

Lowton

Church of England High School

Role: Catering Assistant & Team Leader

Hours: 27.5 Hours per week
With team leadership in addition to a core Catering Assistant role

Contract: Mon-Fri 07:30 – 13:30
Term time
plus 2 days during school holidays

Salary Range: NJC G2 point 3 for 22.5 hours/week and
G4: points: 5-8 for 5 hours/week

Actual Salary: £15,637 – 15,779 p.a.

Start date: 1st September 2026

Introduction

Thank you for your interest in this position. I started as the new Headteacher at Lowton Church of England High School in January 2025, with extensive headship and school improvement experience, and I am privileged to hold the post here. Through this applicant pack, I am proud to welcome you to our school and hope it provides a very clear insight into 'Life at Lowton' and into what makes it such a special place to work and learn.

Lowton Church of England High School is a 'Good' school in all areas (Ofsted, March 2023) and we are on a mission – to provide an exceptional education for every young person that we serve in our school community so that their life chances are transformed.

Lowton's most recent inspection report talks about the 'transformative improvements' in the school in the last few years, reflected in our culture, ethos, quality of education, outcomes and behaviour. You can read the full 'Good' report here: [LCEHS Ofsted Report](#)

Our school values are at the heart of everything we do and of everything we ask of ourselves, of our pupils and parents and of our wider community. Everyone is valued in our school and we focus daily on creating a sense of belonging, of high aspiration and of personal excellence and achievement for every pupil, every member of staff and for every family we serve. We believe that our collective ambition, care and commitment are demonstrated through the challenge we offer to everyone to work hard to be the very best they can be and be truly proud of their identity, their school and their community.

You will hear us use the phrase 'ruthlessly compassionate', meaning each and every day we have the resolve, commitment and highest of expectations to do the right thing for every child, because every child has the right to an exceptional education.

Our school is underpinned by its Christian values of *Caring, Learning and Succeeding*. They define the culture of the school. We test all we do through the lens of what is right for each child. We are committed to ensuring that each young person we work with can '*let their light shine*' and understands their potential and the positive impact they can have on themselves and others.

Lowton is not just a secondary school, it is a family; where all of our pupils are nurtured and cared for while being challenged and supported to be resilient, confident and successful learners and human beings who are ready to make a valuable and positive contribution to society.

The future at Lowton is exciting! The conditions are perfect for us to continue our journey towards being exceptional in all we do. We are now looking for a committed and aligned individual to become part of our Site Team. The Team is very much part of the school and is seen as being an essential part of Lowton Church of England High School's success and overall mission.

We have a high-quality curriculum, a dedicated and highly skilled staff team and a values-driven leadership team. In applying for this role, you could be part of our exciting journey.

Before applying, please take a minute to watch my video message:

[Headteacher Welcome Message](#)

If you are interested in applying for this role and committed to our mission and values, I look forward to receiving your application.

Jane Galbraith

Headteacher



About us

We are an 11-16 comprehensive school of around 800 students, with an established reputation as a welcoming and forward-thinking learning community.

We pride ourselves on our high expectations in a culture in which students can flourish, thrive and succeed. Our staff surveys and inspection surveys outline that staff are proud to work here.

Being located on the Warrington/Wigan border gives us a Warrington postcode but we are part of Wigan LA. We serve the community with most students living locally in the towns of Leigh and the village of Lowton. Our student intake is broadly average in terms of prior attainment and student deprivation. The vast majority of students speak English as a first language but you will work in a school that has exceptional students from all walks of life and staff who truly care about the impact of their work.

As a Church of England School, the Christian faith shapes everything we do. We strive to demonstrate to students that each one of them is of infinite worth as a child of God and they are the 'lights of the world', who can make a positive difference to the school and the community in which we live and serve. Our admissions policy does not require students to attend Church, rather we pride ourselves on being a mission-led school in the community for our community.

In considering this role, *you* do not need to be Christian to work here, but we expect staff to be fully supportive of the values that underpin all we do as they are central to our approach in all things.

[In a recent parent survey, our parents told us...](#)

- **97%** would consider recommending Lowton to another interested parent.
- **94%** agree that their child is getting the appropriate amount of work.
- **93%** agree that communication from the school is informative and helpful
- **92%** agree that their child is well supported in their learning



About the role and about you:

We are a school that places the quality of learning at the heart of everything we do. We are seeking to appoint a caring and enthusiastic Catering Team Leader to support our experienced catering team.

