BARKING ABBEY SCHOOL

CATERING ASSISTANT (MATERNITY COVER)

RECRUITMENT PACK



WE ARE AN **OUTSTANDING** SCHOOL

Ofsted

BELONG BARKING ASPIRE ABBEY SUCCEED SCHOOL

www.barkingabbeyschool.co.uk


GIVE
AND
EXPECT
THE
BEST



Contents

Headteacher's Welcome.....4
The Recruitment Process.....5
Advertisement.....6
Job Description.....8
Person Specification.....9
Our Ethos and Values.....10

Headteacher's Welcome

Welcome to Barking Abbey School and thank you for expressing an interest in applying for the position of Catering Assistant (Maternity Cover).

For me there are three simple things that I want us to achieve at Barking Abbey school.

First, our motto 'Give and Expect the best' leads us to want to be the best in everything we do. We have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have basketball players in the best leagues and so much more. We have all of this because we push our pupils and each other to excel. All of us try to be our best every day.

Second, I firmly believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Finally, we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

Sir Tim Brighouse said "If a teacher makes the weather the school creates the climate." and I firmly believe this. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning, whilst minimising workload and maximising impact.

If you share our ethos and values and absolutely believe in the potential of all young people then we can offer you the chance to make a difference and change our community for the better, and look forward to receiving your application form and welcoming you to our school.



Tony Roe
Headteacher

The Recruitment Process

All interested applicants must complete the online application form on the MyNewTerm website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.

Key Dates

Closing Date for Applications	Wednesday 18th November 2026
Interviews week commencing	Monday 23rd November 2026

Please note all dates are subject to change.

We warmly welcome visits to the school. To arrange this please email: **jobs@barkingabbeyschool.co.uk**



Advertisement

Catering Assistant (Maternity Cover)

Start Date: As soon as possible

Salary Scale: Scale 2 (Pt3-4) FTE £29,562 - £29,985, prorated salary approx. between £13,727 - £18, 923 subject to working days, experience and continuous service

Location: Barking Abbey School

Contract: Fixed Term Contract (TBC), 20-35 hours per week, term time only, working in a shift pattern commencing between 07:30 – 10:00am

Are you looking for an exciting and rewarding new role and want to make a difference to the lives of young people?

We are looking for motivated and passionate Catering Assistants who will be at the heart of our school, working as part of our catering team delivering an outstanding food provision across the school. You will join a team that takes a real pride in what they do and who are passionate about providing outstanding service. To meet the needs of the whole school community.

This role will be primarily based at Barking Abbey, however you will be part of a wider partnership that includes Eastbrook School, you may be required from time to time to provide support across any of our schools.

Opportunity to work in the holidays may be agreed subject to the needs of the school and individual appointed for training and preparation for the new terms, this would be paid as overtime. Opportunity to also undertake additional paid hours to support events and cover team absences.

Your key responsibilities will include:

- Preparing delicious, high-quality food that delights our students & staff
- Maintaining a high standard of cleanliness of the kitchen and surrounding areas
- Ensuring the correct use of all machinery and equipment at all times
- Assisting with the loading or unloading of deliveries and storing away
- Representing the school and maintaining a positive brand image
- Complying with Food Handling & Hygiene standards
- Complying with Health & Safety regulations

The ideal candidate will:

- Demonstrate an ability to manage pressure, prioritise tasks and communicate effectively at all levels
- Be an excellent team player
- Have a committed and organised approach
- Have a desire to succeed in your role
- Possess the ability to work under pressure
- Be flexible to work occasional out of hours school events, you will be paid for working these
- Demonstrate Exceptional timekeeping and reliability

Benefits:

- A free meal on duty
- On site parking
- Professional Development opportunities
- A supportive and friendly work environment

Please follow the links below to find out more information about what it is like to work at Barking Abbey and Eastbrook School:

www.barkingabbeyschool.co.uk
www.eastbrookschool.org

Barking Abbey is an Ofsted Outstanding heavily over-subscribed dual campus secondary school in the London Borough of Barking and Dagenham, with a well-deserved reputation for academic excellence and a supportive professional environment.

The school is located less than 10 minutes walk from Upney tube and 15 minutes from Barking mainline station.

Barking Abbey celebrates its diversity, and we positively welcome applications from all sections of the community. If you are interested in making a difference in young people's lives whatever your background or history please apply.

