> <li>Manual Handling training.</li> </ul>                                           |
| <b>Experience and knowledge</b> | <ul style="list-style-type: none"> <li>Minimum 1 year's catering experience.</li> <li>Knowledge of customer care.</li> <li>Practical experience of food preparation.</li> <li>Knowledge of hygiene control and temperature control.</li> </ul>                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>Catering experience in the education sector.</li> <li>Basic knowledge of IT.</li> <li>Cash and credit card handling</li> </ul> |
| <b>Skills and qualities</b>     | <ul style="list-style-type: none"> <li>Commitment to the ethos of the College.</li> <li>Creative flair.</li> <li>Commitment to Equal Opportunities.</li> <li>Positive attitude.</li> <li>Customer-focused approach.</li> <li>Ability to communicate and relate effectively, verbally with staff, students and other visitors.</li> </ul>                                                                                                                                                                                                                |                                                                                                                                                                       |

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|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | <ul style="list-style-type: none"><li>• Ability to work under pressure and to deadlines.</li><li>• Ability to work effectively as a member of a team and contribute to team developments.</li><li>• The ability to maintain record-keeping systems.</li><li>• Flexibility and adaptability.</li><li>• Time management skills.</li><li>• Well organised.</li><li>• Commitment to undertake training.</li><li>• Patience.</li><li>• Persistence.</li></ul> |  |
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# General College Information

## Working at Holy Cross College

We believe Holy Cross Sixth Form College is a great place to work as we genuinely care about all our staff and want them to be happy working here. In return our staff can expect:

### Financial & Family Support

- **Generous Holiday Entitlement (Full-year Support Staff)**
  - 24, 25 or 27 days (depending on salary scale point) plus bank holidays and 2 extra statutory days (used as part of Christmas closure). Leave rising by 3 days after 5 years' continuous service.
  - Depending on your role we usually expect you to take your holidays during college breaks, but there could be some flexibility, on occasion, if agreeable by the Senior Leadership Team.
- **TOIL Gift**
  - 10 hours TOIL (pro-rata for part-time staff) gifted to all staff.
- **Christmas Closure**
  - College all-year-round staff can enjoy extra time off over the festive period with some additional closure days being offered. The exact days will be decided each year, depending on where the bank holiday falls.
- **Two-week October half term**
  - Teaching Staff – calculated as part of directed time.
  - Support Staff – an additional weeks' leave is available for the second week for all support staff following an agreed arrangement to work the time back throughout the academic year.
- **Excellent Pension Schemes**
  - Teacher Pension Scheme for teaching staff with employer contributions of 26.86%.
  - Local Government Pension Scheme for support staff with employer contributions of 15%.
- **Death in Service**
  - For your peace of mind, the pension schemes detailed above provide death grants, typically to the value of three times your annual salary, in the event of your death whilst employed. Full details can be found via the relevant scheme websites.

### Health & Wellbeing

- **College Counselling Service**
  - Staff can access College Counsellors through a confidential referral system.
- **Employee Assistant Programmes**
  - Staff can also access external 24-hour support and resources via the Togetherall platform or Aviva helpline.
- **Community Days**
  - There are 2 staff Community Days on the College calendar each academic year which involve staff stepping away from day-to-day responsibilities and taking part in organised wellbeing activities.
- **Cycle to Work Scheme**
  - Save money and get fit whilst positively impacting the environment with the cycle to work scheme – a tax-efficient way of obtaining a bike and accessories.
- **On-site Gym**
  - There is a gym on-site that is available for use by all staff. The gym houses a number of cardio and strength-based machines, as well as some free weight equipment.
- **Social**
  - There are regular social events, as well as opportunities to join staff in a variety of activities, including staff football and badminton.

### Other Health & Wellbeing

- Access to Occupational Health
- Access to Mental Health First Aiders
- Access to the College Chaplain and Chapel with regular opportunities for prayer and reflection
- Eye test voucher

### Staff Development

- Excellent opportunities for CPD, and staff completing higher level qualifications or CPD may have courses partially funded, up to 75% contribution from the College.

### Staff Survey 2025

97% of staff are proud to be members of staff at Holy Cross College!

Staff at Holy Cross benefit from working in a well maintained and resourced environment with good terms and conditions of employment. We provide benefits in excess of the statutory minimum in respect of maternity, paternity, adoption and family/personal leave to assist staff in successfully balancing the demands of their personal and working lives.

We start the year with a Mission and Ethos Day and staff BBQ, have a staff retreat for new starters, and at the start of the summer term we have a Community Day, which enables staff to come together outside their usual working environment. In recent years this has involved staff opting into a variety of off-site activities, to engage socially and re-charge their batteries!

Free car parking is available on the college site and, although limited, additional off-site parking is available at a local Sports Club. Staff also have free access to the library resources and to internet and email, though any such use must be in accordance with the College's Information Security Management Policies.

### **How well do our students achieve?**

The 2025 exam results indicate:

Pass rate at A level is 98%  
17 students achieved at least 4 A\*/A grades at A Level (including EPQ)  
560 individual A\*/A grades achieved  
1297 individual A\* - B grades (high grades) achieved in total  
Pass rate for Level 3 BTEC Extended Certificate is 100%, 97% high grades  
Pass rate for Level 3 BTEC Extended Diploma is 100%, 100% high grades  
For BTEC Level 3 qualifications, 360 individual DS\*/DS grades were achieved  
462 DS\*, DS and M grades earned in total by our students  
Strong Value Added scores for A Level and Vocational Courses

### **Past and Present**

Holy Cross has its roots in 1878, the year in which a group of religious sisters - the Daughters of the Cross – left Germany as a result of the Kulturkampf and were welcomed by Bishop (later Cardinal) Vaughan to the Diocese and to Bury. Originally there was a small parish school – Holy Cross School – which developed into a Convent school, which grew into a large Grammar School for girls – Bury Convent Grammar School – and, in 1979, Holy Cross College, a mixed Sixth Form College, came into being.

