



CATERING ASSISTANT

Support Staff Role

Grade 1

Candidate Information Pack
01 September 2026

Welcome from the Chief Executive



Welcome and thank you for your interest in joining our team. It is with great pleasure and enthusiasm that I introduce you to the **Providence Learning Partnership** and our lead institution, **Durham Sixth Form Centre**.

Providence Learning Partnership is a forward-thinking Trust established with a clear mission: transforming lives through education. Our Trust prioritises excellence in teaching and learning, recognising the uniqueness of each student in celebration of diversity and inclusion. Working collaboratively, we embrace expertise and innovation, contributing to the North East of England through the cultivation of lifelong learners. While our roots are firmly planted in the success of Durham Sixth Form Centre, we are currently in an exciting period of growth. We are working closely with the Department for Education and Durham University to establish the Durham Mathematics School - a specialist city-centre provider for A Level mathematicians, scientists, and computer scientists - with further announcements expected in the coming months durham-mathematics-school.org.uk.

Our Lead School: Durham Sixth Form Centre

As Principal of Durham Sixth Form Centre, I am immensely proud of our standing as a large, "outstanding" post-16 provider. With approximately 1,800 students drawn from over 60 secondary schools across the region, we operate as a "mini-university" in the heart of Durham City. Our campus blends history with innovation, from our original 1913 building to our science wing, 200-seat theatre, state-of-the-art Digital Media Centre, and on-site Art Gallery.

Our results consistently place us among the top providers nationally. In 2025:

- **A Levels:** A* and A*-B grades continue to be higher than the national average which correlates in an above average value added score.
- **Applied General:** Attainment is ranked in the top 2% nationally, with 93% of students achieving Distinction* or Distinction grades.

Our Values

At the heart of our Trust is a commitment to the whole person. Whether through our Trust Development Plan or our daily interactions, we are guided by four core values:

- **High-quality, inspirational teaching and learning.**
- **Excellent support, care, and guidance.**
- **Personal and professional integrity.**
- **Ambition and progress** for our students, our communities, and ourselves.

We recognise that an exceptional educational experience is only possible through the dedication of our staff. This is why we prioritise professional growth, achieving Investors in People Platinum [and Employer of Year 2025] and CPD Mark accreditation. As noted in our most recent full Ofsted inspection, we have established a culture where students and staff alike flourish in an environment of high expectations and personal excellence.

Join Our Journey

We are looking for individuals who are energetic, passionate about post-16 education, and eager to contribute to a collaborative mission. If you have the skills and aptitude to help us shape the future of post-16 education, based in Durham City, we would welcome your application.

I am excited about the possibilities that lie ahead and look forward to the potential of working together.

Ellen Beveridge
Principal, Durham Sixth Form Centre
Chief Executive, Providence Learning Partnership

The Role

JOB TITLE	Catering Assistant
CONTRACT TYPE	Permanent, Term-time only (retainer contract)
HOURS	23.75 hours per week: 10am - 2.45pm (Monday to Friday)
GRADE	Grade 1, SCP 3
SALARY	£15,916 pro rata (£24,796 whole time equivalent) pay award pending
START DATE	01 September 2026

ADVERT

We require an enthusiastic, hardworking and motivated Catering Assistant to work as part of our superb catering team to provide a variety of high-quality hot and cold food to our students and staff body.

At Durham Sixth Form Centre, part of Providence Learning Partnership, we recognise that a welcoming dining experience and a well-fueled school community are essential to a successful day of learning. Our busy café spaces take great pride in serving up an incredibly popular daily menu featuring fresh sandwiches, hot toasties, pizza wraps, sausage rolls, jacket potatoes, confectionery and hot and cold drinks. We also feature a rotating daily special packed with student favorites—from nachos and hot beef sandwiches to chicken and classic beef burgers.

This support staff role is an integral part of our daily operation, contributing behind the scenes to ensure there is a fast, efficient infrastructure that directly supports the busy lifestyle choices, happiness, and day-to-day wellbeing of our 1,800 post-16 learners.

What Makes This Role Exciting?

- **Be part of an Outstanding Team:** Work collaboratively in a modern, fast-paced kitchen infrastructure alongside experienced catering colleagues who genuinely care about high standards.
- **Work-Life Balance:** Enjoy predictable, term-time hours (10:00 am to 2:45 pm) with no weekend commitments. Please note this role includes occasional evening hours to support our Open Evening events and parents evenings.
- **Organisational Culture:** Join a workplace recognised as an Investors in People Platinum organisation, where support staff are empowered, highly respected and integrated fully into our success.

