



Catering Assistant – Coleraine Grammar School

Primary Location: Coleraine Grammar School, 23-33 Castlerock Rd, Coleraine BT51 3LA

Contract Type: Permanent

Duration of Contract/Contract End Date: N/A

Status: Full-Time

Hours per Week: 20 / 30 hours per week (TBC)

Working Pattern: Will involve early morning to mid-afternoon working Monday to Friday, with extremely rare evening and or weekend duties.

Grade/Scale: Catering Assistant | NJC pt 5 - 8 | £13.6288 - £14.2897 per hour

Additional Allowance(s): A retainer fee is paid during school holidays

Anticipated Interview Date(s): Thursday 17th September 2026

Additional Information: This post is based in Coleraine Grammar School. The working pattern for the post is based on the operational delivery within the school setting. This will involve early morning to mid-afternoon's, working Monday to Friday. Occasional there may be evening or weekend duties.

JOB DESCRIPTION

JOB TITLE: Catering Assistant

REPORTS TO: Catering Supervisor

RESPONSIBLE TO: Business Manager

JOB PURPOSE

To be responsible for the efficient and effective delivery of all catering service for pupils within the school setting. Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within the unit(s).

MAIN DUTIES AND RESPONSIBILITIES

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1. Basic preparation of food and beverages, including the preparation of vegetables and snacks using appropriate equipment.
2. Simple cooking, including the reconstitution of prepared food.
3. Organising and controlling food service points.
4. Transferring and serving meals and snacks including transported meals.
5. Assisting with the promotion of meals to pupils, parents and principal.
6. Maintaining regular contact with the central kitchen, if applicable, with regard to all aspects of service delivery.
7. Preparing the dining area:
 - a. Setting out dining room tables, chairs, benches and serving points as required by the meals service.
 - b. Setting tables, laying out of cutlery, water jugs, etc,
8. Completing general kitchen and dining room duties including washing up, clearing away equipment including tables, chairs and benches*.
9. Cleaning the kitchen/servery, dining room and equipment including floors and walls*.
10. Recording temperatures for control purposes as required.
11. Securing premises as required.
12. Completing duties as delegated in connection with service provision.
13. Carry out all duties to comply with:
 - a. Acts of Parliament, Statutory Instruments and Regulations and other legal requirements.
 - b. Codes of Practice.
14. Carry out all duties in the working conditions normally inherent in the particular job.
15. Complete all necessary administration.
16. Carry out duties for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.
17. Promote and adhere to the Values/ethos of the School.

** Note:*

Where part of the school premises are used for the dual purpose of consumption of food and educational purposes, non catering staff are responsible for the cleaning of the room.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is

expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

PERSON SPECIFICATION

NOTES TO JOB APPLICANTS

1. You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant.
2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise.
3. The stage in the process when the criteria will be measured is outlined in the table below.
4. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form.
5. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role.
6. In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria as outlined in Section 3 at shortlisting, in which case these will be applied in the order listed. It is important therefore that you also clearly demonstrate on your application form how you meet any desirable criteria.

SECTION 1 - ESSENTIAL CRITERIA

The following are **essential** criteria which will initially be measured at the shortlisting stage and which **may also be further explored during the interview/selection stage**. You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

Factor	Essential Criteria	Method of Assessment
Qualifications and Experience	1. Hold <u>either</u> (A) <u>or</u> (B): A. NVQ level 2 in food preparation and cooking or City & Guilds 706-1 & 706-2 or equivalent or higher relevant qualification OR B. Minimum of one years' experience of food preparation and cooking within a catering establishment 2. Evidence of working as part of a catering team.	Shortlisting by Application Form

Knowledge	Knowledge of Hazard Analysis Critical Control Point (HACCP)	Shortlisting by Application Form
People Management	Effective people management skills to successfully support the catering team	Shortlisting by Application Form
Communications	Excellent interpersonal and communication skills	Shortlisting by Application Form
Planning Skills	Ability to work under pressure to meet deadlines	Shortlisting by Application Form
Development	Ability to promote and develop the catering service to our children and young people	Shortlisting by Application Form

SECTION 2 - DESIRABLE CRITERIA

Some or all of the desirable criteria may be applied by the Selection Panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your application form how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

Factor	Desirable Criteria	Method of Assessment
Experience/Skills	Willingness to undertake job related training	Shortlisting by Application Form

DISCLOSURE OF CRIMINAL BACKGROUND

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as 'regulated activity'.

In the event that you are recommended for appointment to a post that involves 'regulated activity', the Education Authority will be required to undertake an Enhanced Disclosure of Criminal Background. Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate. Details of how to make payment will be sent to you at the pre-employment stage.

Further information can be accessed at [NI Direct](#) or the [Department of Justice](#).

Coleraine Grammar School is an Equal Opportunities Employer.