We have grown even further since then, and now have over 2350 16-19 students and a University Centre with approximately 200 undergraduates (and a small number of postgraduates), still on the original site. In 2009 the Daughters of the Cross closed their convent in Bury, and are now under the Trusteeship of Salford Diocese, but we still have important links with the Congregation.

We are very proud of our reputation for academic excellence, and pastoral care. Despite the many changes in post-16 education over recent years, including changes of emphasis in inspection regimes, we are committed to maintaining and developing this reputation, and we aim to provide a safe and secure Christian environment for all our students, respecting those of all faiths. We are also financially very secure – having been rated once again by DfE (Department for Education) as Outstanding in this respect – and have exceeded once again all our recruitment targets and grown strongly.

We are a college with a great past, therefore, and a very secure future!

### **Music and Drama**

The College encourages students (and staff) to take part in the exceptionally wide range of musical and dramatic activities available at College. These include annual musical theatre productions, biennial operas, choirs, the orchestra and small instrumental ensembles. Concerts are given at regular intervals, and there are many theatre visits, international choir trips, choral scholarships and an international artist masterclass series. In recent years we have staged: "Sweeney Todd", "Hansel and Gretel", "West Side Story", "Little Shop of Horrors", "Sweet Charity", "Oliver", "Guys & Dolls" and "Les Mis". If you are interested in musical or dramatic activities then you won't be disappointed.

### **Sport**

At Holy Cross we also have high sporting reputation and offer a wide range of activities for students to enjoy at recreational and/or competitive level. British Colleges Sport, North West Colleges and governing body competitions are

entered and we have college teams in football, rugby, netball, hockey and basketball, badminton, tennis, athletics, table tennis, golf, trampolining, cross country and swimming. Facilities on site include a Sports Hall, recreational area and free use of a gymnasium (where personal training programmes can be devised), staff football and badminton.

## **Religious Education**

As well as being involved in many areas of College life, the RE Department also teaches the Core RE course, which all students attend for one lesson each week. The course covers a wide range of topics, always with the idea of helping students to explore their faith, philosophical and ethical issues, the world around them and understand better their own human nature.

## **Chaplaincy**

We have a full time Lay Chaplain (our local Parish Priest is our Priest Chaplain and indeed we are fortunate to have many local priests coming to celebrate Mass for us, usually on a weekly basis and for Holy Days.) The Chaplaincy is available to all and runs many activities – in addition to Morning Prayer, Adoration and Meditation opportunities there are voluntary opportunities for retreats (including an annual Staff Day Retreat) and the annual pilgrimage to Lourdes to help the sick, with the Diocese of Salford.

As stated in our Mission, we welcome staff of all faiths. Colleagues celebrate religious festivals and particular events in the college calendar, for example, the start of a new college year, by joining together for Mass.

## **Caring for our Students**

Pastoral care is a major priority at Holy Cross and underpins all that we do. We aim to support students throughout their time with us and to help them to make the right decisions when they leave us. Progress Tutors keep a careful watch on individual student progress and are also someone for students to turn to if they have difficulties.

Discussions relating to academic progress take place regularly between students, Subject Tutors and Progress Tutors, and resulting action plans which arise from these discussions give students and their parents/carers valuable information on what students need to do to achieve their full potential. All of our staff have a role in caring for our students.

## **Private Study**

All students have time when they are not timetabled for lessons, and we encourage them to make good use of this. We have a fantastic Library staffed by professional chartered Librarians providing a wide range of facilities such as online resources, E-books, 65 networked computers plus 24 wireless networked laptops and study facilities and, of course there are books.

The College's Open Access I.T. suite contains over 80 PCs in a state-of-the-art, air-conditioned environment, available for use during term time.

The Learning Support Department, to which all students have access is based in the Marie Therese building. There are areas which students can use for private study, which are sometimes staffed, and a number of smaller subject resource areas.



## **Parents/Carers**

Our partnership with parents/carers plays an important part in our success. There are parents' evenings and written reports, and we make individual contact with parents if there is a problem. Parents/carers are welcome to contact staff at any time.

## **College Structure**

The structure of the College would fill a complete booklet of its own, but in simple terms there is the Principal, a Deputy Principal and Vice Principal (Finance and Resources). There are also Assistant Principals who have responsibility for Curriculum, Quality and Students respectively. There are in addition, a wide range of non-teaching posts and posts of responsibility held by staff in addition to their normal roles.

## **University Centre**

In addition to our sixth form work, the college has for the last nineteen years had a University centre. Currently we have around 200 students, some full time and some part time, although most teaching is focussed in the afternoon and evening. HE students study here with either Liverpool Hope University or Edge Hill University. The most popular courses are currently the BA Combined Honours with Liverpool Hope and the PGCE Primary with Edge Hill.

## **Unions**

The Unions recognised by the Governing Body are: UNISON, NEU (NUT/ATL), NASUWT and ASCL. The Principal holds regular meetings with the College Union representatives.

## **Miscellaneous**

The college operates a no-smoking / vaping policy across the entire college site.

Holy Cross is located in Bury, Greater Manchester. To read about our town please view:

<http://www.visitbury.com/>