



Catering Assistant

Candidate Information Pack



Sackville School

TOGETHER WE ACHIEVE

Dear Applicant,

We are delighted that you are looking to join our team.

Sackville is a vibrant school, with supportive families, colleagues and students who behave well and are a genuine delight to be around. This is a harmonious and happy place to work, with colleagues who want the very best for our students and work hard to achieve it. Our motto of 'Together We Achieve' very much resonates throughout the school.

Our academic standards are high, and our students make good progress with Progress 8 consistently being above average. We regularly have students achieve places at Oxbridge, with many more going on to Russell Group and other universities. However, as a truly inclusive and comprehensive school, we are equally proud of the students who successfully move on to apprenticeships, and into employment or training to meet their personal ambitions.

Pastoral care and the support we give students to achieve in life and in learning is of equal importance to us. We believe that every member of our team has a part to play in this and is central to the success of our new smaller Communities system, putting student engagement, wellbeing and success at the heart of all that we do and aspire to.

We believe in offering a broad and balanced curriculum in which trips, visits, clubs, charity work and competitions play a vital part. Our ambition is for our students to leave us with the best grades possible to support the next step of their journey, but we will only have fully achieved our vision if they also leave as well rounded, confident and curious young adults who believe in themselves, that anything is possible and go on to achieve great things in their future.

We offer a wide variety of extra-curricular provision. Art, drama, music, sport and debating are all very strong at Sackville and we are very proud of the level of success that has been achieved in these valuable curriculum areas, as well as the opportunities given to provide inclusive and enriching activities for all.

We are a 'Leading Edge' school, with recent awards from the SSAT for our work on Professional Learning, Principled Curriculum Design, Engaging with Evidence and Research and Leadership Through Moral Purpose. The provision of high quality teaching and learning is fundamental to our success and staff really value the collaborative opportunities for professional dialogue and training, both within our own school, across our Federation of schools and through national networks such as the SSAT, Challenge Partners and PiXL.

"Our vision is for a safe and inclusive community that enables every student to reach their full potential and develop a love of learning, by living our values every day".

Our fundamental belief is that every student has potential, gifts, and talents. It is our job, no matter what role we have in school, to provide the opportunities, challenge, guidance, and support that enables them to truly flourish. We have high expectations of our students who we expect to work hard, live our values and fully engage in school life every day.

If you think this could be the role for you, we encourage you to come and visit to see for yourself or arrange to have an informal conversation with us. Visits can be arranged by contacting kdawson@sackvilleschool.org.uk or telephoning 01342 414900. An application pack is available from our school website at www.sackvilleschool.org.uk.

Yours faithfully



Jo Meloni
Headteacher

Catering Assistant

20 Hours per week, Term time only
Grade 3 £24,796 (pro rata £11,289 based on 20 hrs/pw)

We require an assistant from September 2025 to join our enthusiastic catering team. The role involves the preparation, cooking and serving of food and beverages. The ideal candidate will follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations.

Sackville is an exceptionally friendly and supportive community built on strong relationships which allow every student to thrive. We have acquired a deserved reputation for fighting for every child, to support every student achieve their full potential and develop a lifelong love of learning. Providing nutritious food in a warm and welcoming environment plays an important part in our ambition.

Our academic standards are high and we are rated as a 'Good' school by Ofsted. Students' attitudes and behaviour are very good. Our excellent pastoral system underpins everything we do. You will be working alongside an exceptionally dedicated and caring team under the expert management of our Catering Manager Jayne. We are proud that every member of staff makes a valuable contribution to the wellbeing of our students.

Hours: 20 hours per week, Monday to Friday, term time only - with the opportunity to work some INSET days

Salary range: Grade 3 £24,796 (pro rata £11,289 based on 20 hrs/pw)

Further details and an application form are available on our website www.sackvilleschool.co.uk or from Mrs K Dawson PA to the Head, on 01342 410140.

Please address your letter of application together with the application form to Ms Jo Meloni, Headteacher and send it to HR@sackvilleschool.org.uk.

We reserve the right to shortlist and interview prior to the closing date, so early applications are encouraged.

Closing Date: Monday 15 December 2025 9am

Interviews: Thursday 18 December 2025

To express interest in this role and get further details, email Katie Dawson the Head's PA for the attention of Jo Meloni hr@sackvilleschool.org.uk



Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is covered by the Protection of Children Act and any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. It should be noted that it is a requirement of the Governors of Sackville School that candidates should, whenever possible, name as referees current and former employers (via Heads or Principals where employment at educational institutions is concerned).

