

Information pack for candidates



ST HILDA'S
CE HIGH SCHOOL

WISDOM
HOPE
COMMUNITY
DIGNITY
EQUALITY
DIVERSITY

Catering Assistant/Cashier (part-time)

SALARY RANGE: SCP 3

CHRIST JESUS AS OUR
CORNERSTONE

THE ST HILDA'S FAMILY

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Strengths from SIAMS Report (2025)

- St Hilda's family is deeply devoted to its vision. It is underpinned by a carefully crafted set of Christian values. These are the cornerstone of every aspect of this inclusive school community and enable students and adults to thrive together.
- Highly positive and productive relationships throughout the school nourish and affirm individuals enabling them to be the best that they can be. This is pivotal in transforming lives and encouraging an atmosphere of aspiration, hope and dignity.
- Religious education (RE) has a high status and is a significant strength of St Hilda's. Known throughout the school as 'the core of the core', it has a strong and challenging curriculum. Students flourish in the subject and make strong progress in their studies at all levels.
- Visionary leadership of collective worship inspires the school community and provides a key focus for its daily life. These times of gathering bring opportunities for reflection. They promote spiritual flourishing and strongly support the development of an understanding about how to live well.
- The vision passionately drives a culture that includes and nurtures every individual. Therefore, leaders ensure that provision for students, including those with special educational needs and disabilities (SEND), is of the highest quality.



Dear Candidate

Many thanks for your interest in St Hilda's and the post of Catering Assistant/Cashier (part-time).

St Hilda's is unique. St Hilda's is a family. We are the only co-educational Church of England school in Liverpool in key stages 3 and 4. We welcome students and their family from a Christian background, from other faiths and those who have no faith. Each individual is precious.

Although our reputation in the community is excellent, this does not mean that we do not look for opportunities to improve who we are and what we do. We live by our values and are educating for 'wisdom, hope, community, dignity, equality and diversity'. Students helped to choose our 6th value of diversity. We changed to a house system to promote a sense of belonging in each of our students and members of staff. Our smaller House families come together to form the larger St Hilda's family. We chose our 6 Houses very carefully. Each one of these inspirational people embody our values and have helped to shape Liverpool. We speak in more detail about Margaret Aspinall, Gee Walker, Kitty Wilkinson, John Brodie, William Roscoe and Levi Tafari on our website.

We believe in student voice, in student leadership and in high expectations. Our behaviour systems focus on a Chance to Change and we work hard in ensuring we support our students in making the right decisions, ready to take their place in our society. In 2025, Our SIAMS inspection found that St Hilda's Church of England High School is living up to its foundation as a Church school and is enabling students and adults to flourish. The report highlighted "St Hilda's biblically rooted Christian vision is the cornerstone and lifeblood of this school family. It is strongly proclaimed and confidently embraced, sustaining and nourishing the school's work and mission. Along with its compelling Christian values, the vision drives this exceptional school. Diversity and difference are embraced, giving dignity and allowing this community to live well together. Students are highly respectful and supportive, enabling them to appreciate and support one another to be who they are." We are unashamedly a Christian school. Our most recent Ofsted report graded us as Good in 2021.

We are heavily oversubscribed, but this does not mean that we do not recognise that we can become even better. We are looking for someone who will join the St Hilda's family in the key position of Catering Assistant/Cashier who champions all of our students, challenges where necessary and celebrates at every opportunity. You will support and develop the people in your team, ensuring all opportunities are taken to lead and share excellent practice. Your vision to support St Hilda's to the next level is paramount.

Academically, St Hilda's intake is above national average. However, our aspiration is that every single one of our students achieves or exceeds their potential, has exceptional pastoral support and has a wealth of opportunities to support their development. In this role, we are looking for a very special person with the vision and experience to help our vision become a reality. **Is this you?**

We welcome visits from prospective candidates, but this will not form part of the selection process. Please contact HR by email should you wish to arrange a visit recruitment@st-hildas.co.uk



I look forward to receiving your application if you believe that St Hilda's suits your career aspirations and you meet our criteria for selection. We are looking for a very special **Catering Assistant/Cashier**.

