



St. Mary's Catholic High School and Sixth Form College

Catering Assistant

This prospective applicant pack provides you with all the relevant information you need to apply for the vacancy being advertised. The pack also provides a lens into our flourishing school community through the content that we have created for you.



Closing Date: 23.59pm, Sunday 5th
July 2026

Interview Date: Thursday 9th July
2026



"I can do all things through Christ who strengthens me".

✝ faith. 🕊 hope. ❤ love.

HEADTEACHER'S WELCOME



Dear Applicant

Thank you for your interest in our school. We have pleasure in enclosing this information pack, which we hope you will find useful in deciding whether to apply for a role in our school. We are very much aware that a decision to apply for a new job is a two-way process; if appointed you would be committing at least the next few years of your professional life to the school and you will want to ensure that you are happy coming to work each day, be professionally challenged and prepared for the next stage of your career. The aim of the pack is to provide you with a flavour of our school community and we of course welcome visits and conversations before the closing date.

We are very much first and foremost a Catholic high school. That means our values and vision are rooted in the teachings, example and life of Jesus Christ. This does not mean we expect every member of staff to be a practising Catholic, but we do expect every member of staff to share our values and be active in promoting the Catholic life of the school through their daily interactions. Our Mission Statement is focused upon helping every person have a sense of self belief so that they feel safe and happy, proud to be associated with St. Mary's so that we are able to share God's love and thrive in our lives. We work hard to ensure our staff feel part of the St. Mary's family and supported in their work. To this end, we have been accepted by joint union support onto the Valued Worker Scheme and are signatories to the DfE Staff Well-Being Charter.

Our school virtues are:  **faith.**  **hope.**  **love.**

We expect every adult in school to embrace these virtues and act as role models for them. In October 2024, the School was judged to have taken effective action to maintain the standards identified by Ofsted in 2019; where we were judged to be "Good". Inspectors identified our strong sense of community with high expectations of our young people, high quality education and pastoral care.

Our school was originally a separate boys and girls' school that merged and has a long history in the local area. We have 1600 pupils and employ 168 staff. The site is large, extending over 33 acres, and has a campus style with blocks housing specific departments with generous playing fields, an astro-turf, sports hall, gym and fitness suite. The school is situated in Astley, a community village serving Manchester and Liverpool and our pupils come from the local area as well as Leigh, Tyldesley, Atherton, Boothstown, Hindley and Lowton. We have eight Catholic partner primary schools but draw pupils from 30 different schools in the locality. We are oversubscribed for applications in Year 7 and have around 200 applications for Sixth Form annually. The catchment area of the school is very diverse in terms of a socio-economic basis and it is truly comprehensive in this sense but less so in other areas, as most pupils are of white British and Irish heritage.

As I indicated earlier, we are more than happy to welcome prospective candidates to visit the school before the application deadline. If you would like to take advantage of this, please contact Tricia Foster, Human Resources Manager who will arrange a mutually convenient time.

Yours faithfully,

Denise Brahms
Headteacher

CHAIR OF GOVERNORS



Dear Applicant,

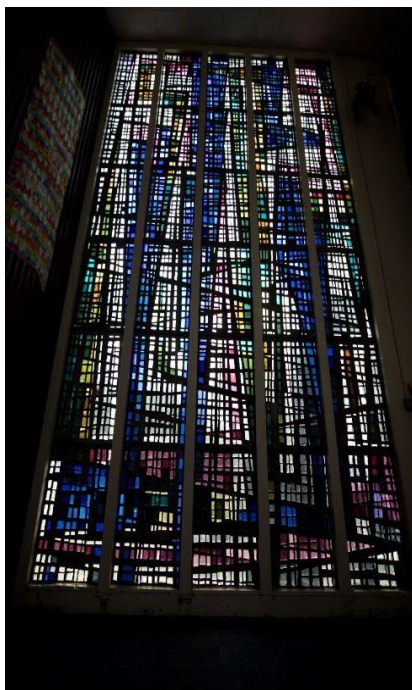
Thank you for your interest in our school. We are very proud of our school community as it goes from strength to strength. We believe strongly that the quality of our provision is entirely dependent on the professionalism, energy, commitment and skill of every single member of staff and each individual has a vital role to play. We understand that working in a school is a really demanding vocation and as a governing body we want to ensure that systems are in place to support and professionally challenge everyone. Our Catholic faith underpins this. This does not mean that you have to be a practising catholic to work in our school, (*with the exception of Headteacher, Deputy Headteacher and Head of Religious Education*). We welcome applications from people of all faiths and fully recognise that diversity brings about strength. We do ask that candidates support the values of the school and understand that every adult in the community has a key role to play in developing this.

I hope the information pack is of use to you. Please take the opportunity to visit us and ask any questions you have. You will find a warm, welcoming community that is truly supportive of everyone and we very much hope to receive an application from you.

