



Catering Assistant Recruitment Pack

CRESTWOOD
COMMUNITY SCHOOL



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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.





Section 1: Post Advertisement

Post: Catering Assistant (two posts available)

Start Date: As soon as possible

Location: One post on the Shakespeare Campus; one post on the Cherbourg Campus

Salary Scale: Grade A/B - £16,733.89-£17,148.13 per annum (FTE £24,521-£25,128)

Contract: Permanent

Working Pattern: Full Time: 8:00 - 14:00

Closing Date: Friday 28 August 2026

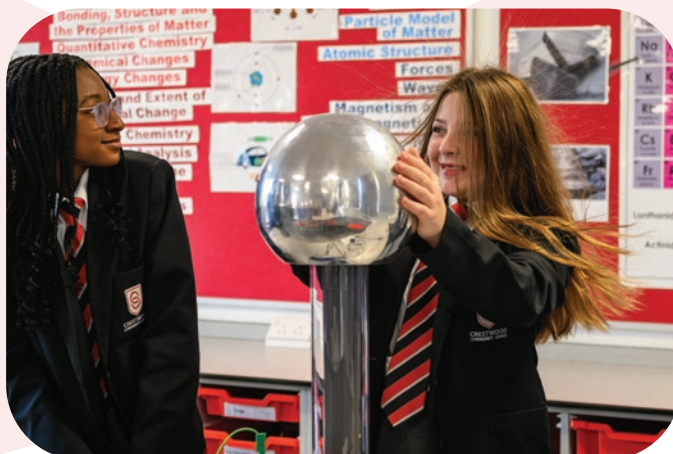
Crestwood Community School is one school, with two campuses serving central Eastleigh. We are looking to appoint a hardworking, positive individual to join our catering team. Ideally you will have some experience of working within catering or an industrial kitchen and qualifications in food hygiene and allergy awareness. You should have a passion for food and quality customer service. You will play an active role within the kitchen, working directly with the Catering Manager, Chef, catering assistants and students on a regular basis, so being a team player is essential. Duties will include food preparation, serving meals, using the cashless catering tills and software, and basic cooking as well as maintaining a clean and safe kitchen environment.

There is the opportunity to study towards a catering Apprenticeship for the right candidate.

Crestwood Community School had an Ofsted inspection in June 2018, which confirmed that we are a 'good' school. We also achieved outstanding gradings in Personal Development and Behaviour and Leadership. They also said that as a school we are "passionately committed to providing a first-class inclusive education for all pupils; tenacious in their pursuit of additional resources and approaches to continually improve provision." This is a happy school, where staff and students want to be. The #Crestwoodfamily pervades through everything we do.

This post offers an opportunity to join a hardworking team of motivated and dedicated staff, who all strive to do their very best for the students and staff at Crestwood.

This is a happy school, where staff and students want to be. The #Crestwoodfamily pervades through everything we do.



As a school we take staff well being seriously. We offer staff the following:

- Wellbeing weeks, with no commitments scheduled after school
- Free lunch every day
- Half termly cooked breakfasts
- Accrued inset days, taken as twilights, giving staff an additional 4 days off a year
- One well being day per year (during term-time), to be taken at their chosen time (after a qualifying period)
- Weekly thank you bulletin
- Birthday cards
- Heads discretionary leaves of absence for family events
- Acts of random kindness
- Access to mental health first aiders

Applications should comprise of a completed Hampshire Support Staff application form, with the names and addresses of two referees and should be returned to hr@crestwood.hants.sch.uk.

Please download details and a Support Staff Application form from the school website www.crestwood.hants.sch.uk located under the School Information/Vacancies tab.

Please note we cannot accept a CV as a means of application. We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Crestwood Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



Section 2: About Crestwood Community School

We are one school over two campuses, serving the children of central Eastleigh, which is a vibrant town, with large amounts of development in both business and residential areas. There has been an expansion in the primary sector with several local schools undergoing expansion to their buildings to accommodate the growth in student numbers. Crestwood merged with the former Quilley School in 2016 to provide one secondary school for Eastleigh, something new and exciting, offering high quality education for the children of Eastleigh. In 2022 we became oversubscribed in every year group and are operating a waiting list across both campuses. The two campuses are situated at Shakespeare Road and Cherbourg Road and both offer the same high quality education to all year groups with little movement of students. We have two specialised Resource Provisions, dyslexia and SEMH.

As the long serving Executive Headteacher of this wonderful school, I have a clear vision and an absolute determination, alongside my team, to continue to improve even further the provision of education across Eastleigh. The school has a very mixed intake and as a result areas such as pupil progress, behaviour and attendance remain a challenge.

The composition of the school as of March 2026 was:

Students	Current	National	Hampshire
School number on roll	1474	Well above average	Well above average
School %FMS(6)	36%	Above average	Well above average
School %SEND support	19%	Close to average	Close to average
School %EHC plan	8.2%	Well above average	Well above average
School %EAL	14.5%	Close to average	Well above average
School number LAC	18	Well above average	Well above average

We agree with the recent Ofsted areas for Improvement and have established school wide staff working parties to address these.

The Ofsted report states that “Leaders and governors are driven by a strong sense of moral purpose. They are ambitious for pupils’ futures and drive to provide the best opportunities for them. Staff share these aspirations and are loyal and committed”.

We care deeply about our school, the staff, the students and the community we serve, we are a school with a heart. We as a school are clear about our improvement agenda and we work cohesively as a school wide team. As this was our fifth consecutive “good” grading it demonstrates that at Crestwood we are continually providing a consistent quality in all we do, against a backdrop of tougher standards and criteria to be judged against.

Staff are predominantly one campus based but may be expected to teach across both sites, whilst playing an active part in their innovative and high-performing teams. Across both campuses we have been successful in establishing a strong culture and ethos, typified by the #Crestwoodfamily.

Our Ofsted report from February 2024 stated that at Crestwood “there is a welcoming, friendly atmosphere”. They also said that “teachers and support staff, including those in the early stages of their career, are proud to work at the school. They particularly value school leader's careful consideration of their workload and well-being so that they can focus their efforts fully on pupils' education.” In addition Ofsted report that “many pupils, staff and parents describe the school as a ‘big family’.

We have enhanced our campuses significantly over the past few years. We have refurbished nearly all areas across the school. We have had a new crescent area and roof at Shakespeare which has enhanced the building significantly. The Cherbourg Campus is situated between the town's two post-16 providers. The site is well maintained with specialist facilities in excellent condition throughout, including 5 new Science rooms and refurbished Sports Hall. In totality we are a school continually on the up and have a can-do-more attitude.



Section 3: Person Specification

Job title: Catering Assistant

Salary Scale: Grade A/B - £24,521-£25,128

Responsible to: Catering Manager

Special Conditions: An enhanced Disclosure and Barring Service (DBS) check is required for this post.

Qualifications

Essential

- Level 2 Food Safety (or NVQ equivalent)

Knowledge and skills

Essential

- Knowledge of legislative requirements for:
- Working in industrial cooking
- School catering
- An understanding of the routines and challenges of catering in a school environment
- Good literacy and numeracy skills
- Good organisational skills
- Ability to multitask and work effectively in a stressful environment
- Strong teamwork skills
- Strong customer service skills
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Personal Attributes

Essential

- Sensitivity and understanding, to help build good relationships with colleagues, students and staff
- Commitment to promoting the ethos and values of the school
- Commitment to maintaining confidentiality
- Commitment to safeguarding students wellbeing and equality
- Resilient, positive, forward looking and enthusiastic about making a difference to children and young people