We are looking for someone who:

- Is energetic, positive and works excellently as part of a team under pressure.
- Maintains exceptional personal hygiene, food safety standards and punctuality.
- Brings a proactive spirit, a sense of humour and a "can-do" approach to a busy service.
- Demonstrates a deep understanding of personal boundaries and a passion for safeguarding the welfare of young adults.

Why choose us?

- Be a part of an Investors in People: Platinum [Employer of the Year 2025] organisation.
- We are a high-performing sixth form where students achieve and exceed their potential.
- Be part of a team that's ambitious, supportive, and driven by purpose.
- Benefit from personalised CPD, leadership coaching, and genuine career progression.

This role is perfect for an energetic individual who enjoys variety and wants to be a key part of the vibrant café culture that fuels our student body every day. If you want a role where your hard work directly impacts campus morale, we look forward to receiving your application. We are located in the heart of Durham, just 20 minutes from Sunderland and 30 minutes from Newcastle city centre

Please remember: This position is subject to being closed early so don't hesitate to get in touch.

Job Description

Schools rely on the professional input and expertise of a range of staff. 'Support staff' is a generic title for all staff who do not teach. Some support staff work alongside teachers and some work behind the scenes to ensure that there is an efficient infrastructure within our organisation which supports effective teaching and learning to take place. Support staff contribute in many ways, directly and indirectly, to student outcomes and the school's Ofsted judgement and are integral to both. Approximately half of all of our employees are support staff.

KEY RESPONSIBILITIES

1. Carry out food handling procedures.

- Assist in the preparation of hot and cold food.
 - Ensure that food is prepared in accordance with the Catering Company hygiene procedures; e.g. temperatures are recorded, samples are taken, foodstuffs are stored safely and hygienically.
 - Ensure food is produced and presented to required standards of quality for service.
 - Assist in the service of hot and cold food.
 - Replenish supplies before and during service, including the hot drinks machine.
-

2. Take payment for purchases in line with till operator duties.

- Operate point-of-sale systems / tills accurately during peak lunchtime hours, handling transactions smoothly.
 - Ensure students on Free School Meals are discreetly served.
 - Maintain a daily float.
 - Check and reconcile tills at the end of each session.
 - Prepare takings for banking in accordance with cash handling procedures.
 - Ensure money is securely held overnight in the school safe.
 - Pass daily till receipts to the school finance team.
-

3. Carry out cleaning routines in accordance with Health and Safety.

- Ensure the kitchen is maintained to a high standard of cleaning using only authorised cleaning products.
 - Ensure all work surfaces are cleaned regularly and cleared at the end of the day.
 - Clear and clean counters, trolley and other equipment after service.
 - Clean fridges and other storage areas on a regular basis.
 - Participate in annual deep clean of area.
 - Undertake any other cleaning as required within the kitchen/serving area.
 - Report any infrastructure defects, equipment failures, or health and safety hazards immediately to the Catering Manager or Facilities team.
-

4. Professional Standards

- Demonstrate good standards of customer service.
 - Ensure good knowledge of products and assist clients with food allergies etc.
 - Undertake any other reasonable tasks as directed by the Catering Manager or senior members of staff.
-

5. Assist in the provision and/or serving of buffets upon request.

- Assist in the preparation, presentation and service of any buffet as ordered by the school, which includes supporting staff food for parents' evenings and Open Evenings.
-

6. Assist with administration as required by the café manager, including lock-up procedures as appropriate.

- Undertake ordering, administration and replenishment duties as required.
 - Complete lock up procedures as outlined by DSFC.
 - Be flexible and work the contracted hours as directed
 - Be prepared to cover for absent colleagues as and when required.
-

UPHOLD THE PROFESSIONAL STANDARDS OF THE SCHOOL BY:

- Being a role model to students through personal presentation and professional conduct.
- Attending staff meetings and briefing, as required.
- Arriving at sessions, on or before the start, and to begin and end on time.
- Being familiar with Trust and school handbooks, policies and protocols.
- Striving for personal and professional development through active involvement in appraisals.
- Maintaining a working knowledge and understanding of the National Occupational Standards for Support Staff.
- Undertaking any reasonable task as directed by any senior member of staff.
- Being involved in extracurricular activities where appropriate and in line with the Local Collective Agreement 2012.
- Establishing a climate for learning in line with the Trust's policies and procedures, to contribute to a purposeful learning environment and encourage students to interact and work cooperatively with others.

MODELLING

- Model the values, ethos and vision of the school in pursuit of excellence and equity, valuing individual achievement.
- Help build, communicate and implement a shared vision.
- Be a role model and actively promote high expectations for all members of the school community through your role within the structure.
- Contribute to the efficient management of school routines.
- Being an appraisal team member in line with school policy.
- Being aware of the responsibility for personal health, safety and welfare and that of others who may be affected by individual action/inaction.

