

St Louis Grammar School

BALLYMENA



EXCELLENCE ENDEAVOUR EMPOWERMENT

Part-time Permanent (Term Time)
Catering Assistant
(10.15am - 2.15pm Mon - Frid)

APPLICATION PACK



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Accessibility and Accessible Format

Candidates with a disability who require assistance will be facilitated upon request. Candidates who wish to receive Application Forms and application packs in accessible formats are requested to inform Mrs T. Weir of their requirements as soon as possible, as the closing date for applications remains the same for all applicants.

Our Prospectus will accompany this Application Pack. The Application Form is a separate stand-alone document.

Special Requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing: tweir593@c2kni.net

JOB ADVERTISEMENT



St Louis Grammar School
Cullybackey Road, Ballymena BT43 5DW
Tel: 028 2564 9534
Enrolment No: 960

Part-time Permanent (Term Time) Catering Assistant

St Louis Grammar School is a Catholic, Voluntary Grammar School committed to providing excellent educational opportunities for each pupil to develop his/her unique talents to the full in a secure, caring environment.

Our motto “**Ut Sint Unum**” that they may be one, reinforces our St Louis family value system and family centred approach to education.

AIMS

- To be a community inspired by the Catholic faith, living out Gospel Values and reflecting all traditions of our Irish Cultural Heritage.
- To enable pupils to acquire a sense of purpose and have a good opinion of themselves by giving all access to a religious, academic, moral, social and physical education with appropriate provision for pupils with special needs, in an attractive school environment.
- To provide teachers with the necessary accommodation, equipment and training to achieve the above aims.
- To involve Parents, Educational Bodies and Industry in the work of the school and benefit the greater Ballymena Community.
- To foster a spirit of cheerful co-operation and provide a caring environment which promotes high achievement and self-esteem among staff and pupils.

The Board of Governors seeks to appoint a highly motivated, enthusiastic and committed Catering Assistant from September 2026.

Application Packs are available from the school website www.stlouisgrammar.com

The closing date for receipt of completed Application Forms is **12 noon on Tuesday 23rd June 2026**. Please return application forms (including monitoring form) **by email only** to tweir593@c2kni.net ***Please put post title in email subject heading***

The school is committed to safeguarding children and young people. The successful candidate will undergo an enhanced *AccessNI check (currently £32) as well as prudent checks of references and employment history. *AccessNI Code of Practice is available upon request.

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 as required.
- 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.
- 3.5 Promote and adhere to the values/ethos of the school.

4. PROBATION PERIOD:

You shall serve a period of six months on probation (excluding July and August). If your performance is not to the expectation of management, your probationary period can be extended if deemed necessary.

5. SICKNESS SCHEME:

You will be entitled to receive sick pay for the following periods:

During 1st year of service: 1 month's full pay and, after completing 4 months' service, 2 months' half pay

During 2nd year of service: 2 months' full pay and 2 months' half pay

During 3rd year of service: 4 months' full pay and 4 months' half pay

During 4th and 5th year of service: 5 months' full pay and 5 months' half pay

After 5 years' service: 6 months' full pay and 6 months' half pay

The period during which sick pay shall be paid, and the rate of sick pay, in respect of any period of absence shall be calculated by deducting from the employee's entitlement on the first day the aggregate of periods of paid absence during the twelve months immediately preceding the first day of absence.

6. NOTICE ENTITLEMENT:

One month notice of intention to terminate employment is required by the Board of Governors. In the case of gross misconduct, services may be terminated without notice.

Disciplinary and grievance procedures for all non-teaching staff are available from the Principal.

The responsibilities and terms and conditions may from time to time be reviewed in the light of new legislation and/in the needs of the school. Such changes will be the subject of negotiation between the Bursar and the Principal/Board of Governors.

7. WAGE RATE:

NJC Main 1 Point 5 (£13.6288) – Point 8 (£14.2897)

Hours: 10.15am – 2.15pm (Monday to Friday)

Monthly paid on a daily rate basis (4hrs per day)

Term Time (Holiday Entitlement and Retainer Fee paid July/August)

Retainer Fee applied to Term Time School Closures (with the exception of Statutory Holidays paid at normal rate)

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

NB: It is acknowledged that the contents of this generic Job Description are not subject to appeal.



St Louis Grammar School, Ballymena

Personnel Specification

NOTES TO JOB APPLICANTS

1. You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant.
2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise.
3. The stage in the process when the criteria will be measured is outlined in the table below.
4. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form.
5. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role.
6. In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria as outlined in Section 3 at shortlisting, in which case these will be applied in the order listed. It is important therefore that you also clearly demonstrate on your application form how you meet any desirable criteria.