Yours faithfully,

A handwritten signature in blue ink, appearing to be 'NG', written over a white background.

Dr Neil Gredecki
Chair of Governors



OUR OFFER TO STAFF



Staff wellbeing is important at St. Mary's. Working in a school is a tough job. It can be immensely rewarding but also physically and emotionally draining. Therefore, it is vital that as a Catholic community we look after one another at all levels and in all posts so that we form a cohesive and effective workplace. Should you be successful in your application the school offers access to a wide range of facilities to support staff health and well-being including the following:

HEALTH AND WELLBEING

- An induction process that collates all information needed to become part of the community along with support from a designated wellbeing buddy for the first half term to help with any concerns.
- Mental health resources, such as the wellbeing employee service, reflection sessions with mental health professionals and 1-1 in house counselling.
- A Mental Health Lead that is responsible for wellbeing for both staff and students and an opportunity to join the staff wellbeing team that have been involved in both physical and virtual wellbeing weeks.
- Personal mentors for RQTs/ECT's/Trainees.
- SLT open door policy.
- Offer of a reflection session with mental health professionals.
- Regular staff surveys to allow for discussion around key priorities during the school year.
- Wellbeing work with students in Curriculum for Life to enable better behaviour, more focus etc.
- PPA/Frees are allowed to be taken off site providing the guidelines are followed.
- Duties happen once a week on a day you have a free and consist of one break and one bus duty.
- Appraisal process that does not include numerical targets.
- Restructure of after school meetings so that these allow for departmental, whole school and personal development time (teaching staff).
- Discussion and changes of the assessment calendar to help with work-life balance.
- Updated marking policy created at a department level.
- Access to free refreshments (tea & coffee) for all staff.
- Access to an onsite fitness suite with dedicated time for staff use.

This is by no means an exhaustive list and wellbeing is very much a fluid offer that adapts and changes to the needs of staff and students at St. Mary's constantly. We look forward to welcoming you into our Catholic community and hope you have some creative ideas to share that will enhance our offer further.





ST. MARY'S SIXTH FORM CENTRE

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There is a real sense of community at this school. Pupils feel comfortable and happy in school. Pupils benefit from high-quality pastoral care.

The school has ensured that the curriculum is broad and ambitious. Pupils build a secure body of knowledge. Teachers are knowledgeable about their subjects.

Governors carry out their role effectively. They support the school well in driving forward improvement. Staff are proud to work at the school.

OFSTED REPORT 2024

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OFSTED PARENT VIEW SEPTEMBER 2024

93%

Of parents say that their child is happy at our school

95%

Of parents say that their child feels safe at our school

92%

Of parents say that pupils behave well at our school

93%

Of parents say that we have high expectations for their child

95%

Of parents feel that their child does well at our school

94%

Of parents feel that we offer a good range of subjects

93%

Of parents would recommend the school to another parent

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Catering Assistant



Salary Scale: Support Staff Grade 2 (SCP 4)

Actual Salary: £11,657pa (based on working 39 weeks per year)

Hours: 20 hours per week
Term Time + 1 week (additional week working outside of term time).

Start Date: As soon as possible

The Governors of this Catholic high school are looking to appoint a Catering Assistant to join our existing team in school. The Catering Assistant will assist with the provision and preparation of catering services within the school and Sixth Form Centre.

The post holder will be required to undertake a range of duties, which include the preparation of beverages, snacks and meals for staff and students with school and, to undertake all relevant duties associated with a catering operation. The post requires a self-motivated individual who is presentable in appearance and is capable of maintaining a high-quality standard of service, which is responsive to our customer's needs. Previous experience and training within the catering industry would be beneficial, but is not essential.

If you require any additional information regarding this post, please contact Tricia Foster, Human Resources Manager by e-mail t.foster@st-maryshigh.wigan.sch.uk

Closing Date: 23.59pm, Sunday 5th July 2026

Date of Interview: Thursday 9th July 2026

Full details of this post including the CES Support Staff application form and associated documents are available to download from the school's web site <https://www.stmaryschs.org.uk>

St Mary's is an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check.



Full details of this post including the CES Support Staff Application form and associated documents are available to download from the vacancy section of the school's website <https://www.stmaryschs.org.uk>

To apply for the post your completed application must be submitted to include the following documents:

- CES Support Staff Application Form to include a supporting statement (current version of the application form December 2020)
- CES Consent to Obtain References
- CES Monitoring Form

Completed applications should be clearly marked with the post title and returned electronically for the attention of Mrs D Brahms, Headteacher to recruitment@st-maryshigh.wigan.sch.uk

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JOB DESCRIPTION

Catering Assistant

Job Purpose: Working under the direct supervision of the Catering Manager you will assist the provision and preparation of catering services within the school and Sixth Form Centre. This will include food preparation, moving furniture, and food service delivery, general cleaning duties and washing up.

