



**Wonder**  
**Learning Partnership**  
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# Melbourne Primary School

**Kitchen Assistant**  
**(Permanent / PART TIME)**



# Job Description & Person Specification

## Kitchen Assistant

<b>Responsible to:</b>	<b>Headteacher</b>
<b>Salary</b>	SCP2 £20,441 (pro rata for term time working)
<b>Hours of work:</b>	10hrs per week (Term time only) 11.30am – 1.30pm

### Job Description

To assist in the day-to-day duties connected to the service of food for lunch at the School.

Principal Accountabilities	
1	Preparation and service of food.
2	Food service in line with the requirements of good practice in hygiene, health & safety and food safety management.
3	Cleaning of the kitchen, equipment and dining hall (as appropriate) to a high standard.
4	Compliance with allergy procedures.
5	Correct use of uniform and protective clothing.
6	General kitchen and dining room duties, including preparing the room for service, which may include moving and setting up furniture, washing up, setting up and clearing away equipment and tables.
7	Assisting in unloading and correct storage of food. This may include checking quality and temperatures of foods.



8	Operation of kitchen equipment e.g. hot cupboard, dishwasher etc.
9	Safeguarding of children, dealing with matters in a sensitive and confidential manner.
10	Where required, undertaking training to facilitate the duties of the job.
*	In your role you are required to speak English with sufficient fluency to effectively perform your duties, as required by Section 77-84 of the Immigration Act 2016
	The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

Person Specification		
	Essential	Desirable
<b>Qualifications</b>		
Food Safety and Hygiene certificate Level 2.		X
Level 2 Allergen training.		X
A recognised qualification in First Aid.		X
<b>Experience</b>		
Experience of working in catering or food service.	X	
Experience of cleaning to a high standard.		X
Experience of working with children or dealing with a range of people.		X
Experience of dealing with children with special dietary requirements.		X
<b>Skills and Knowledge</b>		



Good knowledge or qualification regarding Allergens	x	
Ability to work under direction, on own initiative and as part of a small team.	x	
Ability to liaise effectively with colleagues	x	
Understanding of safeguarding and an interest in the safety and wellbeing of children	x	
Awareness of the importance of confidentiality	x	
Awareness and understanding of Food Hygiene principles & practices.	x	
Awareness and understanding of Health and Safety practices.	x	
<b>Personal Qualities &amp; Values</b>		
Commitment to the Trust's ethos and values	X	
A passion to see children succeed	X	
Ability to be firm, fair and consistent	X	
Calm and patient	X	
Willingness to be flexible	X	
Friendly and approachable personality	X	
Willingness to grow and develop professionally with support from colleagues and the Trust	X	
Organisational skills	X	
Awareness of the importance of confidentiality	X	
Ability to work confidently with multi-agency colleagues	X	
Good attendance and work ethic	X	
High commitment to providing the highest standards for the pupils within the Trusts care	X	
Commitment to safeguarding and equality at all times	X	



**The Trust operates a safe recruitment process and appointment to the post will be subject to suitable references and an enhanced Disclosure and Barring Service check. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

**Note** – This job description & person specification is not necessarily a comprehensive definition of the post. It will be during the first year and will be subject to modification and amendment after consultation with the post-holder.

## **How to apply**

If you would like to apply for this vacancy, please download a Support Staff application form from the trust website <https://wlp.education/vacancies/>

For any enquiries or to arrange a visit, please email our friendly office team, [admin@mcps.org.uk](mailto:admin@mcps.org.uk)

Completed application forms should be emailed to [admin@mcps.org.uk](mailto:admin@mcps.org.uk)

**Closing Date: 12<sup>th</sup> November 2023**

**Interview: Week commencing 13<sup>th</sup> November 2023**

*The trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.*

