

JOB DESCRIPTION	
JOB TITLE	Kitchen Assistant
GRADE	APLa
REPORTS TO	SLT/line manager
DATE	May 2026

Job Purpose

To assist in the delivery of a high-quality catering service that supports the wellbeing of pupils and staff, ensuring school catering, food hygiene, and health and safety standards are consistently met.

Main Duties and Responsibilities

Food Preparation and Provision

- Support the kitchen team in the preparation and delivery of high-quality school meals, with attention to presentation and portion control
- Prepare food items in line with agreed cooking methods and portion guidelines
- Ensure food safety is maintained for pupils with allergies and special dietary requirements
- Assist the kitchen team to ensure smooth and efficient service delivery

Health and Safety

- Ensure correct use of kitchen equipment and materials and keep walkways clean and free from hazards
- Maintain high standards of cleanliness and hygiene within the kitchen and complete daily cleaning schedules
- Use kitchen equipment safely and in accordance with operating instructions
- Carry out deep-cleaning tasks as directed by the Cook
- Comply with the School's Health & Safety Policy, COSHH regulations, and all statutory health and safety requirements
- Report any equipment or machinery faults immediately to the Cook or Caretaker
- Cooperate fully with the employer on matters relating to health, safety, and welfare
- Maintain a high standard of personal cleanliness and hygiene and wear the correct uniform at all times

Food Service and Pupil Support

- Serve staff, pupils, and visitors to the required standard, promoting a warm and welcoming atmosphere
- Supervise pupils in the dining hall, ensuring good order and discipline in line with school policies

General Duties

- Assist with the preparation and service of meals for special events and functions as required
- Attend meetings and training as necessary for personal and professional development
- Undertake any additional duties as requested by the Cook to support the effective delivery of the catering service

'They will soar on wings like eagles.' Isaiah 40:31



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The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust, ensuring an environment that empowers pupils to achieve their highest potential.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

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Person specification: Kitchen Assistant

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below. Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential

- Reliable, punctual, and dependable
- Able to work effectively as part of a team
- Willingness to follow instructions and school policies
- Ability to work in a busy kitchen environment
- Good understanding of cleanliness, hygiene, and health and safety requirements
- Able to communicate politely and positively with pupils, staff, and visitors
- Commitment to safeguarding and promoting the welfare of children

Desirable

- Previous experience working in a kitchen or food service environment
- Basic food hygiene knowledge or certification (training can be provided)
- Experience working in a school or with children

Print name (Employee):

Signed (Employee):

Dated:

Signed (Headteacher):

Dated: