



Bishop Chadwick
Catholic Education Trust



Vacancy: Catering Assistant

St Mary's Catholic Primary School, Meadowside, Sunderland. SR2 7QN

Headteacher: Mr M. Clephane

CEO: Mr T.B. Tapping

Bishop Chadwick Catholic Education Trust was established in February 2016, currently there are Thirty-one schools within the Trust. The details of each of the schools currently within the Trust can be found on our website www.bccet.org.uk

St. Mary's Catholic Primary is looking to appoint a Catering Assistant from 2nd March 2026 to:

- Prepare and serve breakfast to breakfast club attendees
- Assist the kitchen team to prepare and serve healthy and nutritious meals
- Follow and adhere to Health and Safety processes

The position will require someone who is able to prepare breakfast items and serve them to the pupils attending our breakfast club provision and ensure good kitchen practices and cooking methods are observed.

Bishop Chadwick Catholic Education Trust safeguards and protects its students and staff by being committed to respond in accordance with South Tyneside Child Protection Procedures. Enhanced DBS checks are mandatory for all school staff.

Salary: SP4 Actual Salary - £17066

Start Date: 2nd March 2026 – provided all necessary pre-employment checks have been completed.

Contract: 30 hrs per week, 6 hrs per day – 07:45am – 13:45pm.

Completed application forms should be submitted by email to school business lead, Val Atkinson at vatkinson@smrc.school by **Monday 26th January 2026, 12 noon.**

Emailed applications are required and CV's will not be accepted. For enquiries regarding this role, please contact Karen Reiling, Trust Catering Manager – kreiling@bccet.org.uk

Interview date: 2nd February 2026

Electronic signatures will be accepted but candidates will be required to add a written signature to their application when circumstances allow.

The position we are filling is exempt from the provisions of the Rehabilitation of Offenders Act and a satisfactory Enhanced DBS from the Disclosure and Barring Service is required as part of pre-employment checks.

Bishop Chadwick Catholic Education Trust is an equal opportunities employer, welcoming applications from all sections of the community. We are committed to safeguarding and promoting the welfare of young people and vulnerable adults and we expect staff and volunteers to share this commitment.