



Bishop Chadwick
Catholic Education Trust



CATERING ASSISTANT VACANCY

Salary: £12,435.52 (SCP4) actual salary (£25,185 whole time salary, pro rata)

Start Date: 1 September 2026 (provided all necessary pre-employment checks have been completed)

Contract: Permanent, 20hrs per week, Mon-Fri (9:30-13:30), Term-time only, plus 2.5 PD days (10 hours).

CEO: Mr T.B. Tapping OBE

Headteacher: Mrs Eve Alderson

ST MATTHEW'S CATHOLIC PRIMARY SCHOOL

St. Matthew's Catholic Primary school are seeking a reliable and enthusiastic Catering Assistant to support the Chef in delivering a high-quality, cost-effective catering service within our school environment. The role involves food preparation and service, maintaining high standards of hygiene and safety, supporting medical and special dietary requirements, and interacting positively with pupils and colleagues. This is a part-time, term-time role (plus 2.5 INSET days) offering regular weekday hours, ideal for someone who enjoys working as part of a team and contributing to a welcoming, safe and healthy school community.

The successful candidate will be committed to the values and ethos of our Catholic school and will join our dedicated and hardworking team, who all strive for high standards for all of our children. We are looking for someone who is flexible, approachable, adaptable and enjoys working with children. Relevant induction processes and CPD will be provided for the successful candidate.

St Matthew's Catholic Primary School is part of Bishop Chadwick Catholic Education Trust which is one of four Trusts in the Diocese of Hexham and Newcastle.

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

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.

Completed application forms and supporting documents should be submitted by email to TMAoffice@stmatthewsjarrow.co.uk by **12 noon on Friday 1st May 2026**. Emailed applications are required and CVs will not be accepted.



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For enquiries regarding this role, please contact Mrs Kyra Brady at our School Office on 0191 489 8355.

Interviews will be held on **Friday 15th May 2026**.

Electronic signatures will be accepted but candidates will be required to add a written signature to their application when circumstances allow. Previous applicants need not apply.

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. An online search will be completed for all shortlisted candidates.

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.