



**CTK ST MARY'S**  
A CHRIST THE KING SIXTH FORM

CTK St Mary's  
Sidcup, DA14 6BE

We are keen to appoint an enthusiastic Catering Assistant with a genuine passion in supporting students to achieve their full potential. Join us at CTK St Mary's, an established sixth form centre for excellence, where you'll be central to our mission to help London's most ambitious students achieve success.

## Catering Assistant (Full-Time, Part Year) Start Date: Immediate Start

**Actual salary: £14,987 for 30 hours per week, 189 days per year**

CTK St Mary's is part of the Christ the King Sixth Forms group of three highly successful sixth forms located in south east London and Kent. As a sixth form centre for excellence, CTK St Mary's offers a wide range of both A Level and vocational courses. Located in Sidcup, on the Kent borders and surrounded by green playing fields, CTK St Mary's students are inspired and motivated to succeed.

An opportunity has arisen for a Catering Assistant to join our catering team at our St Mary's site. You should be highly organised with a commitment to quality and attention to detail.

This is an exciting opportunity to join a strong established team and to benefit from working in a vibrant, supportive environment where your skills and qualities will be highly valued.

The working week is 30 hours per week over 5 days for 189 days per year (approx. 37.8 weeks).

*Join us to be inspired, be extraordinary, and be the best you can be.*

For an application form and further details, please visit the vacancies page of our website  
<https://www.ctk.ac.uk/vacancies/>

Christ the King Sixth Forms is committed to equality, diversity and inclusivity. We encourage applicants from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply.

If you have any queries, please contact us at [recruitment@ctksfc.ac.uk](mailto:recruitment@ctksfc.ac.uk) or 02082979433.

**Interviews will take place as applications arrive**

*Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.*



**INVESTORS IN PEOPLE™**

## Job Description and Person Specification

<b>Title Post</b>	Catering Assistant
<b>Responsible to</b>	Catering Manager
<b>Core Job Purpose</b>	To assist with the catering provision of the Sixth Forms by preparing and serving food and keeping the kitchen clean and tidy.

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The main activities and responsibilities are to:

- 1.1 Work as a member of a team responsible to the Catering Manager for assisting in the provision of food for staff and students.
- 1.2 Basic preparation of food and simple cooking.
- 1.3 The serving of meals ensuring correct portion control.
- 1.4 Cleaning of the kitchen, its surrounds and equipment.
- 1.5 General kitchen duties e.g., washing up.
- 1.6 Preparation of the dining area, including the erection and dismantling of dining furniture.
- 1.7 Cleaning of dining furniture
- 1.8 Ensure food hygiene and health and safety regulations are adhered to at all times.
- 1.9 To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- 1.10 To co-operate with the Sixth Forms in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- 1.11 To carry out the duties and responsibilities of the post in compliance with the College's equal opportunities policies.
- 1.12 To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- 1.13 To understand and comply with the Sixth Forms' environmental policies.
- 1.14 A commitment to Equity, Diversity and Inclusivity underpinned by willingness and ability to contribute to the holistic implementation of this demonstrated in performing the duties of the post.

- 1.15 To undertake other tasks, as required by the Executive Principal, after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

## **2 Person Specification/Selection Criteria**

The post-holder will be expected to have the following attributes:

- 2.1 An understanding of, and support for, the Catholic ethos of the Sixth Forms.
- 2.2 Ability to work unsupervised.
- 2.3 Flexibility and the ability to work calmly under pressure and to have a good sense of humour.
- 2.4 The ability to work effectively in a team and with a range of people.
- 2.5 Ability to communicate effectively and professionally with staff, students, contractors and visitors.
- 2.6 The ability to communicate well with young people and to have an understanding of some of the challenges they face.
- 2.7 An understanding of the Sixth Forms' commitment to Equal Opportunities Policy and the ability to contribute to the implementation of the policy through the duties of the post.
- 2.8 An awareness of the need for personal development, both as a member of staff and as an individual; a willingness to participate in INSET and appraisal.