SECTION 1 - ESSENTIAL CRITERIA

The following are **essential** criteria which will initially be measured at the shortlisting stage and which **may also be further explored during the interview/selection stage**. You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

Factor	Essential Criteria	Method of Assessment
Other	Willingness to undertake job related training	Shortlisting by Application Form

SECTION 2 - ESSENTIAL CRITERIA

The following are **additional essential** criteria which will be measured during the interview/selection stage.

Factor	Essential Criteria	Method of Assessment
Knowledge	Demonstrable knowledge of the requirements of a school caterer Demonstrable knowledge of relevant legislation with regard to hygiene in a catering environment Demonstrable knowledge of health and safety procedures in a catering environment	Interview
Skills / Abilities	Evidence of effective communication skills Excellent interpersonal and team working skills	Interview

	Effective organisational and planning skills and the ability to work under pressure to meet deadlines	
Values Orientation	Evidence of how your experience and approach to work reflect the school's ethos and values.	Interview

SECTION 3 - DESIRABLE CRITERIA

Some or all of the desirable criteria may be applied by the Selection Panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your application form how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

Factor	Desirable Criteria	Method of Assessment
Qualifications Experience and Knowledge	<p>Hold a Level 2 Certificate (or higher) in Food Safety, or an equivalent qualification*</p> <p><i>* Evidence of refresher training will be required where the qualification has been attained outside of the last three years</i></p> <p>Experience of catering in a school meals, or similar catering establishment, where food is prepared, cooked and served</p> <p>Experience of cash handling</p> <p>Knowledge of food nutrition, and providing food to meet special dietary requirements</p>	Shortlisting by Application Form

Please demonstrate how and to what extent you meet this criterion on Application Form

Applicants should note that the essential criteria may be enhanced at shortlisting.

Contextual Information and Safeguarding

Attendance at Interview

Please note that candidates should make every effort to attend for interview at the specified date and time. It may not be possible to arrange alternative interview dates.

Confirmation of Appointment

Before appointment, the successful candidate could be asked to provide evidence that they have no prevailing medical issues, provide authentic certificates of qualifications, agree to an AccessNI check and have acceptable references.

Contextual Information

We currently have eight kitchen staff working in St Louis. The work and performance of Catering Assistants is monitored by the Senior Unit Catering Supervisor.

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment and selection process. By signing and submitting your Application Form, you are giving consent to the processing of your data by the school.

Disclosure

This position is exempt from the provisions of the Rehabilitation of Offenders (Exceptions) Order 1979. You are not entitled to withhold information about convictions, cautions or reprimands under the provisions of the Order. Any failure to disclose such convictions could lead to disqualification or termination of employment. Any information given will only be used in connection with posts to which the Order applies. If you have a criminal record, this will not automatically debar you from employment. Policy on Recruitment of Ex-Offenders is available upon request.

Equality and Diversity

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workforce and becoming an employer of choice.

References

Applicants are required to identify two referees on their Application Form, one of whom should be their current employer (if applicable). Referees may be contacted prior to interview.

Safeguarding

St Louis Grammar School, Ballymena is committed to safeguarding and promoting the welfare of its children and young people.

The Application Process

Information for Potential Applicants

Please note that your application will be copied and distributed to the school's Board of Governors Selection Panel for this appointment. It is important that any communication with us is clear and concise.

All shortlisted candidates have the option of visiting the school before interviews are held. To arrange this, please contact Mrs T. Weir, the Principal's Secretary, on 028 2564 9534 or tweir593@c2kni.net

How to Apply

Please download the application pack, application form and monitoring form from: www.stlouisgrammar.com

The application form (including monitoring form) should be completed in full and emailed to Mrs T. Weir, Principal's Secretary at tweir593@c2kni.net *Please put post title in email subject heading*

All correspondence will be via email.

The Recruitment Schedule

Post advertised:	11 th June 2026
Closing date for applications:	23 rd June 2026 (12 noon)
Interviews:	To be confirmed

Recruitment Process

Once you have submitted your application, it will be assessed against the criteria in the Personnel Specification. If you attain high scores, you will then be invited to attend an interview.



Principal

Mrs J O'Neill BSc, PGCE, MBA, PQH (NI)

Board of Governors

Mrs M. Black CBE (Chairperson), MA Ed; BSc (Hons); Post Grad Dip H Ed; Cert H Econ; P Dip (Executive Coaching); HMFPH, Mr D. Wright (Vice Chairperson), Mr A. Law, Mr S. McCann, Mrs S. McCarry, Mr G. McGarry, Very Reverend M. McGinnity PP, Dr C. Wilson.



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School App available to download from App Store/Google Play Store
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