In return we offer:

- A supportive and encouraging staff team
- The opportunity to access a wide range of CPD opportunities within and beyond school
- A school which understands the importance of staff well-being and workload management
- A positive ethos with excellent behaviour reinforced by highly visible SLT and centralised behaviour systems

We are proud that Ofsted recently judged the school to be Outstanding in all areas. The report states; "This is a large and diverse school where difference is valued. Pupils, and students in the sixth form, are supportive and respectful of each other. Pupils' conduct is exemplary, both inside lessons and around the school. Leaders have established simple and clear rules that everyone understands. Pupils are focused, engaged and participate well in lessons. Staff feel that their workload and well-being has been carefully considered by leaders. They appreciate their open-door policy". (Ofsted, February 2024)

Barking Abbey is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

Online searches may be conducted for all shortlisted candidates and will be conducted for all successful candidates as part of our due diligence checks.

Barking Abbey and Eastbrook School is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants. Online searches may be conducted for all shortlisted candidates and will be conducted for all successful candidates as part of our due diligence checks.

Job Description

Job Purpose

To assist in the safe, smooth and efficient running of a busy school catering department. To work as part of the catering team to provide, fresh, healthy and nutritious food that meets the needs of all staff and students. To ensure that all school and legal policies are adhered to and to assist in the daily completion of all health & safety / kitchen safety throughout your tasks. To offer first class customer service at all times.

Core Duties

- Assist in all aspects of the catering service as necessary either working on the EPOS tills or serving from the counters.
- To support in the school kitchens with food preparation and service delivery as directed by supervisors.
- Assist with the production and display of certain food items and sandwiches under the direction of the supervisors.
- Be responsible for cleaning items of crockery, service, table and kitchen equipment as and when necessary.
- Ensure full awareness of who have allergies to various food items and then to manage the service of food correctly from the counter at each mealtime.
- Be responsible for cleaning kitchen areas as and when directed.
- Sign cleaning schedules on completion of cleaning tasks.
- Report any faulty or broken equipment to the Catering Manager
- Attend training as and when necessary.
- Assist with hospitality operations as and when necessary.
- Abide by departmental & Barking Abbey school rules and procedures at all times.
- Maintain impeccably high standards of personal and food hygiene at all times.
- Be responsible for ensuring that correct Personal Protective Equipment is used correctly at all times as per the training given.
- Be available for work on occasional evening functions ie parents evenings as required – notice will be provided leading up to these events. This will be paid overtime.
- Be mindful of the school's Heath and Safety policy at all times.
- To provide an outstanding customer service at all times to all stakeholders.
- To be an effective and appropriate communicator, with staff, students and all stakeholders.

Additional Duties

- To undertake any other duties deemed commensurate with the post and as directed by the Catering Management, School Business Manager or school community.

Person Specification

Job Title: Catering Assistant **Department/School:** School Catering	**Essential**	**Desirable**	**Method of Assessment**
Experience • Relevant work experience working in food preparation and service. • Experience of working in a school or similar environment. • Experience of working on own initiative.	✓ ✓	 ✓	Application Form Interview
Education, Training & Qualifications • Good literacy skills. • Good general standard of education. • Food service/preparation qualifications.	✓	 ✓ ✓	Application Form Interview
Professional Relationships • Able to work effectively and supportively within a team. • Excellent customer service and verbal communication skills when dealing with pupils, colleagues and visitors. • Ability to uphold the school's behaviour standards for pupils, where necessary. • Able to work under direction and follow guidelines/instructions.	✓ ✓ ✓ ✓		Application Form Interview
Safeguarding, Equalities & Diversity • A commitment to the safeguarding and welfare of children. • Commitment to Equal Opportunities and Diversity. • Commitment to continuing professional development.	✓ ✓ ✓		Application Form Interview
Knowledge, Understanding & Skills • Work in accordance with the school's health and safety policies. • Maintain confidentiality with regards to all school matters. • Able to use a variety of kitchen equipment and tools. • Good organisation, planning and able to prioritise to meet deadlines. • Ability to work methodically with good attention to detail. • Able to respond calmly to emergency situations. • Practical and creative approach to problem solving.	✓ ✓ ✓ ✓ ✓ ✓ ✓		Application Form Interview

Our Ethos and Values

BRAVERY
EXCELLENCE
SELF-DISCIPLINE
TEAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

BELONG BARKING **ASPIRE** ABBEY **SUCCEED** SCHOOL

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

- Develop confident, articulate, assertive young people.
- Foster well-rounded, empowered, resilient, independent young people.
- Nurture young people who will go out and change the world for the better.
- Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.
- Raise aspirations – giving students the necessary tools to explore and be who they want to be.
- Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.
- Engender a sense of belonging, and of pride in the school, themselves and their wider community.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements. With a large KS5 provision and an Additional Resourced Provision (ARP) on both of our campuses, the school provides a varied role for the right individual.



Sandringham Campus
Sandringham Road
Barking
Essex
IG11 9AG

Longbridge Campus
Longbridge Road
Barking
Essex
IG11 8UF

www.barkingabbeyschool.co.uk