**Our Lady Immaculate Catholic Primary School**

Northumberland Terrace

Everton

Liverpool L5 3QF

TEL: 0151 260 8957

FAX: 0151 260 6786

Email: admin@oliprimaryschool.co.uk

Catering Assistant

Required for Immediate Start

Grade 2 Point 3-5

*Salary: £24,027 to £24,790 Pro Rata to reflect part-time nature of post*

*Hours: 16 hours per week (term-time only Monday to Friday)*

*Including 3 clean down days*

**Why we use Food For Thought as our catering provider?**

They are a not-for profit company with a passion for nurturing the bodies and minds of the young people of Liverpool through healthy and nutritious food.

**Background on the organisation and role:**

Our Lady Immaculate Catholic Primary School is a Catholic Voluntary Aided School for boys and girls in the 2 to 11 age range based in Everton near Liverpool city centre. We want our school to be very much at the heart of the community we serve and we look to work with parents, carers and the local community to ensure we not only have a positive impact on the lives of our children but also on anyone who may come into contact with our school for whatever reason. We do all this while recognising Christ’s love in every person.

We would welcome a new team member who has a ‘can do and will do’ attitude, is willing to co-operate with our experienced school catering team, the wider school staff and children in our school. We are committed to your personal and professional development. The ideal candidate will share our commitment to the practices and values of our school and Food For Thought. We have an excellent staff retention rate and are looking to recruit a new colleague who is seeking a long-term, permanent position.

**Primary purpose of the job:**

Catering Assistants help provide nutritious, balanced and value-for-money meals to children every lunchtime under the direction of the school cook.

**Key responsibilities:**

* Preparing basic food items within agreed cooking methods
* Maintaining the highest levels of cleanliness and hygiene within the kitchen and dining area.
* Ensuring that the cleaning schedule is completed as required.
* Assisting with the serving of all meals and beverages.
* Supporting the catering team with all duties, such as, dining room set up and clean up.
* Ensuring that the kitchen and service areas are clean and tidy.
* Check and store deliveries with due diligence, following safe food practices and procedures.
* Ensuring health and safety regulations are followed.
* Following all safeguarding policies and procedures of the school.

**The Ideal Candidate:**

* Has previous experience in a similar role.
* · Has excellent customer service skills.
* · Has excellent communication skills.
* · Is accurate with attention to detail.
* · Is a team player.
* The successful candidate may be required, from time to time, to undertake other duties appropriate to this role.
* If you have any further questions or to ask for an application pack, please email or phone the Food

‘***Our school is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references and Enhanced DBS and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview.’ Include information within the advert about the post being exempt from the*** [***Rehabilitation of Offenders Act 1974***](http://www.legislation.gov.uk/ukpga/1974/53)***, and candidates must disclose any relevant criminal history unless it is regarded as ’spent’ and are protected (amendment in 2013 and 2020). Online searches will be carried out on all shortlisted candidates.***

* Closing date for applications is **Tuesday 7th May 2024 by noon**.
* Shortlisting will take place on **Friday 10th** **May 2024.**
* Interviews will be held during the week of **Monday 20th May 2024**.

The successful candidate may be required, from time to time, to undertake other duties appropriate to this role.

Application packs are available from the school by request, or can be accessed on the school website at www.oliprimary.co.uk .

Completed forms should be returned for the attention of Mr Crilly, Chair of Governors, to [admin@oliprimaryschool.co.uk](mailto:admin@oliprimaryschool.co.uk).

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* Closing date for applications is **4th April 2025 at 12 noon.**
* Shortlisting will take place week beginning **7th April 2025.**
* Interviews will be held during the week of **14th April 2025.**