TRAINING/QUALIFICATIONS

- The employee will be expected to undertake on-going research to develop their knowledge base and will undertake any CPD, inset and qualifications as deemed necessary by the Principal.
- Where formal qualifications are identified the employee will be required to sign an agreement to reimburse the school of any training costs incurred if the employee leaves before qualification and/or if they leave before a period to be specified after qualification.

ADDITIONAL HOURS

- In the event where the Principal requests additional hours to be worked over and above the contractual hours, TOIL will be given at a flat rate as per Local Collective Agreement 2012. Timesheets must be submitted and approved by the Vice Principal.

Working days

Day	Total hours in school	Hours	Lunch break	Total hours worked
Monday	4 hours 45 mins	10.00 - 14.45	-	4 hours 45 mins
Tuesday	4 hours 45 mins	10.00 - 14.45	-	4 hours 45 mins
Wednesday	4 hours 45 mins	10.00 - 14.45	-	4 hours 45 mins
Thursday	4 hours 45 mins	10.00 - 14.45	-	4 hours 45 mins
Friday	4 hours 45 mins	10.00 - 14.45	-	4 hours 45 mins
				23 hours 45mins

Person Specification

APPLICATION	Essential	Desirable
A well-structured letter of application.	*	
Fully supported in references.	*	
QUALIFICATIONS AND TRAINING		
Qualified with GCSE English and Maths to a grade A*- C / 9-5.		*
Basic Food Hygiene Certificate (or a strong willingness to undergo immediate training).	*	
Advanced certifications in catering, hospitality or health & safety.		*
EXPERIENCE AND KNOWLEDGE		
Experience working within a commercial kitchen, school catering environment or fast-paced food retail outlet.		*
Knowledge of basic food safety regulations, allergens and kitchen hygiene standards.	*	
Experience operating commercial catering machinery or electronic point- of-sale tills.		*
Experience working or interacting within an educational setting or with young people.		*
SKILLS		
Excellent time management skills with the ability to work quickly and efficiently under pressure.	*	
Outstanding interpersonal and communication skills to interact positively with students and staff.	*	
Meticulous attention to detail regarding food cleanliness, presentation and cash handling.	*	
PERSONAL QUALITIES		
Demonstrate energy, positivity, and calmness in fulfilling the role and model a 'can do' approach.	*	
Ability to work autonomously on assigned sections while remaining a collaborative team player.	*	
Boundless optimism, energy, enthusiasm, and a sense of humour when carrying out the role.	*	
Exemplary health, attendance, and punctuality.	*	
COMMITMENT, EQUALITIES AND SAFER RECRUITMENT		
Commitment to upholding and promoting the trust values with honesty, loyalty and fairness.	*	
Promote and safeguard, at all times, the welfare of children and young adults.	*	
Demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the appropriate policies.	*	
Demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with young people and colleagues.	*	

Application Guidance

The Trust seeks to ensure that we appoint the right candidate to each job and that applications for employment are treated in a fair and consistent manner. Candidates are responsible for ensuring that they complete all sections of the Application Form in sufficient detail and submit a separate Letter of Application to ensure that both can be properly assessed against the criteria shown in the job description and person specification. Any information provided on CV 's will not be considered for short-listing purposes. If little or no information is provided on the application form, it will be impossible to assess your suitability and you will not be considered for an interview.

1. APPLICATION FORM

The Application Form should be completed in one of two ways:

1. Using either the [GoogleForm](#) and submitting the completed Application Form.
2. Using our Word Document and emailing it to staffvacancies@durhamsixthformcentre.org.uk.

Both options are available on our website at www.durhamsixthformcentre.org.uk/vacancies/

2. LETTER OF APPLICATION

The supporting Letter of Application is a separate document and should be no more than 1,000 words. It should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification.

Please upload the Letter of Application with the GoogleForm above or alternatively email your Letter of Application with your Word Application Form to staffvacancies@durhamsixthformcentre.org.uk.

RECRUITMENT DATE(S)

CLOSING DATE	9am, Friday 3rd July 2026 NB: <i>This position is subject to being closed early.</i>
---------------------	---

Applications received after the closing date/time will not be considered.

DISABILITY

Please complete this section to help us ensure a fair and inclusive recruitment process. Under Section 60 of the Equality Act 2010, we collect this information for the following specific reasons:

- **Adjustments:** To establish whether we need to make reasonable adjustments to enable you to take part in the selection process (e.g., interview access or alternative assessment formats).
- **Positive Action:** To take positive action in supporting employment for disabled people. Applicants with disabilities will be granted an interview if the essential job criteria are met.
- **Suitability for the Role:** To establish whether you will be able to carry out a function that is intrinsic to the work concerned.

FURTHER ASSISTANCE

All information is available in alternative formats. Should you require an alternative format or need any further assistance please contact staffvacancies@durhamsixthformcentre.org.uk.

