



Ripley St Thomas CE Academy

Job Description - Catering Assistant

Grade:	NJC APT&C Grade 2, Point 3
Salary:	Actual Annual Salary £14,466 (FTE Annual Salary £24,796)
Weekly Hours:	25 hours per week, worked Monday to Friday.
Working Weeks:	Term-time plus four days (38.8 weeks)
Paid Weeks:	45.02 weeks per year. 6.22 weeks of pro rata holiday.
Start Date:	September 2026
Responsible to:	Catering Manager
Job Purpose:	To provide a first-class catering service to pupils & staff.

Main Duties

Basic food preparation and cooking (including the use of a deep fat fryer)
Preparation of cakes
Preparing sandwiches
Food service
Operating an electronic till
Clearing away and cleaning up after the food service is complete
Washing up and general cleaning duties

Person Specification

Essential

Be able to work under pressure and to tight deadlines
Deliver a high level of customer service
Be willing to learn new tasks and undertake required training
Work effectively within a team
Have a high standard of personal and food hygiene
Can safely lift weights of up to 20 kilograms

Desirable

Food Hygiene Certificate Level 2
Experience of working in a commercial catering environment
Flexibility to work additional hours to cover staff absences and Academy events

The successful applicant will be subject to Disclosure and Barring Service clearance to ascertain their suitability to work with young people.