



COBHAM PRIMARY SCHOOL

CARING, PROUD, SUCCESSFUL!

Role: Catering Assistant

School: Cobham Primary School

Grade/salary: KSA (previously KR3)

Responsible to: Site Manager

Start date: September 2025

Hours: 7.5 per week (12.15pm-1.45pm, Mon-Fri term times)

Applications: Please apply using the Kent Teach form. **Deadline:** 5pm Friday 22nd August

Please contact headteacher@cobham.kent.sch.uk to discuss the role further.

Are you passionate about making a difference in the lives of children? Do you want to be part of a close-knit team in a welcoming village community? We are looking for a dedicated and nurturing Catering Assistant to join our small but vibrant school, where every child is known, valued, and supported to succeed.

At Cobham Primary School, we are really passionate about children being well nourished as well as having the positive experience of eating as a community. Our children enjoy high-quality food provided by Apetito, in a family-style dining environment.

Apetito provides frozen prepared meals, which are cooked on site in the school ovens. These meals are then served by table to the children. The role requires a very small amount of food preparation (e.g. cutting up bread).

In family-style dining, children sit together at a table and a serving dish is brought to the table. The head of the table shares the food out between the children, and once everyone is served the children all eat together. Children work together to clear the table after they have finished and go out to play after their table is cleared. It is a great chance to have meaningful conversations, learn the skills of setting a table, using table manners and working as a team.

We are seeking a Catering Assistant to help deliver our vision for a really positive dining experience for all children.

Purpose of the Job:

To assist in the preparation, cooking and serving of food and beverages, as directed.

Key duties and responsibilities:

- Assist in the preparation, cooking and serving of food and beverages
- Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times
- Operate kitchen equipment, following training
- Undertake cleaning and washing up as directed in the kitchen and dining areas
- Refill and replace sauces, condiments and other consumables.
- Assist with moving and setting up dining furniture
- Report on stock usage to ensure supplies of cleaning equipment and food are maintained

Person specification

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	You will not need previous specific experience or qualification. Recent school leavers will have evidence of basic educational achievements or qualifications. Food hygiene certificate an advantage
EXPERIENCE	Some relevant experience working with food and / or in a kitchen environment is an advantage.
SKILLS AND ABILITIES	Ability to use of kitchen equipment. Ability to be able to exchange information with other catering and dining area staff. Interaction with pupils to ascertain needs. Needs to be able to be responsible for the safekeeping, cleanliness and use of equipment, supplies and consumables/assembly or disassembly of equipment used by others
KNOWLEDGE	Knowledge of a limited number of procedures and equipment for preparing, serving and assisting with cooking of food, relevant hygiene requirements.