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks, please assume that you have been unsuccessful on this occasion.

Shortlisted Candidates Guidance

REFERENCES

All appointments will, in accordance with statutory guidance, be subject to a comprehensive checking process. Staff at Durham Sixth Form Centre work directly with young people therefore the school reserves the right to seek references prior to interview and this may include references from your current, most recent or previous employers. All referees will be asked about disciplinary offences, even those which have expired prior to an offer of employment. Please note that an offer of appointment will not be made until satisfactory references have been received.

DIGITAL CHECKS

An online search will be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with the most current version of Keeping Children Safe in Education. This search does not form part of the shortlisting process and candidates will have the chance to discuss any issues of concern that may arise during this search at interview.

SAFEGUARDING

Providence Learning Partnership is committed to safer recruitment processes, safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. We conduct pre-employment checks in line with the most current version of Keeping Children Safe in Education and the Trust's Safeguarding Policy which is available on our website. It is an offence to apply if you are barred from regulated activity relevant to children.

DBS

An application for an Enhanced DBS certificate will be submitted for all candidates once they have been offered the position. If candidates are registered with the DBS Update Service, they must give Providence Learning Partnership consent to check their status. The Trust complies with the Code of Practice issued by the Disclosure and Barring Service. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Please note this post is exempt from the Rehabilitation of Offenders Act 1974. Under the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, you are required to disclose information concerning convictions including those which for other purposes are regarded as spent under the Act. A disclosure will be requested for the successful applicant for this post.

RIGHT TO WORK

Candidates who have been offered the position will require a UK Right to Work Check.

PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to continue to develop a more diverse workforce and we positively welcome applicants from all sections of the community. With regard to recruitment and selection, the Trust ensures that no job applicant receives less favourable treatment on the grounds of sex, marital status, race, colour, ethnic origin, age, disability, sexual orientation, religion or belief, political beliefs, unrelated criminal conviction(s).

The Equal Opportunities Monitoring Form is not part of the selection process. It will be used purely to monitor diversity of applicants.

CONDITIONAL OFFER OF APPOINTMENT

All offers of employment are conditional, subject to satisfactory pre employment checks including references, enhanced DBS check (with barred list checks), proof of identity, right to work status, qualifications (if applicable) and medical clearance by our occupational health service (if applicable).

Staff Benefits

At our Trust, we deeply value the health and wellbeing of our staff, recognising that a happy, supported team is essential to delivering the best outcomes for our students. We are committed to fostering a positive working environment where staff feel cared for, empowered, and equipped to thrive both personally and professionally.



Pension scheme

All contracted members of staff will be automatically enrolled into either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate).



National terms and conditions

We offer national terms and conditions in line with the School Teacher's Pay and Conditions document (STPCD) and Burgundy Book for teachers or the NJC Green Book for support staff.



Training and development

Professional development opportunities aimed at the continuous process of enhancing your skills, knowledge and competencies discussed with your appraiser on an individual basis.



City centre parking

Durham City Centre barriered private parking for staff whilst at work which extends to free all year round parking, 24 hours a day, 7 days a week, 365 days a year.



Staff wellbeing working group

For the staff, by the staff, our wellbeing working group meet at least 3 times a year and is open to all members of staff. To date the group has raised money for charity, built a Staff Wellbeing portal, organised socials, sporting events and family days out.



Healthcare services

All staff benefit from a range of comprehensive health and wellbeing services including: GP service which gives staff the access to a General Practitioner around the clock, 24/7, access to nurse support services and physiotherapy provided face-to-face at times, dates and locations convenient to our staff.



Live webinars

Online webinars for Mental Health First Aid and Stress Coaching are available to staff which run frequently throughout the year with a choice of dates and times.



Health and Wellbeing

Free Flu vaccines, menopause counselling and access to financial wellbeing coaches through our staff absence insurance policy.



Daily breakfast

We provide a selection of hot drinks, cereals, croissants, toast and jams complimentary each morning in the refectory for staff and students.



Lifestyle

Our lifestyle benefits include shopping discounts with hundreds of online and high street retailers and discounted gym membership.



Free Will Writing Service

Organised through the Financial Guys, all staff are provided with a free single basic Will which also includes a 50% discount for partners.



Blue Light

Blue Light Card have now added Teaching and Support staff to the list of careers that are able to apply for their card. When applying please upload your staff ID badge as evidence.



Working From Home

We are currently trialling working from home. This arrangement supports flexible working and recognises that some tasks, such as planning, marking and resource development, can be carried out more effectively in a quiet, uninterrupted environment.



**THE AWARD FOR UK EMPLOYER
OF THE YEAR: PLATINUM (50-249)**