

Strangford Integrated College

Job Application Pack

for the post of



Catering Assistant (20hrs/week – term-time)

Completed applications should be returned to:
Principal's Secretary, Strangford Integrated College, Abbey Road, Millisle, Newtownards,
BT22 2GB.

**Applications should be received no later than 12 noon on
Friday 22nd May 2026.**



Dear Candidate

I am absolutely delighted that you have shown an interest in applying for this post at Strangford Integrated College.

We are a grant maintained, 11-18, integrated college. We are situated in the village of Carrowdore, in an attractive and purpose-built campus. We are fortunate to have enthusiastic, well-behaved students in our community. It is our ambition to be one of the best schools in Northern Ireland, and as such, we have a focus on quality along with creative Teaching for Learning. It is our aim to tap into the wealth of potential held by all our students to help them to compete at the highest levels in our ever-changing world.

This is an excellent time to join Strangford Integrated College. We are highly oversubscribed and will welcome a new school building in 2026.

The job is a term time position as Catering Assistant. The post involves assisting working as part of a Catering team to ensure the College meets the needs of our students.

The successful applicant should be a good team worker and should have experience of working with both adults and children in a busy environment.

The Governors are passionate about securing the absolute best for Strangford Integrated College and the Community - they will expect commitment and drive but coupled with sensibility and humility. A sense of humour and a willingness to work hard are also huge attributes.

I very much look forward to hearing from you. I appreciate the amount of time that goes into an application, so thank you in advance for considering joining us.

Yours faithfully

Clare Foster

Principal

Job Description



STRANGFORD INTEGRATED COLLEGE

JOB DESCRIPTION

POST TITLE:	Catering Assistant
RESPONSIBLE TO:	Senior/Unit Catering Supervisor
SALARY SCALE:	£13.6288 - £14.2897 per hour. NJC pts 5-8. (A retainer fee is paid during school holidays.)
HOURS:	20 hours / week (term-time)

1 Job Purpose:

To actively participate in the daily operation of the Catering Unit under the direction of the Senior/Unit Catering Supervisor.

Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within the unit.

2 Duties and Responsibilities

- 2.1 The basic preparation of food and beverages including the preparation of vegetables and snacks using appropriate equipment.
- 2.2 Simple cooking including the reconstitution of prepared food.
- 2.3 Organisation and control of food service points.
- 2.4 The transferring and serving of meals and snacks including transported meals.
- 2.5 Assisting with the promotion of meals to pupils, parents and principal.
- 2.6 Maintain regular contact with the central kitchen, if applicable, with regard to all aspects of service delivery.
- 2.7 The preparation of the dining area:
 - (a) The setting out of dining room tables, chairs, benches and serving points as required by the meals service.
 - (b) The setting of tables, laying out of cutlery, water jugs, etc.
- 2.8* General kitchen and dining room duties including washing up, clearing away equipment including tables, chairs and benches. The cleaning of the kitchen/servery, dining room and equipment including floors and walls.
- 2.9 Recording of temperatures for control purposes as required.
- 2.10 Securing of premises as required.
- 2.11 Duties as delegated in connection with service provision.

3 General Conditions

3.1 All duties must be carried out to comply with:

(a) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;

(b) Codes of Practice

3.2 All duties will be carried out in the working conditions normally inherent in the particular job.

3.3 All necessary administration must be completed.

3.4 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

** Note:*

Where part of the school premises are used for the dual purpose of consumption of food

STRANGFORD INTEGRATED COLLEGE

JOB SPECIFICATION

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
QUALIFICATIONS		<p><u>Preference may be given to those applicants who have:</u></p> <ul style="list-style-type: none"> • A minimum of Level 2 Certificate in Food Safety (or equivalent or higher)*. <p>* Evidence of refresher training will be required where the certificate has been attained outside of the last 3 years.</p>
EXPERIENCE		<p><u>Preference may be given to those applicants who have:</u></p> <ul style="list-style-type: none"> • Catering experience in a school meals or a similar catering establishment where food is prepared, cooked and served;
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of the requirements of a catering assistant in a school; • Knowledge of relevant legislation with regard to hygiene in a catering environment; • Knowledge of health and safety procedures in a catering environment. 	<ul style="list-style-type: none"> • Knowledge of nutrition and providing food to meet special dietary requirements.
SKILLS	<ul style="list-style-type: none"> • Ability to communicate and take instruction in the English language; • Effective communication skills; • Interpersonal skills; • Organisation and planning skills. 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to work under pressure to meet specific deadlines; 	

	<ul style="list-style-type: none"> • Ability to work as member of a team; • Ability to use own initiative; • Flexible approach to work; • Willing to carry out instruction. 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Willingness to undertake job related training as and when required. 	