We are seeking to appoint a caring and enthusiastic Catering Assistant to join our experienced catering team. The successful candidate will work in the school canteen and assist with food preparation, food service delivery, general cleaning duties, washing up and any other duties to assist the Catering Manager.

At the heart of the job, you will be a committed and caring person who is able to serve food and speak to students in a professional and caring manner.

A school day is very varied; no two days are the same. The successful candidate must be able to demonstrate a flexible approach and a willingness to understand and respond to an environment focused on putting the provision of students at the heart of all we do. They are our first priority.

You will be working alongside a friendly, committed and experienced team of catering staff. You need to see yourself as 'part of the school'. Every member of staff is seen as being an essential part of our success and overall mission.

The additional responsibilities of the team leader is to provide day-to-day leadership and supervision of the catering assistant team during the preparation and service of the school food offer. The postholder will ensure a high-quality, efficient, and compliant catering service is delivered to pupils, in line with School Food Standards, food hygiene requirements, and local authority expectations.

This role is an additional responsibility to the Catering Assistant post and focuses on coordinating staff, maintaining standards, and supporting the effective operation of the kitchen.

Working hours are 07:30 – 13:30 Mon – Fri during term time plus two days during holiday periods.



Safeguarding at Lowton Church of England High School:

Lowton Church of England High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Suitability checks will be undertaken in accordance with KCSIE, including identity, Right to Work, qualifications, Prohibition check, two references and enhanced DBS check including Children's Barred List.

In addition, as part of the shortlisting process Lowton Church of England High School will carry out an online search as part of their due diligence on *shortlisted* candidates.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on [GOV.UK](https://www.gov.uk)

This role involves engaging in regulated activity relevant to children and applicants are reminded that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.



Interested?

- Find out more about the school on our website and Facebook page.
- Speak to a member of staff about the school. We encourage people to visit or phone school with any questions that they may have about the role.
- We welcome applications from those seeking long-term permanent roles, but would be open to discussion around a fixed-term year where the role may support future training for roles within education.
- If you would like to have a conversation or arrange a visit please email: recruitment@lowtonhs.wigan.sch.uk with your details and a member of staff will get in touch.
- **Closing date:** TBC
- **1st Interview by Zoom:** TBC (after school hours)
- **Formal Interview Date:** TBC

The closing date for all applications is Midnight TBC

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found. We reserve the right to interview suitable candidates before the application deadline.

Unfortunately, we are unable to offer feedback on individual applications that are not shortlisted for interview.



Job Title:	Catering Assistant & Team Leader
Reports To:	Catering Manager
Salary Scale:	G2 SCP 3 and G4; SCP 5-8
Term:	20 hrs/wk + 5 hrs/wk at G4 term time plus 2 days
DBS:	Enhanced

LOWTON CHURCH OF ENGLAND HIGH SCHOOL - JOB DESCRIPTION

To undertake the preparation, cooking and serving of food and beverages, as directed by the Catering Manager.

In addition, to provide day-to-day leadership and supervision of the catering assistant team during the preparation and service of the school food offer. The postholder will ensure a high-quality, efficient, and compliant catering service is delivered to pupils, in line with School Food Standards, food hygiene requirements, and local authority expectations.

This role is an additional responsibility to the Catering Assistant post and focuses on coordinating staff, maintaining standards, and supporting the effective operation of the kitchen.

Main Duties

1. Catering Assistant role

- Ensure all work undertaken is completed in specific timescales.
- Provide a welcome and friendly environment for customers.
- Comply with the relevant quality assurance standards.
- Adhere to health and safety working practices ensuring own personal safety and that of others.
- Work with other team members and colleagues to develop and maintain effective working relationships.
- Undertake mandatory and refresher training as and when required.
- Be able to attend meetings, staff engagement and two days cleaning per year during school holidays
- Assist with covering general administration duties in the absence of members of the Catering Team
- Undertake any other reasonable duties commensurate with the grade as directed by Line Manager or Senior Leadership Team.

2. Team Leadership and Supervision (Additional Responsibility)

- Lead, organise and direct catering assistants during food preparation and service periods.
- Allocate tasks and ensure staff understand their duties and expected standards.
- Monitor performance during service and provide on-the-spot guidance and support.



- Act as the first point of contact for the catering team in the absence of the Catering Manager (where applicable).
- Promote a positive, professional and collaborative team environment.

