



## **Kitchen Assistant**

### **St Nicholas CE Primary Academy, New Romney**

**Start Date:** 1 September 2026 (or as soon as possible thereafter)

**Salary:** Aquila pay band A, £24735 FTE, £5652 Actual

**Hours:** 10 hours per week initially (with a possible opportunity for more hours), term time only

**Contract:** Permanent

### **Job Introduction**

St Nicholas CE Primary Academy is seeking a motivated, reliable and enthusiastic Kitchen Assistant to join our friendly and supportive catering team. This role is vital in helping us provide a healthy, positive lunchtime experience for all pupils.

You will work under the direction of the Catering Manager to support the preparation, serving and clearing of school meals, ensuring high standards of hygiene, safety and organisation at all times.

### **Key Responsibilities**

We are looking for someone who will contribute positively to our school community and uphold our values. The successful candidate will:

- Manage their time effectively and work efficiently during busy periods
- Work confidently both independently and as part of a team
- Understand and follow health & safety and food hygiene procedures
- Have high personal standards and take pride in their work
- Communicate clearly and positively with colleagues and pupils
- Be punctual, reliable and trustworthy
- Support our commitment to promoting healthy choices and a welcoming lunchtime environment

### **Main Responsibilities**

- Washing up and carrying out general kitchen duties
- Cleaning the kitchen, equipment and surrounding areas following established routines
- Preparing food and assisting with basic cooking
- Serving food and supporting pupils to make balanced choices
- Ensuring correct portion control in line with nutritional standards
- Supporting the catering team during service
- Disposing of rubbish appropriately
- Following all school policies including safeguarding, confidentiality, equal opportunities and health & safety
- Undertaking relevant training

- Carrying out any reasonable duties requested by the Headteacher

**What we can offer:**

- Kind, caring, hardworking and motivated children
- A friendly, supportive and committed staff team
- A positive working environment with a strong focus on staff wellbeing
- A school on an exciting journey of ongoing improvement and development
- Full commitment to professional development opportunities