



WELLSPRING

We Make A Difference

# Relief Catering Assistant



# About the Trust

Wellspring is a growing community of 31 Primary, Secondary, Special and Alternative Provision Academies across Yorkshire and Lincolnshire. We believe in making a real difference by improving the lives and life chances of every young person in our care.

Our Academies are vibrant, autonomous, community focused and highly successful.

Whether at the start of their school life or heading into adulthood, we treat all our pupils with ‘unconditional positive regard.’ This means we focus on understanding each child as an individual and meeting their own, unique needs.

At Wellspring, we have always talked about ethics and values at the heart of our culture. They have been our guiding lights. We have taken the harder path many times to remain true to our values. Our leaders are the custodians of our values.

Wellspring has ambitious plans to grow over the next five years, including new build Free Schools in development. At the heart of this growth are our people and the culture they own.

We have earned our success thus far by empowering leaders within the context of a comprehensive and robust Trust-wide monitoring and risk assurance framework.

We aim to raise expectations and ambitions for every young person in our care. We aim to make a difference.



**Post Title:**  
Relief Catering Assistant  
**Reporting to:**  
Catering Operations  
Manager  
**Salary:**  
£22,366 (pro rota)

# Summary of the Post

With an ambitious new Catering Strategy, this is an exciting time to join the Wellspring Academy Trust Operations team.

We are seeking a passionate Catering Assistant to join our catering team. This colleague will have a friendly approach, a can do attitude, and enthusiasm to provide exceptional meals to our children.

The post holder will support the Cook in delivering an exceptional dining experience, ensuring every child receives wholesome, delicious meals.

Even more important will be their alignment with our mission, culture, ethos and values. These define and guide us.

Examples of the type of work the postholder will undertake:

- Support the cook in the preparation of a variety of healthy, hearty and nutritional meals.
- Deliver effective catering service operating to the highest of standards of food safety.
- Daily duties will include basic food preparation, serving meals to pupils, washing up and cleaning of the kitchen and dining room.
- Excellent customer service by putting the needs of pupils at the heart of the service.
- Support great teamwork and relations with colleagues and pupils.
- Actively promote healthy eating and wellbeing.
- Ensure all food is prepared with due care and attention, with particular regard to special dietary requirements, calorie and allergen management.
- Drive reduction in food waste & sustainability focus.
- Meet HSE and food safety compliance requirements.

## Main Duties and Responsibilities:

- Preparation, cooking and service of appetising and nutritious food.
- The preparation of the dining room for service.
- Washing up, clearing and cleaning the kitchen, dining room and associated areas.
- Support the Cook in menu and recipes costing, stock control and accurate record keeping.
- Assist the Cook in the careful use and maintenance of equipment and reporting faults.
- The efficient use of services including gas, electricity and water.
- Attend training courses and meetings, as required.
- Assist in sharing catering skills with other team members, when required.
- Carry out duties in accordance with legislation and Wellspring policies and procedures.
- Operate relevant catering IT systems, as appropriate.
- Personal integrity and a commitment to the Nolan principles of public service.
- Excellent communication, relational skills and building rapport with pupils and our school team.
- An affinity with Wellspring’s culture and purpose.
- Understand and meet the needs of the Wellspring community, ensuring high quality is delivered effectively every serve, first time.
- Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.



Health & Safety

- Ensure the Trust and statutory regulations QSHE (Quality, Safety, Health and Environment) and food handling processes are complied to.
- Ensure legal compliance is achieved for all systems.

Miscellaneous

- Hold an understanding of all relevant health and safety and broader operational policies and procedures, including those relating to operational, personnel, child protection, data protection, financial matters.
- Ensure equality of opportunity is afforded to all persons both internal and external to the Trust, actively eliminating any direct or indirect discriminatory practice.
- Participate in training and other learning activities and performance development as required.

Standard Duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.

Method of Working

The Wellspring Academy Trust expects all staff to work effectively and cooperatively as part of a team, delivering high quality support.

This requires dealing with people politely and tactfully and in accordance with Trust guidelines, policies and procedures.

Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

DBS Certificate

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously.

All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

Person Specification

Criteria	Essential / Desirable	How Identified
Education and Training		
Health & Safety Qualifications or equivalent Food safety qualifications such as Level 2 Food Safety Certificate, Food Hygiene.	D	Application Interview
First Aid certificate.	D	Application Interview
GCSE / Level 2 Numeracy and Literacy.	D	Application Interview
NVQ Level 2 Professional Cookery, City & Guilds.	D	Application Interview
Willingness to undertake relevant training.	E	Application Interview
Experience		
Experience of working in a catering / busy kitchen environment.	E	Application Interview
Experience of working as part of a team and on your own initiative.	E	Application Interview
Experience of operating H&S in a catering environment (including risk assessments, food legislation, etc).	E	Application Interview
Experience of working within/alongside an educational environment.	D	Application Interview
Skills and Abilities		
Effective customer service skills and ability to deliver high standards (including serving).	E	Application Interview
Effective communication skills and interpersonal skills.	E	Application Interview
Enthusiastic and motivated.	E	Application Interview
Good catering and craft based skills (including ability to use general catering equipment safely and correctly).	E	Application Interview
Ability to follow catering code of practice and Health and Safety and Hygiene practices.	E	Application Interview
Attention to detail and able to ensure smooth running of operations and to timelines.	E	Application Interview
ICT literacy in main packages eg. Google.	D	Application Interview
Demonstrable knowledge of all current legislative requirements regarding catering, risk, waste and environmental matters.	E	Application Interview

# Person Specification

Additional Requirements	Essential / Desirable	How Identified
Operate with the highest standards of personal/professional conduct and integrity.	E	Interview
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	E	Interview
Willing to undertake training and continuous professional development in connection with the post.	E	Interview
Work in accordance with the Trust's values and behaviours.	E	Interview
Able to undertake any travel in connection with the post.	E	Interview
Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude.	E	Interview
Satisfactory DBS disclosure to work in an environment dealing with young people.	E	Interview
Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.	E	Interview
A commitment to safeguarding and promoting welfare for all.	E	Interview
Willingness to travel to sites across the Trust / region (as required).	E	Application Interview



## Applications

We welcome an informal conversation with candidates. To arrange a chat contact Amie Goodyear (Trust Operations Manager) on 07498 057 155 or via email at [a.goodyear@wellspringacademies.org.uk](mailto:a.goodyear@wellspringacademies.org.uk) or contact our Human Resources Team on 01226 720747 or email [hr@wellspringacademies.org.uk](mailto:hr@wellspringacademies.org.uk)

**Post Title:** Relief Catering Assistant  
**Reporting to:** Catering Operations Manager  
**Duration of Post:** Flexible - Monday to Friday / Term Time Only  
**Salary:** £22,366 (pro rota)

## How to Apply

Completed application forms are to be sent to: [hr@wellspringacademies.org.uk](mailto:hr@wellspringacademies.org.uk)

## Further Information

Wellspring Academy Trust recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Trust activities and expects all staff to share this commitment. An Enhanced DBS is required for this post. References will be taken up and an online search carried out for shortlisted candidates, prior to attendance at interview.

If you are currently living overseas or have lived / worked overseas in the last five years please be aware that you will be required to provide an overseas criminal records check from the country/ countries you have resided in, if you are the preferred candidate for the post.

**We offer an excellent pension scheme, generous holiday entitlement, access to a cycle to work scheme, great training and development opportunities amongst other benefits.**

**Wellspring Trust**  
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Discover how we make a difference at [wellspringacademytrust.co.uk](http://wellspringacademytrust.co.uk)