3. Food Preparation and Service

- Support and oversee the preparation of meals in line with planned menus and School Food Standards.
- Ensure food is presented attractively, served in appropriate portions, and meets nutritional and quality expectations.
- Supervise service to pupils, ensuring efficiency and a positive dining experience.
- Assist with cooking and food preparation as required.

4. Health, Safety and Compliance

- Ensure all food hygiene and health & safety standards are maintained in accordance with Food Standards Agency guidance and Wigan Council policies.
- Monitor cleanliness of kitchen, dining and storage areas.
- Ensure correct use of personal protective equipment (PPE).
- Support the implementation of HACCP procedures and completion of associated records.
- Report any hazards, incidents, or equipment faults promptly.

5. Operational Support

- Assist with stock control, including checks on deliveries and basic record keeping.
- Ensure equipment is used correctly and maintained in a clean and safe condition.
- Support the efficient operation of kitchen routines and service flow.

6. Customer Experience

- Promote a welcoming environment for pupils and staff.
- Encourage positive engagement with the school meals service.
- Address minor issues or queries from pupils and staff during service.

7. Safeguarding and Conduct

- Work in line with the school's safeguarding policies and procedures.
- Maintain appropriate professional boundaries at all times.
- Ensure behaviour reflects the school's ethos and values.

General

- Attend training as and when required.
- Protect the School environment by making sure working areas (including classrooms, shared areas, stockrooms and workstations) are tidy, clutter free and safe to use.

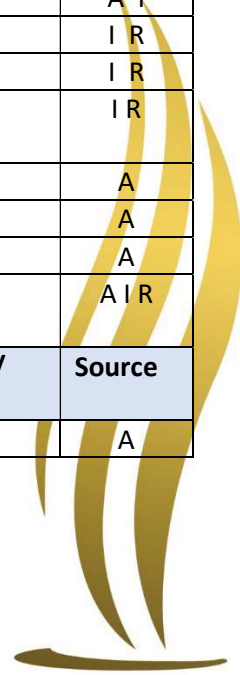


- As a user of the school's network, comply with the school's IT Code of Practice and understand that the school may monitor your emails and internet activity.
- Comply with the school's policy on Data Protection being particularly careful with sensitive personal information about children and the school.
- Adhere to and support the school policies.
- Undertake any other reasonable duties commensurate with the grade and job title as directed by the Headteacher.



LOWTON CHURCH OF ENGLAND HIGH SCHOOL - Person Specification

Experience	Essential/ Desirable	Source
Experience of preparing and cooking food in work, home or voluntary environment.	E	A I R
Good understanding of food hygiene and health & safety practices.	E	A I R
Understanding of potential hazards faced working in a school kitchen and the need to follow procedures relating to cleanliness (operational and personal), health and safety.	E	A I R
Understanding of confidentiality and why this is important in a school.	E	A I R
Literacy Skills	E	A I R
Ability to organise and guide the work of others.	E	A I R
Experience of working in a school kitchen and serving meals to pupils.	E	A I R
Working knowledge of regulations and legislation relating to safe and hygienic working in a catering environment.	E	A I R
Experience of working with nutritional standards for schools.	E	A I R
Previous experience supervising or leading a small team.	E	A I R
Level 2 Food Safety qualification (or willingness to obtain).	E	A I R
Training and Qualifications	Essential/ Desirable	Source
Basic Food Hygiene Certificate.	D	A, I
NVQ Level 1 in Food Preparation & Cooking.	D	
Knowledge and Understanding	Essential/ Desirable	Source
Communication skills to deliver polite, courteous and efficient customer service	E	A I R
Ability to work alone with minimum supervision	E	A I R
Excellent communication and interpersonal skills	E	A I R T
Personal Skills, Abilities and Competencies	Essential/ Desirable	Source
Commitment to and the ability to support the distinctive ethos of the school	E	A I
A personal and friendly nature	E	I R
Adaptable, flexible, diplomatic, caring	E	I R
Ability to work independently and as part of a team in a busy and demanding environment	E	I R
Accurate completion of school application form	E	A
Application which addresses person specification	E	A
Good standards in reading and writing	E	A
Basic knowledge and understanding of Education and child protection issues. e.g. Every Child Matters	D	A I R
Legal Issues	Essential/ Desirable	Source
Ability to work in the UK	E	A



Privacy Notice – Job Applicants

Lowton Church of England High School

Lowton Church of England High School *is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with School's policy review schedule.*

A current version of this document is available to all members of staff and job applicants on the job opportunities section of our website.

