



CHATHAM & CLARENDON GRAMMAR SCHOOL



Staff Application Pack

Catering Assistant

www.ccgrammarschool.co.uk



ccgrammarschool



ccgrammarschoolramsgate

Headteacher's Welcome

Thank you for your interest in joining Chatham & Clarendon Grammar School.

We are proud of our school, our pupils and our staff, and we are committed to providing a safe, supportive and ambitious environment in which everyone can thrive. We are pleased that you are considering applying for this role and hope the information in this pack helps you decide whether this is the right opportunity for you.

Applications should be submitted via Kent Teach - [Chatham & Clarendon Grammar School, Ramsgate](#)

Chatham & Clarendon Grammar School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

The successful candidate will be subject to appropriate pre-employment checks, which may include an enhanced DBS check, children's barred list check where applicable, verification of identity, right to work in the UK, qualifications, employment history, health clearance, references and, for teaching posts, teacher status and prohibition checks. Other checks may be required depending on the nature of the role.

As part of our safer recruitment process, shortlisted candidates may be subject to an online search as part of our due diligence. This may help us identify any incidents or issues that are publicly available online and which we may wish to explore with the candidate at interview.

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore required to disclose relevant convictions, cautions, reprimands and final warnings that are not protected or filtered under current guidance. Providing false or misleading information may result in an application being disqualified or, if appointed, may lead to dismissal.

References will usually be requested before interview, where possible. Referees should be able to comment on your professional suitability for the post. One referee should be your current or most recent employer, and references must be provided by someone with appropriate authority.

Should you have any further questions regarding the recruitment process, please email Mark Baker-Milner, HR & Payroll Manager on mbaker@ccgrammarschool.co.uk.

Thank you again for your interest in our school. I wish you every success with your application.

Yours sincerely,

Ben Chidwick
Headteacher



The Chatham and Clarendon Way

There are many elements that make our school **traditionally unique**, and one thing that we all hold dear is the wider development that our youngsters receive, helping them to become **well rounded young adults** who are prepared for life in the modern world.

As an extension of our existing vision, values and learning ethos, we nurture the development of **important intellectual, moral, civic and performance character values** that align with our current practice in an easy to articulate 'Chatham & Clarendon Way'.

A Chatham & Clarendon student:

- Does the right thing, not because they are told or because they are watched, but because it is right
- Is kind and courteous- they hold doors and support each other
- Greets everyone with a hello, good morning or good afternoon
- Approaches subjects with an open mind and intellectual curiosity
- Accepts the consequences of their actions
- takes collective responsibility for the school environment
- Represents the house system and the school with pride
- Embraces opportunities outside the classroom
- Shows autonomy and takes a proactive approach to opportunities and challenges
- Demonstrates resilience by learning from setbacks and persevering when faced with challenges
- Enjoys the intrinsic rewards of doing well and celebrates their achievements
- Makes eye contact, and speaks clearly and politely
- Is a strong ambassador for the school in how they behave, communicate and help others in the wider community
- Is committed to achieving their very best

This is the Chatham & Clarendon way

Chatham Street, Ramsgate, Kent, CT11 7PS

Phone: 01843 591075 Email: loweroffice@ccgrammarschool.co.uk

Why work for us

Competitive salaries

We offer competitive salaries for both teaching and non-teaching staff based on the type and level of role you do with automatic pay progression for main scale teachers. Pay ranges are reviewed annually with our recognised unions.

Pension Scheme

All contracted members of staff that meet the earnings threshold will be automatically enrolled into a career-average pension scheme with either the Teachers' Pension Scheme or the Local Government Pension Scheme. You don't pay tax or National Insurance on your contributions and CCGS adds a generous employer contribution.

Professional Development

We are committed to investing in our staff and offer a range of professional development opportunities to support career progression, build skills, and enable colleagues to reach their full potential.

Job Description

Job Title	Catering Assistant
Closing Date	Friday 17 th September 2026
Salary	Band 2 Point 7 £24,520 prorated £12,882.05
Contract Type	Fixed Term until May/June 2027
Working Hours	22.5 Hours
Location	Chatham and Clarendon Grammar School
Reporting To	Kitchen Manager

Job Purpose

The role is to assist the Kitchen Manager with day-to-day preparation and serving of food for students and staff.

Key responsibilities

Working under the direction of the Kitchen Manager, you will help provide a high-quality food service to our students and staff. The role will include:

- preparing and serving food
- operating catering equipment
- cleaning kitchen and dining areas
- Is friendly, dependable and able to work effectively as part of a team
- Takes pride in delivering excellent customer service
- Can work efficiently in a busy environment
- Understands the importance of cleanliness, hygiene and food safety
- Has a positive and flexible approach to their work
- Previous catering experience would be helpful but is not essential as full training will be provided

Person Specification

Area	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Application Certification Interview References
Qualifications	• Basic food Hygiene/Food Safety Certificate (or willingness to learn) • Good standard of literacy and numeracy	• Relevant CPD	Application Certification

Area	Essential	Desirable	Method of assessment
Skills, knowledge and experience	• Experience working in a catering, hospitality or food service environment. • Ability to work as part of a team. • Ability to organise and prioritise workload to achieve deadlines. • Knowledge of basic food preparation and food hygiene practices. • Able to build effective and positive working relationships. • Reliable, punctual and flexible approach to work. • Enthusiastic and committed. • Committed to personal learning and development		Application Interview References

Area	Essential	Desirable	Method of assessment
Character	• Able to build effective and positive working relationships • Organised and methodical approach to work • Professional, discrete, diplomatic • Enthusiastic and committed • Committed to safeguarding and promoting the welfare of children and young people • Committed to personal learning and development		Application Interview References

- Please apply here [Chatham & Clarendon Grammar School](https://www.chatham-clarendon-grammar-school.co.uk) or contact Mark Baker-Milner – HR & Payroll Manager on mbaker@ccgrammarschool.co.uk for more information.
- Early applications are encouraged, as we reserve the right to close the vacancy before the advertised closing date if a suitable candidate is found.

Chatham Street, Ramsgate, Kent, CT11 7PS

Phone: 01843 591075 Email: loweroffice@ccgrammarschool.co.uk

www.ccgrammarschool.co.uk



ccgrammarschool



ccgrammarschoolramsgate