

Executive Headteacher

Mrs Kelly



Boynton, Bridlington

East Riding of Yorkshire

YO16 4XQ

Telephone: 01262 677880

www.boyntonprimaryschool.co.uk

boynton.primary@eastriding.gov.uk

Kitchen Assistant – Boynton Primary School

Job Title: Kitchen Assistant

Location: Boynton Primary School

Hours: 10 hours per week, term time only

Working Hours:

- **Monday to Friday:** 11:30 AM – 1:30 PM (2 hours per day)

Job Purpose:

We are looking for a dedicated and reliable Kitchen Assistant to join our team at Boynton Primary School. The role involves supporting the daily lunchtime service by serving meals to pupils, supervising their safety, and ensuring the kitchen and dining areas are kept clean and tidy.

Key Responsibilities:

- Assist in the preparation and serving of meals to pupils in a friendly and efficient manner.
- Supervise pupils during lunchtime, ensuring their safety and well-being.
- Maintain high standards of hygiene and cleanliness in the kitchen and dining areas.
- Wash up, clean, and store kitchen equipment appropriately.
- Adhere to food safety regulations and school policies at all times.

Requirements:

- A positive and friendly attitude with a willingness to work as part of a team.
- Basic understanding of food hygiene and kitchen safety (training can be provided).
- Ability to work independently and use initiative.
- Reliable and punctual with good communication skills.
- A commitment to safeguarding and promoting the welfare of children.

Additional Information:

- This role is term time only, meaning you will not be required to work during school holidays.
- You will work in a small school kitchen and be responsible for maintaining its cleanliness.
- The position requires some physical duties, including setting up tables and chairs.



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Person Specification

Job Title: Kitchen Assistant

Location: Boynton Primary School

The successful candidate will be assessed against the following essential and desirable criteria.

Attributes & Criteria

Attribute	Essential	How Identified	Desirable	How Identified
Relevant Experience	Previous experience working in a catering environment	Application Form/Interview	Previous experience working within a school kitchen	Application Form/Interview
Qualifications & Training	Knowledge/previous experience of food hygiene procedures	Application Form	First Aid Certificate Safeguarding Training Allergen Training Food Hygiene Level 2 Certificate	Application Form
Special Skills & Abilities	Food preparation in line with current legislation Portion control Correct use of kitchen equipment Good communication	Application Form/Interview Application Form/Reference	Knowledge of COSHH	Application Form/Interview



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Attribute	Essential	How Identified	Desirable	How Identified
	skills Ability to use own initiative Ability to manage own workload and work to timescales			
Social Skills	Ability to work as part of a team	Application Form/Interview/Reference		
Motivation	Committed to providing a high-quality service to the school	Interview/Reference		
Personal Characteristics	Calm and professional approach	Interview/Reference		

Additional Information:

The successful candidate will be required to undergo safeguarding checks in line with school policy.

Training will be provided where necessary to meet food hygiene and safety standards.

We welcome applications from individuals who are dedicated, reliable, and passionate about ensuring a high standard of service for our pupils.