Thank you for your time,

Mrs Jo Code, Headteacher

St Hilda's CE High School

St Hilda's CE School is an 11-18 co-educational Church of England school that sits on the fringe of Sefton Park in Liverpool. The school currently has 1132 students. Due to parental demand for places at the school, from September 2018 we increased our Year 7 PAN from 150 to 170. We pride ourselves in being a fully inclusive school that serves our Diocese and beyond. Our vision encapsulates who we are as a school:

We are the St Hilda's family, with Jesus Christ as our cornerstone.

Building on foundations of **wisdom**, **hope**, **community**, **dignity**, **equality** and **diversity**, we nurture and support each other to be or very best. We rejoice in our diversity and celebrate our many achievements.

St Hilda's also has a sixth form. St Hilda's College is an integral part of the school and last year, over 88% of Year 11 chose to continue their education at St Hilda's. The College is growing year on year.



The new school buildings were opened in September 2015. We are incredibly proud of the excellent facilities we have, including excellent sports facilities. St Hilda's College have dedicated areas in the school, including their own study rooms and café.

Our greatest asset at the school is our staff. St Hilda's staff are incredibly generous with their time and support of each student. We have an incredibly low turnover of staff and we retain many of our ECTs and former students return to work here.

This is an exciting time to join the school and become part of a hard-working and committed team who embody our vision and values.



Leadership Team

Jo Code, Headteacher.

Karen Kearns, School Business Manager.

Robert Lawton, Deputy Headteacher, Pastoral.

Andy Smith, Deputy Headteacher, Quality of Education.

Carina Bird, Assistant Headteacher, Quality of Education, CPD.

Liz Cowdell, Assistant Headteacher, Quality of Education, Data & Assessments.

Andrea Howard, Assistant Headteacher, Head of St Hilda's College.

Lisa Franks, Executive SENDCo.

John Martin, Assistant Headteacher, Behaviour and Attitudes.

Nancy Martin - Associate Assistant Headteacher, Head of Christian Distinctiveness & RE.

Conor Merrick, Associate Assistant Headteacher, Head of English, Literacy and Reading Intervention.

Ben Norton, Associate Assistant Headteacher, Early Careers and Appraisals.

Anthony Washington, Senior Head of House, Behaviour and Attitudes.

Karen Steele, Non-teaching DSL.

Kate Hester, SENDCo.



Liverpool

Liverpool is a city with unique attractions, exciting events, world class sport offerings, unrivalled musical heritage and a famously warm welcome!



Location and Transport Links

Liverpool enjoys superb communication links. St Hilda's CE School is located close to the M62 and other major roads. There are train and bus links to St Hilda's. Liverpool Lime Street train station is the main station serving the city of Liverpool. Liverpool Airport is less than 30 minutes away.

St Hilda's CE High School

Croxteth Drive, Sefton Park, Liverpool L17 3AL

T: 0151 733 2709

E: info@st-hildas.co.uk

I: www.st-hildas.co.uk

Facilities and Amenities

St Hilda's CE School is close to the 3 universities in Liverpool. We are also close to Liverpool One; a range of shops, bars, restaurants, cafes and a cinema. Speke Retail Park and Edge Lane Retail Park are also close by.

Liverpool has the largest collection of museums and galleries anywhere outside London. The city also has several hospitals, theatres, cinemas and numerous other cultural and leisure facilities. St Hilda's CE School lies in South Liverpool, overlooking Sefton Park.

Housing and Accommodation

A range of accommodation options are available in the local area and there is a thriving rental market. The excellent transport links allow many staff at the school to live in outside of Liverpool. Help and advice can be given by the school if accommodation is required.

Job Description

Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and Job Title.

Catering Assistant/Cashier

Working time:	17.5 hours per week Monday – Friday, part time 10.45am-14.15pm, Term Time, plus 3 INSET days
Grade:	NJC SCP 3, £13.59ph
Disclosure level:	Post is subject to a current enhanced disclosure
Reporting to:	Catering Supervisor, Catering Manager, Facilities & Operations Manager
Working with:	All staff and students

PURPOSE OF POST

- The core purpose of this role is to provide effective support to the Catering Manager through the ability to prepare food to a high standard.
- To take payment (using a swipe card system) for food bought by pupils/staff.
- To assist with other catering duties as required.

