Ysgol Penglais School

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Waunfawr
Aberystwyth
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SY23 3AW

November 2026

Dear Applicant,

Thank you for expressing an interest in the permanent post of Catering Assistant (17.5 hours per week) at Ysgol Penglais. You will be joining the school at a very exciting time as we live our vision for Penglais.

'Ysgol Penglais School is a happy, ambitious and high-achieving school where everyone is respected and valued'. We work hard with staff, students, parents and the governing body to ensure that Ysgol Penglais School is the excellent school that our students and community deserve. We are continually working to achieve the highest standards of student achievement, behaviour and teaching and learning.

We have an experienced body of staff who work hard and maintain a supportive and friendly ethos. Our students want to achieve more than they thought possible and want to be challenged and supported to do so. There are many different needs within the school and the Additional Learning Needs (ALN) department work hard across the school to support students when needed. The 6th form is very strong with about 230 students, achieving excellent results again this year.

By joining Ysgol Penglais School, you will be supported professionally to achieve excellence in your role. I can promise you a demanding but ultimately rewarding experience as we move forward to becoming an excellent school.

The enclosed information gives you a snapshot of the school. If you would like further information, please contact Helena Clements by email at hcl@penglais.org.uk or on 01970 624811. I look forward to receiving your application.

Yours sincerely

M. A. Hughes.

Mair Hughes
Headteacher

Cynlluniau Ysgolion Iach - Rhwydwaith Cymru
Welsh Network of Healthy School Schemes

ACTIVE MARC CYMRU

Eco-Schools Award
Eco-Sgolion Gwobr

YSGOL PENGLAIS VISION:
Striving for Excellence

Ysgol Penglais is a happy, ambitious, diverse and high-achieving school where everyone is respected and valued. We are a kind, inclusive community where everybody cares for each other. As students develop, they all become fluent, capable communicators who can think critically, creatively, and problem-solve. We are all proud to be part of a Welsh community and celebrate all cultural backgrounds. In a fast-changing world, students and staff accept challenges, continually grow and develop, and are prepared and confident to embrace the future.

YSGOL PENGLAIS VALUES

Being respectful and kind

Being ambitious and resilient

Developing independence, confidence and responsibility

Celebrating diversity and success

Being proud and active citizens in our communities

Catering Assistant - Grade 2 scp 2 £25,614 pro rata, 17.5 hours per week, term time only

We seek to appoint a Catering Assistant who will work in a busy kitchen preparing and providing light snacks to our staff and students as well as working on the tills as required, whilst maintaining health and safety standards at all times.

The right candidate will enjoy working in a busy kitchen environment. The main qualities required to succeed in the role are being able to relate well to students; a commitment to positive and healthy outcomes for young people; an enthusiasm for providing a quality provision in the canteen, and excellent attendance and punctuality.

This is an ideal opportunity for an ambitious candidate to play a key role in increasing the aspirations and success of our students, thereby contributing to the journey of Ysgol Penglais School in becoming an excellent school.

Ysgol Penglais School has much to offer:

- a research-based school with good relationships between staff and students
- a commitment to the professional development of all its staff to become outstanding teachers and leaders
- access to the bustling university town of Aberystwyth
- located on the beautiful Ceredigion coast, an area of natural beauty

For further details please contact Helena Clements (PA to the Headteacher) on 01970 624811or email hcl@penglais.org.uk

Ysgol Penglais School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful candidates must be willing to undergo Enhanced DBS and other checks appropriate to the post.

Ysgol Penglais School is an equal opportunities employer.

Closing date: 09/12/2026
Interviews: W/c 14/12/2026

Job Description – Catering Assistant

Job title: Catering Assistant
Salary grade: Grade 2 scp 2 £25,614 pro rata, 17.5 hours per week
Accountable to: Catering Manager/Cook

Core Purpose:

- To provide light snacks to the service users, to prepare salads, serve at break/lunch and to be responsible for cleanliness of kitchen
- Serve at tills as required
- Health and safety provision

Key accountabilities	**Key tasks**
Provision of Service	• Undertake day-to-day food service tasks including the preparation of beverages, toast, sandwiches, pizzas, baguettes and other food preparations i.e. salads, vegetables. • General kitchen duties including washing up of equipment and utensils and the cleaning of all areas and surrounds. • Serving of meals and the setting up and clearing of tables and servery as required. • Recording of temperature of food at the point of service. • Serve at tills as required
Health and Safety	• Ensuring observance of Food Safety and Environmental Health standards. • Ensuring observance of standards on Manual Handling • General Health and Safety of Kitchen including hazardous equipment • Maintaining security of premises
Accountable for the safeguarding of students	• Contribute to the safeguarding of students and to child protection using the procedures outlined in school policies • Ensure that health and safety policy and risk assessments are followed. • Ensure professional standards of conduct are maintained at all times.
Other	• Comply with and assist with the development of policies and procedures relating to the child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference, and ensure equal opportunities for all • Be present and contribute to relevant meetings • Participate in training and other learning activities and professional development as required • Share expertise and skills with others

	• Develop and maintain professional working relationships with fellow canteen staff and other staff at all times • Participate fully in the school's professional development programme • Undertake other duties commensurate with the status of the post as may from time to time be determined by the Headteacher

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year but may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

Qualifications	• Intermediate Food Hygiene Certificate (desirable)
Experience	• Previous kitchen experience (desirable) • Evidence of working with students (desirable)
Knowledge and Skills	• Can promote the awareness of the canteen and its services across the school • Communicating well with the team
Personal qualities	• Enthusiasm for providing a quality provision in the canteen • Commitment to continuous professional development of yourself and others • Be able to relate well to students and a commitment to positive and healthy outcomes for young people • Be able to listen effectively and be sensitive to others • A demonstrable commitment to the safeguarding of students and child protection • A demonstrable commitment to equal opportunities • Excellent attendance and punctuality • Has a commitment to working in partnership with teachers, support staff and other • Be able to communicate well with staff and students
Other	• Commitment to the school's ethos, aims and its whole community

November 2026