



Catering Assistant

Location: Ark Kings Academy

Salary: Ark Support Scale 2, Pay Points 2-3 Outside London, £24,482-£24,795 pro rata

Actual Salary: £19,011.26-£19,254.31

Hours: 32.5 hours per week, Monday-Friday, 8:00am-2:30pm, 39 weeks per year

Contract: Permanent

Closing date: 9:00am on 30th September 2026, we reserve the right to close the vacancy early if a high volume of applications is received

Start date: As soon as possible

Be part of a truly 'Good' school with a dedicated staff team.

About the role:

You will be instrumental in our vision “At Ark Kings Academy, every individual will develop the character to thrive in life, education and employment.”

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.

To contribute to a workplace culture which has safeguarding and child protection at its heart.

About our school:

We are an all-through school serving the local community with pupils from Nursery - Year 11. Our mission is to create a school in which every child thrives, academically and socially.

Our school values are: ‘Wisdom, Resilience, Kindness’ – and they permeate everything we do in school with our pupils, our parents, our staff, and the wider community. We recognise our role in addressing inequality by ensuring that all pupils, regardless of circumstance have the opportunity to attain an excellent education.

Over the past 2 years we have made remarkable progress, moving from an Inadequate Ofsted rating to a Good. This achievement reflects the dedication and hard work of our staff with Ofsted commenting that pupils “understand the high expectations that staff have for them and strive to meet with”. The strengths of our school include:



- ❖ **Safeguarding:** Effective in all areas.
- ❖ **Behaviour:** Our pupils know the school rules of, 'ready, respectful and safe' and demonstrate these qualities in their behaviour towards each other and their teachers.
- ❖ **An ambitious curriculum:** Our well-sequenced curriculum, spanning early years to Year 11, ensures that all pupils, including those with special educational needs, receive a high-quality education.
- ❖ **Reading strength:** Our effective teaching strategies empower pupils to become fluent readers, setting them up for success in their academic journey.
- ❖ **Personal development:** At Ark Kings Academy, we prioritise personal development, preparing our pupils for their future roles as responsible citizens.
- ❖ **Attendance:** Our pupils and parents recognise the importance of high attendance, and at secondary, we sit above the national average.

Why work for us?

Joining Ark Kings means becoming part of a network of education experts who are all united by the same purpose - a commitment to making a difference where it matters most. You will have the opportunity to come together with your peers locally, nationally and sometimes even internationally, to share resources, learning and good practice.

You'll work with colleagues from different subjects, schools and regions, and have the chance to take on network-wide responsibilities such as leading programmes or training.

- ❖ Our salaries are 2.5% higher than main pay scale.
- ❖ Twice the number of training days as standard.
- ❖ Generous pension scheme – a salary average defined benefit pension scheme, meaning you build up a guaranteed amount in your pension, payable for every year of your retirement.
- ❖ Access to Ark Rewards – a scheme offering savings from over 3,000 major retailers.
- ❖ Interest-free loans – up to £5,000 available for season tickets or to buy a bicycle.
- ❖ Gym discounts – offering up to 40% off your local gym.
- ❖ Access to the Employee Assistance Programme – providing free, confidential counselling, legal advice and a range of different support services.
- ❖ Free soup in Autumn/Winter terms
- ❖ Free fruit in Spring/Summer terms

Ark Kings are deeply committed to staff wellbeing and work-life balance, which is why we offer an additional leave of absence day for personal commitments, along with a two-week October half-term—providing our staff with extra time to rest, recharge, and maintain a healthy work-life balance. These initiatives, alongside our comprehensive support systems, contribute to our well above national average benchmark for staff wellbeing and workload, as highlighted in our latest staff survey. By prioritising the wellbeing of our team, we foster a positive and supportive working environment where staff feel valued, motivated, and empowered to deliver their best for our pupils.

How to apply:

Please visit www.arkkingsacademy.org/vacancies and submit your application. This should include an explanation of your motivation to apply and examples/evidence of how you meet aspects of the job description.





We advise you to submit your application as soon as possible as we reserve the right to close the vacancy early if a high volume of applications are received. This is to ensure that we can manage application levels whilst maintaining a positive candidate experience. Unfortunately, once a vacancy has closed, we are unable to consider further applications.

For an informal and confidential discussion, please contact Tammy Mead or Paige Britton, HR on 0121 459 4451.

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](#).

Catering Assistant: Job Description

Key Responsibilities

- Assist in the preparation and cooking of a range of nutritious food for mealtimes
- 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 promote the safety, welfare and wellbeing of all pupils
- Maintain full compliance with safeguarding, data protection and health & safety policies and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy



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- 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
- Undertake relevant professional development and training.

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Catering Assistant: Person Specification

Qualifications

- GCSE Maths and English Grade C or above (or equiv) – essential
- Right to work in the UK – essential
- Health & Safety and Food Hygiene qualification L3, 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
- Excellent communication and interpersonal skills.

Personal Characteristics

- 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
- Flexible, highly organised, and able to multi-task to meet deadlines.
- Approachable, positive, and calm under pressure.
- Strong sense of ownership and accountability with high attention to detail.
- Keen to learn and further develop skills.
- Sound judgement, especially relating to confidentiality and discretion.

Specific Skills

- Excellent written and oral communication skills.
- Strong IT skills, with confidence in Microsoft Word, Excel and Outlook.

Other

- Commitment to the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS check



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- This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

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