



Education  
Partnership  
Trust

High Expectations • Commitment • Ambition

# Candidate Information Pack

**Catering Assistant (12.5 hours per week)**

**Pleckgate High School**



## A message from the Headteacher

*"Pupils at this school are strongly supported to develop aspirational goals for their future lives. They thrive in a well-established culture of high academic expectations".*

**Ofsted 2024**

Thank you for expressing an interest in the position of Catering Assistant at Pleckgate High School. The successful applicant will be joining an experienced, successful and collaborative Catering Team who are committed to providing high quality, healthy, balanced meals for the pupils at Pleckgate. This is a part time position working 12.5 hours per week over 39 weeks (term time), plus 5 days training. The working hours are 12:15 – 14:45 Monday to Friday.

We are a large secondary school, part of Education Partnership Trust (EPT), situated on the northern outskirts of Blackburn with Darwen. Our school community is made up of 1350 pupils and 180 staff with excellent facilities to benefit both the school and local community. Pleckgate High School is a thriving multicultural community that places the best interests of young people at the heart of everything we do. We were delighted to be judged as 'Outstanding' in all areas by Ofsted in June 2024.

We are an ambitious school with high expectations for ourselves and our pupils. We are committed to providing excellent teaching and learning and we want all our pupils to be safe, happy and successful. In our Ofsted report in June 2024, our school was described as offering a "harmonious and supportive environment. Pupils learn the importance of being kind and respectful towards others". Every pupil at Pleckgate is encouraged to have ambitious goals and to work hard.

A copy of our full report is available from the school website.

We are proud of our achievements – our ambitious curriculum, our examination success, opportunities for pupils' personal development, our charity work and our community involvement. We are significantly over-subscribed, and pupils achieve positive outcomes at Pleckgate.

We are a dedicated team of staff who work together to help pupils be successful and confident. We also offer opportunities for staff with an excellent professional development programme tailored to meet each member of staff's aspirations and ambition.

To apply for this post, please follow the instructions on the Vacancies page on our website. For visits to the school or any other information, please contact [chopkinson@pleckgate-ept.com](mailto:chopkinson@pleckgate-ept.com)



**Mrs Aishling McGinty**  
Headteacher



**Education  
Partnership  
Trust**



I am delighted that you are considering a role within the EPT. The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

Wishing you all the best with your application.



**Sharon Roscoe**  
Chief Executive

## Our Vision

Creating outstanding schools which transform learning, lives and communities

## Our Values

### **High Expectations**

of ourselves, our pupils and our school community

### **Commitment**

we are dedicated to raising standards and improving opportunities

### **Ambition**

we constantly strive to improve by setting ourselves challenging goals

## Job Advertisement

# Catering Assistant

<b>Hours:</b>	<b>12.5 hours per week (Monday – Friday 12:15 – 14:45)</b>
<b>Weeks Worked:</b>	<b>39 weeks, term time + 5 training days</b>
<b>Start Date:</b>	<b>ASAP</b>
<b>Salary:</b>	<b>SCP 3 £24,796 per annum pro rata</b>

Pleckgate High School wishes to appoint a hardworking, enthusiastic and committed Catering Assistant. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

### The Job

- To provide and maintain a high standard of catering in the school.
- To ensure catering areas of the school are prepared for relevant use, as directed.

### What are the job requirements?

- Be aware of and comply with policies and procedures relating to Health and Safety and security. Child protection, confidentiality and data protection and reporting all concerns to an appropriate member of staff.
- Ensure that all Health and Food Safety policies are adhered to.
- Use all equipment in a safe manner and report any faults/incidents to the appropriate member of staff.

### Amongst the many benefits of working within the Trust you will receive:

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to government pension schemes.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

**Closing date: 26<sup>th</sup> September 2025 at 12pm**

**Interview date: Week commencing 29<sup>th</sup> September 2025**

### **Safeguarding**

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team [HR@ept-uk.com](mailto:HR@ept-uk.com).

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>



## Job Description

# Catering Assistant

**Reports to:** Catering Manager  
**Salary:** SCP 3

## Job Purpose

- To provide and maintain a high standard of catering in the school.
- To ensure catering areas of the school are prepared for relevant use, as directed.

## Key Accountabilities

- Be aware of and comply with policies and procedures relating to Health and Safety and security. Child protection, confidentiality and data protection and reporting all concerns to an appropriate member of staff.
- Ensure that all Health and Food Safety policies are adhered to.
- Use all equipment in a safe manner and report any faults/incidents to the appropriate member of staff.

## General Duties and Responsibilities

- Daily catering and handling of hot and cold foods for pupils within the school.
- Operate catering equipment in a safe and appropriate manner.
- Ensure orderly and secure storage of catering equipment at all times.
- Inform the appropriate person of information relating to the provision of stock/equipment.
- Work as a part of a team and support the role of others at all times contributing to the overall work and ethos of the school.
- Undertake personal development through training and other learning activities, including performance management as required.

## Note

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

## Person Specification

# Catering Assistant

Reports to: Catering Manager

Salary: SCP 3

No	Categories	Essential / Desirable	App Form	Interview
<b>Qualifications and Training</b>				
1	GCSE Maths and English – A* to C or equivalent	D	✓	✓
2	Food Hygiene Certificate – Level 2.	D	✓	✓
<b>KNOWLEDGE, SKILLS AND ABILITY</b>				
3	Knowledge and/or experience of stock control	D	✓	✓
4	Knowledge of Health and Safety and Food Safety legislation.	D	✓	✓
5	Ability to work as part of a team and be able to respond positively to events/challenges and prioritise conflicting requirements	E	✓	✓
6	Willingness to undertake training and learn new skills	E	✓	✓
7	Ability to work to deadlines	E	✓	✓
8	Ability to follow instruction including food safety legal paperwork and or recipes.	E	✓	✓
<b>EXPERIENCE</b>				
9	Experience of working with children within a catering establishment	E	✓	✓
10	Experience of working in school catering	D	✓	✓
11	Experience of cleaning to food hygiene standards	E	✓	✓
<b>PERSONAL QUALITIES AND ATTRIBUTES</b>				
12	Motivated and work with minimum supervision	E	✓	✓
13	Excellent interpersonal and communication skills	E	✓	✓





# Contact

Pleckgate High School  
Pleckgate Road  
Blackburn  
Lancashire  
BB1 8QA

01254 249134  
[info@pleckgate.com](mailto:info@pleckgate.com)  
[www.pleckgate.com](http://www.pleckgate.com)

Twitter @PleckgateHigh



An Education Partnership Trust School