You will work alongside other team members to provide general catering and cleaning duties in accordance with relevant policies and procedures. You may also be required to operate a till.

Main duties and responsibilities:

- To participate in the timely production of food items in line with the daily menus or with batch baking where appropriate.
- To participate in the care and the cleaning of the kitchen areas, dining room and in particular to wash all equipment, both kitchen and service items as required.
- During lunch times, serve meals and ensure that the eating area is clean and tidy for all lunch sittings.
- To prepare the dining facilities, this includes, where appropriate the placing and removal of the tables and chairs to and from the storage area and also cleaning the area after service.
- To promote a welcome and friendly environment for pupils, staff & visitors and offer assistance, as appropriate, in order to guide their choice of menu items and increase awareness of foods.
- To assist with the maintenance of quality standards within the catering department.
- To adhere to health & safety working practices particularly the cook-safe management system to all the house rules & critical control points.
- Work with other team members and colleagues to develop and maintain effective working relationships.
- To wear appropriate clothing as required by the Catering Manager
- To participate in the completion of all necessary records as required.
- To cooperate with the Catering Manager with regard to compliance with all food safety legislation relating to the catering industry, with all health & safety legislation.
- The postholder must carry out their duties with due regard for all school policies but in particular safeguarding, equal opportunities, data protection, confidentiality, child protection and health & safety policies.
- To promote safe working practices and work always in a way that will ensure your own personal safety and that of others.
- To work flexibly in the interests of the school and undertake such additional duties as are reasonably commensurate with the post and level of responsibility as requested by the Catering Manager.
- Contribute, support and positively promote the overall ethos/work/aims of the school.
- To undertake relevant training for personal and professional development including food hygiene and first aid at work.

General Responsibilities

- To work flexibly in the interests of the school and undertake such additional duties identified by the Headteacher that are reasonably commensurate with the post and level of responsibility.
- Conduct your duties in a professional and confidential manner that promotes a positive impression of the support services and ethos of the school in all circumstances.
- Positively participate in continuous professional development and training to develop own professional practice, undertaking training as required to maintain skills and knowledge base. Review and develop own professional practice, undertaking training as required.
- Contribute, support and positively promote the overall ethos/work/aims of the school.
- The postholder must carry out their duties with due regard for all school policies but in particular safeguarding and child protection, equal opportunities, data protection, confidentiality and health & safety policies.
- Be familiar with and ensure compliance of all current legislative requirements i.e., data protection, copyright and computer misuse and advise staff as appropriate. Training will be provided on these matters.
- Develop good working relations with other colleagues and promote a positive impression of the support services in all circumstances, identifying areas for improvement

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate alternative duties that are commensurate with the job role, skills, grade and level of responsibilities.

PERSON SPECIFICATION



Applicants must meet all of the essential requirements for this post

		Essential	Desirable	Source
Experience	Previous experience of working in a school		✓	A, I, R
	Previous experience in a catering environment.	✓		
	Experience of good customer care		✓	
Qualifications/ Training	Basic numeracy & literacy skills	✓		A, I
	Food Hygiene or willingness to undertake training	✓		
	Health & Safety or willingness to undertake training	✓		
Knowledge	Basic food hygiene principles.		✓	A, I, R
	Basic food preparation		✓	
	Good customer care skills	✓		
Aptitudes & Ability	Effective written and verbal communication skills	✓		A, I, R
	The ability to understand and implement written instructions/information and to consistently follow specified procedures.	✓		
	The ability to complete tasks efficiently, effectively and accurately.	✓		
	The ability to communicate information and instructions effectively with colleagues, pupils, staff and visitors.	✓		
	The ability to work either alone or as part of a team.	✓		
	To be organised, with a methodical approach to work and be capable of working to deadlines and working flexibly.	✓		
	The commitment and ability to support and contribute to the school's Catholic Ethos.	✓		
	The ability to complete all necessary documentation including timesheets, temperature sheets and cleaning schedules.	✓		
	Willingness to learn new skills, develop with the job role and undertake specific training relating to development of the role.	✓		
To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at this school	✓			

	Flexibility to participate in school events, which may be outside the normal working day.	✓		
	To gain knowledge and understanding of the school's policies, and follow procedures and guidelines.	✓		
	A personal commitment to safeguarding and promoting the welfare of young people.	✓		
Personal	High standards of personal hygiene, professional appearance and conduct	✓		A, I, R
	A commitment to sustained attendance at work	✓		
	Commitment and ability to promote a positive ethos within school			
Special Working Conditions	Working outside of normal school hours may be required	✓		A, I, R
	Satisfactory references from previous employers	✓		
	Legally entitled to work in the UK	✓		
Written Application	A well-constructed and concise application showing evidence of knowledge and enthusiasm for the role.			

The School Governing Body are committed to safeguarding and promoting the welfare of children. This post is subject to the Enhanced Disclosure procedures.

(A: Application, I: Interview, R: Reference)