POST RESPONSIBILITIES

As a member of the St Hilda's family, you will be expected to:

- To help prepare high quality meals for pupils and staff; wash, peel, chop, and assemble basic food items like sandwiches, salads, or vegetables under the Catering Managers direction
- To maintain high standards of food hygiene in the kitchen in accordance with domestic and catering standards and adhere to the requirements of Level 2 award in Food Safety and Hygiene and allergen control procedures at all times.
- To ensure supplies are stored in accordance with domestic and catering standards, assisting with the receiving and putting away of daily and weekly deliveries.
- To undertake cleaning duties to support the cleanliness and hygiene standards within the kitchen, canteen and seating area; Wash dishes, cutlery, pots, and pans; wipe down tables, counters, and kitchen equipment.

- To maintain daily contact with staff and pupils at the school to ensure a quality service is maintained; serve at the counter, manage food presentation, and accommodate student dietary needs or allergies.
- Complete individual training and development as required.
- Comply with school policies and procedures. The required Personal Protection Equipment (PPE) must be worn at all times.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's Health and Safety policy and all school-specific procedures / policies that apply to this role.
- The job purposes and key statements remain indicative and by no means exclusive. Given the evolving needs of the school, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- St Hilda's CE High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The job holder is required to sign up to the DBS update service and will be reimbursed for this. The school's safeguarding policy must be followed at all times.
- This role will involve contact with children and as such you will be engaging in regulated activity relevant to children.
- The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.
- To support the Head Teacher in promoting the Christian ethos of the school.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- Contribute to the corporate life of the school through effective participation in meetings.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.

- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's Health and Safety Policy.
- To be willing to undertake First Aid Training.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This role involves contact with children and will be engaging in regulated activity relevant to children. This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.



Person specification

In your letter of application under section 8 Person Specification, please demonstrate how you meet these criteria.

Do not include a curriculum vitae.

Candidates failing to meet any of the essential criteria will automatically be excluded.

[A] Qualification requirements

	Essential	Desirable	Source
Good Maths and English ability	E		A
Holding of a current Level 1 award in Food safety and Hygiene. First aid qualification Other related qualification		D	A

[B] Knowledge/Understanding

	Essential	Desirable	Source
Understanding of health and safety and good hygiene practice in the kitchen.	E		A/I
Experience working within a catering / food environment.	E		A/I
Experience working within a school environment.		D	A/I

[C] Personal Qualities and Skills

	Essential	Desirable	Source
Communicate effectively with both staff and students. Ability to cope with periods of high demand and prioritise workload accordingly, meeting all deadlines. Work flexibly and share in workloads, particularly during periods of high demand. Hold positive values and attitudes and adopt high standards of professional behaviour. Enthusiastic and positive. Have a commitment to collaboration and co-operative working where appropriate.	E		A/I

Ability to work flexible hours on occasions. Willing to undertake training courses that are relevant to the duties of the post or are required for Health and Safety reasons. Willing to wear the prescribed personal protection equipment Able to support the Christian ethos of the school St Hilda's CE High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.			
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[D] Pre-Employment Checks

	Essential	Desirable	Source
Positive recommendation from all referees, including current employer/ITT trainer	E		R
DBS Clearance post appointment	E		

(Source: A=Application (form+letter); I=Interview; R=Reference)

[F] Application Form and Supporting Statement

The supporting statement should be clear, concise and related to the specific post. No more than 1 side of A4, font size 12.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Review date: 13.08.2026



How to apply and the Selection Process

Closing date: This advert will close to applicants once we receive a high number of applications

Interview: During August and/or September 2026

Applications should be sent to: recruitment@st-hildas.co.uk

All candidates, both those shortlisted and those who are not successful, will be contacted by email. Details of the date and time of final interviews will be given to successful candidates.



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