JOB DESCRIPTION

Catering Assistant

Main Tasks/duties/responsibilities

- Assist in the preparation, cooking and serving of food and beverages.
- Follow food hygiene and cleanliness in the kitchen in accordance with health and safety,
- Food hygiene and COSHH regulations, at all times.
- Operate kitchen equipment, following training.
- Undertake cleaning and washing up as directed in the kitchen and dining areas.
- Refill and replace sauces, condiments and other consumables.
- Individuals in this role may also undertake cashier duties, and under supervision, be
- Responsible for operating a cashless register

GENERAL REQUIREMENTS

- Participating in the School's appraisal system including essential training
- Being aware of and complying with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher
- Promoting the school's policy on Culture for Learning and a commitment to providing a caring and stimulating environment for improving standards for all students within the school.
- Undertaking such other duties as reasonably correspond to the general character of the post including supporting students in examinations if required

HEALTH AND SAFETY

- To ensure the health and safety of all students and to report concerns to the line manager promptly.

SAFEGUARDING

- Follow all school safeguarding procedures and policies.
- To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice. Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.
- Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. The Post Holder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

PERSON SPECIFICATION

Catering Assistant

In order to undertake the post successfully it is anticipated that the following skills and qualities will be required. Selection will be made on the basis of this person specification with evidence drawn from the application form, confidential references and candidate's answers at interview.

You will be required to have full commitment to all school policies and to safeguarding and protecting the welfare of children and young people.

Knowledge and Experience	Essential	Desirable
Knowledge of a number of procedures and equipment for preparation, serving and assisting with cooking of food	✓	
Ability to work with commitment as an individual and as part of a team	✓	
Ability to use initiative	✓	
Willingness to attend training when required	✓	
Qualification- Food hygiene certificate		✓
Prior experience in a similar catering establishment		✓
Relevant hygiene requirements gained through a short induction period		✓
Organisation		
To follow the instructions of the Catering Manager and work alongside other team members	✓	
Communication		
Ability to communicate with team members and other school related stakeholders.	✓	
Personal Qualities		
Patience	✓	
Enjoy working with a small team	✓	
Enjoy working with children	✓	
Flexibility	✓	

Why Sackville?



CONTINUED PROFESSIONAL DEVELOPMENT

- We are committed to developing all of our staff
- Comprehensive programme of CPD is available to all staff
- Tailored approach to fit the individual and their own needs and ambitions
- Membership of a number of external organisations designed to aid training and development across the school



COMMUNITY

- A supportive and friendly staff group who will always go the extra mile for each other
- Weekly 'Staff tea' to bring colleagues from across the school together
- The school plays an important part in the local community, and is committed to working with local groups and charities



STAFF WELFARE

- We subscribe to the Employee Assistance Programme
- Supportive community based on support and wellbeing
- Full free access to our fitness suite



MID SUSSEX FEDERATION of SCHOOLS

- We work in close collaboration with our Federation schools including
 - Joint INSET
 - Cross federation coaching to support leaders & teachers



LOCATION

- Beautiful historic town with a positive town identity
- East access to London, Brighton and Tunbridge Wells
- On the doorstep of the South Downs National Park and the Surrey hills
- A few minutes from the stunning Ashdown Forest, home of Winnie the Pooh and friends.



FINANCIAL

- We offer competitive salaries at all levels
- Staff have access to the Teacher's pension or Local Government Pension Scheme
- Access to the West Sussex Choices platform with an array of discounts and savings across major brands



Sackville School

TOGETHER WE ACHIEVE

Our vision is for a **safe** and **inclusive community** which enables every student to reach their full **potential** and develop a **love of learning**, by living our **values** every day.

Our
Vision

Our
Purpose

- ✓ To ensure students develop a **lifelong love of learning**
- ✓ To provide an engaging, broad, and knowledge-rich **curriculum** through **high quality** teaching and assessment
- ✓ To ensure all students achieve their **potential** regardless of their ability, we **fight for every child**
- ✓ To plan an **ambitious** programme of professional learning for all staff, using **research** and evidence to guide their development
- ✓ To prepare students for the **world of work** and to live fulfilling adult lives as **global citizens**
- ✓ To work closely with other professionals and agencies to serve the needs of our **community**

Together
We
Achieve

Sackville
Way

Our
Values

#SWAY

- ✓ RESPECT
- ✓ KINDNESS
- ✓ PREPARED



Sackville School
on a page

CURIO **S** ITY
AM **A** MBITION
COMM **C** OMMUNITY
TEAMWOR **K**
POSITI **V** ITY
INTEGR **I** TY
RESI **L** ENCE
EXCE **L** ENCE
E QUITY



Sackville School

TOGETHER WE ACHIEVE