This privacy notice describes how we collect and use personal information about you during and after your work relationship with us, in accordance with the UK General Data Protection Regulation (UK GDPR).

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner, and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

Successful candidates should refer to our privacy notice for staff for information about how their personal data is stored and collected.

Who Collects This Information

Lowton Church of England High School is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about you.

Under data protection legislation we are required to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice, together with any other policies mentioned within this privacy notice. This will assist you with understanding how we process your information and the procedures we take to protect your personal data.

Data Protection Principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

Categories of Information that We Collect, Process, Hold and Share

We may collect, store and use the following categories of personal information about you up to the shortlisting stage of the recruitment process: -

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses;



- Emergency contact information such as names, relationship, phone numbers and email addresses;
- Information collected during the recruitment process that we retain during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications;
- Details of your employment history including job titles, salary and working hours;
- Information regarding your criminal record as required by law to enable you to work with children;
- Details of your referees and references;
- Details collected through any pre-employment checks including online searches for data;
- Your racial or ethnic origin, sex, and sexual orientation, religious or similar beliefs.

We may also collect information after the shortlisting and interview stage in order to make a final decision on where to recruit, including criminal record information, references, information regarding qualifications. We may also ask about details of any conduct, grievance or performance issues, appraisals, time and attendance from references provided by you.

How We Collect this Information

- We may collect this information from you, your referees, your education provider, by searching online resources, from relevant professional bodies the Home Office and from the DBS.

How We Use Your Information

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Where we need to take steps to enter a contract with you;
- Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation);
- Where it is needed in the public interest or for official purposes;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.
- Where you have provided your consent for us to process your personal data.

Generally, the purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. We also collect data to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

If you fail to provide certain information when requested, we may not be able to take the steps to enter a contract with you, or we may be prevented from complying with our legal obligations



We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

How We Use Particularly Sensitive Information

Sensitive personal information (as defined under the UK GDPR as “special category data”) require higher levels of protection and further justification for collecting, storing and using this type of personal information. We may process this data in the following circumstances: -

- In limited circumstances, with your explicit written consent;
- Where we need to carry out our legal obligations in line with our data protection policy;
- Where it is needed in the public interest, such as for equal opportunities monitoring (or in relation to our pension scheme);
- Where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent.

Criminal Convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

Where appropriate we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of working for us.

Sharing Data

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

These include the following:

- Academic or regulatory bodies to validate qualifications/experience (for example the teaching agency);
- Referees;
- our Local Authority in order to meet our legal obligations for sharing data with it ;
- Other schools;
- DBS; and
- Recruitment and supply agencies.

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually information will be



anonymised but this may not always be possible. The recipients of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

Retention Periods

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

Once we have finished recruitment for the role you applied for, we will then store your information in accordance with our Retention Policy. A copy can be requested by emailing dpo@lowtonhs.wigan.sch.uk

Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. Details of these measures are available in our information security policy.

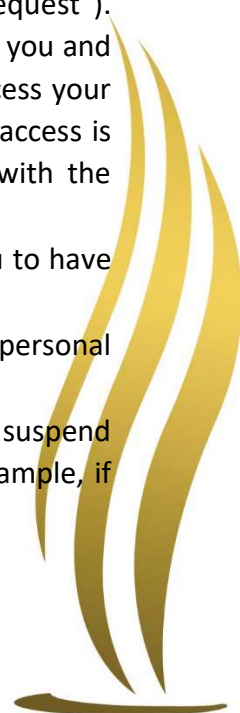
You can find further details of our security procedures within our Data Breach policy and our Information Security policy, available on request.

Your Rights of Access, Correction, Erasure and Restriction

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances by law you have the right to:

- Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. We may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.
- Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.
- Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.



- To object to processing in certain circumstances (for example for direct marketing purposes).
- To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact the Headteacher in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

Right to Withdraw Consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Network Manager (dpo@lowtonhs.wigan.sch.uk) . Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

How to Raise a Concern

We hope that the Network Manager can resolve any query you raise about our use of your information in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the Network Manager then you can contact the DPO on the details below:

Data Protection Officer: Judicium Consulting Ltd

Address: 72 Cannon Street, London, EC4N 6AE

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Lead Contact: Craig Stilwell

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues.

