

# Catering Assistant

**Trentham Academy, part of the City Learning Trust**

**Level: 3**

**SCP: 3 - 4**

**Actual salary: £13,126**

**Hours: 22.5 per week Monday-Friday Term time only**

**Closing date: 13th February 2026**

**Interview: TBC**

**Start date: TBC**



**United by our  
values, we place  
children and young  
people at the heart  
of all we do.**



# Job Description

## Catering Assistant

At the heart of Trentham Academy are our core values, which shape every aspect of school life:

- Respect
- Responsibility
- Optimism
- Integrity

- Do you have a warm smile, a calm approach, and a knack for making lunchtimes enjoyable for everyone?
- Can you encourage young people to try new foods, support friendships and spot who needs a helping hand or a kind word?
- Do you believe lunchtime should be a happy, inclusive part of the school day?



### About the role:

We're looking for caring, reliable, and energetic people to join our lunchtime team at Trentham Academy. You will help to create a safe and supportive environment - whether in the dining hall or outdoors.

### What you'll be doing:

- Supporting the young people as they eat, making sure they have everything they need.
- Encouraging healthy choices and helping out with practical things when needed.
- Promoting positive behaviour, friendships and enjoyment during meal times.
- Being a trusted adult that students feel comfortable talking to.
- Being aware when someone may need extra support, reassurance or encouragement.

### We are looking for someone who:

- Has patience, kindness and a good sense of humour.
- Can stay calm in a busy, lively environment.
- Enjoys working with young people, helping them to feel safe and included
- Can be fair, friendly and consistent when supporting behaviour.
- Works well as part of a team and communicates clearly.

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## What we offer:

- A welcoming, supportive school community.
- A caring and friendly team who look out for one another.
- Ongoing training and development opportunities.

If this sounds like your cup of tea, we'd love to hear from you!

If you want to know more about us and the work our Trust is doing, keep reading, or visit our website - [www.trenthamacademy.coop](http://www.trenthamacademy.coop)



## Safeguarding:

Trentham Academy and the City Learning Trust are committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to safer recruitment checks, including an enhanced DBS check. All staff are expected to act in line with statutory safeguarding guidance at all times



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It is my pleasure to introduce Trentham Academy. I am immensely proud of this academy and delighted to be its Principal. Trentham Academy has the strength, character and further potential to be a leading centre of education both nationally and globally.

At the heart of Trentham Academy are our core values:

- Respect
- Responsibility
- Optimism
- Integrity

These principles shape every aspect of school life and guide our commitments to nurturing both academic excellence and personal growth. While we are proud of our strong academic outcomes, we believe that education is about far more than exam results.

Our students benefit from a rich and varied curriculum that sparks curiosity and ambition, complemented by a wide array of extra-curricular opportunities to help them develop into confident, capable and well-rounded individuals. This includes opportunities created through the Character and Arts Foundation – a unique organisation, brought to life by the City Learning Trust, for the children of Stoke-on-Trent.

At Trentham Academy, students use their individual iPads and we have a strong emphasis on digital literacy and communication embedded throughout the curriculum, we are equipping our young people with the skills they need to thrive in an ever-evolving world.

We are proud of our excellent staff, who are dedicated to nurturing every student's potential. Our inclusive ethos ensures that all young people feel supported, valued, and empowered to succeed. We also offer outstanding opportunities for student leadership, helping our learners develop the skills and confidence to shape their own futures.

At Trentham Academy, we care deeply about every student's journey. We want the very best for each individual – academically, personally and socially - so that they are prepared for lifelong success.

If this describes a learning environment that you want to be a part of, I look forward to meeting you and hearing about how you can contribute to the future success of our academy and its students.



**Emma Wagg**

**Principal, Trentham Academy**

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# Person Specification

## Qualification / Training

### ESSENTIAL

- Basic standard of literacy and numeracy
- Willingness to complete food hygiene training

### DESIRABLE

- Level 2 Food Hygiene certificate or equivalent
- First aid or health and safety training

## Experience

### ESSENTIAL

- Experience of working as part of a team
- Experience of following instructions and working to routines

### DESIRABLE

- Previous experience in catering, hospitality or a school kitchen
- Experience of working with children and young people

## Skills and abilities

### ESSENTIAL

- Able to prepare and serve food safely and efficiently
- Able to maintain high standards of cleanliness and hygiene
- Good time management; able to work at pace during busy periods
- Clear and friendly communication with staff and students
- Able to follow health and safety procedures carefully
- Reliable and punctual

### DESIRABLE

- Basic IT skills for tills or stock systems

## Personal qualities

### ESSENTIAL

- Friendly, approachable and enjoys working with young people
- Calm and positive, even during busy lunch times
- Team player who is happy to help wherever needed
- Takes pride in keeping the kitchen and dining areas clean and welcoming
- Committed to providing a good service for students and staff
- Understands the importance of safeguarding and confidentiality

## Other requirements

### ESSENTIAL

- Willingness to undertake training as required
- Ability to carry out the physical aspects of the role, including standing for long periods and lifting kitchen equipment
- Enhanced DBC clearance



# City Learning Trust

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