The Board of Governors reserve the right to enhance the criteria if necessary in order to facilitate a manageable shortlist.

It is essential that you fully describe in the application form how you meet the criteria sought. Please provide information against each requirement, providing dates and ensuring that where requirements are time bounded you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post.

DISCLOSURE OF CRIMINAL BACKGROUND

If you have been appointed for a post that involves ‘regulated activity’ under the Safeguarding Vulnerable Groups (NI) Order 2007, the Education Authority will be required to undertake an Enhanced Disclosure of Criminal Background. Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate, which is currently £32. Details of how to make payment will be sent to you at the pre-employment stage.

Further details in relation to legislative requirements can be accessed on www.nidirect.gov.uk/vetting or www.dojni.gov.uk/accessni

Application Forms must be returned by Friday 22nd May 2026 at 12 noon:

By post to: The Principal’s Secretary
 Strangford Integrated College
 Abbey Road
 Carrowdore, BT22 2GB

By email to: jpierpoint232@c2kni.net

Late applications will not be accepted. Strangford Integrated College is an Equal Opportunities Employer.

Posts involving work in educational establishments are subject to the provisions of the Children and Vulnerable Adults (NI) Order 2003.

Memorandum on Child Protection



This information originates in Department of Education Circular 2006/06: www.deni.gov.uk

The Board of Governors of Strangford Integrated College seeks to discharge its duty of care to all students attending the College and to conduct employment procedures equitably and well.

1. Candidates are reminded that:

- All posts in this College are regarded as 'regulated positions' under the terms of the Protection of Children and Vulnerable Adults (NI) Order 2003 (POCVA).
- It is a criminal offence for any individual to apply for, offer to do or accept any work, paid or unpaid in a regulated position if that individual is:
 - Entered on DHSSPS list of those Disqualified from Working with Children.
 - Entered on Department of Education's list of unsuitable people.
 - Subject to a disqualification from the courts.
 - Where there is reason to suspect that an application has been received from such an individual the matter will be reported to the police and full co-operation given to any subsequent investigations including disclosure of all relevant documents.

2. Each candidate must:

- Declare any criminal conviction on the application form.
- Indicate that they are eligible to apply for a regulated position.
- **Provide the following if called for interview:**
 - Photographic proof of identity
 - Original birth certificate
 - Authorisation for school to initiate Vetting and Barring Procedures (used only for candidates recommended for appointment).
- **Provide the following if recommended for appointment**
- Proof of qualifications entered on application form.

3. Candidates are advised that:

- False or incomplete declaration of criminal convictions or false claims of qualifications will render an application ineligible and any recommendation for appointment will be withdrawn.
- Where the outcome of a Criminal Record Check, initiated as part of the Vetting and Barring Procedures, is unsatisfactory, in the opinion of the Principal, having consulted the Chairperson of the Board of Governors, a recommendation for appointment will be withdrawn.
- Due process will be followed but, if an individual has taken up post before the discovery of false or incomplete declaration of criminal convictions, or false claims of qualification, or failure to disclose ineligibility to apply for or to hold a regulated position, the employment will be rescinded with immediate effect.

- In making application for a regulated position in Strangford Integrated College, candidates acknowledge the school's right to:
 - Carry out pre-employment and criminal record checks.
 - Take cognisance of such information as the school deems appropriate and make decisions accordingly
 - Require full compliance with the requirements set out in this memorandum.
 - Disqualify those candidates who fail to comply.
 - Disclose relevant documents to the PSNI in the event of any investigation.

A Criminal Record will not necessarily be a bar on obtaining a position in the College.