



Ark St Alban's Academy

Catering Assistant

Location: Highgate, Birmingham

Salary: Ark Support Salary Scale 1, £24,482 (£12,869, actual salary based on working 22 hours per week, term time only)

Contract: Permanent

Working hours: Part time, Term time only. 0930 – 15:00 Monday to Thursday

Start date: Flexible for the right candidate

Closing date: 02 October 2026

Interview date: Early October

Are you enthusiastic about food and enjoy working in a busy kitchen environment? This could be the perfect role for you!

About the role:

Ark St Alban's Academy is looking for a friendly and hardworking **Catering Assistant** to join our dedicated catering team. You'll play an important part in delivering a high-quality meal service for our students and staff, helping to create a positive dining experience every day.

As a Catering Assistant, you'll support with all aspects of food preparation, serving meals, maintaining kitchen hygiene, and ensuring smooth day-to-day operations in the kitchen.

What We're Looking For:

- **Team Player:** Able to work well with others in a fast-paced environment.
- **Reliable & Positive:** A can-do attitude and willingness to learn.
- **Safety Conscious:** Basic understanding of food hygiene and safety standards (training provided if needed).
- **Organized & Efficient:** Able to follow instructions and complete tasks promptly.
- **Customer Focused:** Friendly and approachable when serving students and staff.

If you enjoy working with food and want to make a difference in a school community, we'd love to hear from you!

Job Description: Catering Assistant

The Role

As a Catering Assistant you will be working as part of a team who ensure the delivery of a consistent, high-quality meal service that meets the needs of the Academy by assisting with all aspects of food preparation, food service, kitchen hygiene and other duties associated with the running of the kitchen and food service operations.

Key Responsibilities

- Assist in the preparation and cooking of a range of nutritious food for meal times
- Serve the food to an exceptional standard and interact with the staff and pupils in an appropriate and helpful way, providing a knowledgeable service at all times, in particular with regard to allergens and other dietary requirements
- Assist in the sale, service and clearing of all food, beverages and utensils
- Operate a cashless till and any other items of catering machinery or equipment, as directed
- Assist with routine and deep cleaning of the kitchen, food storage, service and dining areas, including heavy and light equipment and machinery, crockery and cutlery, in accordance with the cleaning schedule
- Follow established kitchen systems and procedures to guarantee an efficient and organised meal service
- Assist with events and functions as required
- Receive deliveries, ensure correct stock rotation ensuring that all perishable and non-perishable commodities are stored under the correct conditions

Other

- Actively promotes the safety and welfare of our children and young people
- Ensures compliance with Arks data protection rules and procedures
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Catering Assistant

Qualifications

- Health & Safety and Food Hygiene qualification L2 essential Level 3, desirable
- First Aid qualification, desirable

Knowledge, Skills and Experience

- Experience working in a busy kitchen
- Experience catering in large quantities within a school setting, desirable
- Experience of working with children, desirable

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Friendly, calm and approachable, even under pressure

Personal Characteristics

- Hard working, conscientious, detail orientated and highly organised
- Excellent team player, helpful, friendly and willing to undertake extra tasks as and when necessary
- Good role model for students and staff, with high expectations for self and others
- Genuine interest and willingness to help children learn how to eat healthily
- Enthusiasm for high nutritional standards

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- upholds ethics and values, demonstrates integrity and promotes and defends equal opportunities.
- Commitment to the safeguarding and welfare of all pupils.
- This post is subject to an enhanced Disclosure and Barred service check.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).