

CANDIDATE PACK FOR:  
KITCHEN ASSISTANT



[burlingtonhouseschool.com](http://burlingtonhouseschool.com)



BURLINGTON  
HOUSE SCHOOL

“Burlington House is fast becoming London’s gold-standard for specialist education. With a creative curriculum and expert training, to create a supportive through-school for a range of specific learning needs.”

**Beyond London:**

- 1. Bredon School
- 2. Heathermount School
- 3. Ripplevale School

**London Schools:**

- 1a. Abingdon House School
- 1b. Abingdon House School  
South Kensington Prep
- 1c. Abingdon House School  
Purley
  
- 2a. Burlington House  
Prep
- 2b. Burlington House  
Senior
- 2c. Burlington House  
Sixth Form
- 2d. Burlington House School,  
Tooting
  
- 3. Chelsea Hall School
  
- 4a. The Holmewood School  
Lower
- 4b. The Holmewood School  
Upper



The schools in the Cavendish Education group currently educate over 1200 children and young people. The schools based around the UK share a strong sense of community and collaborate to help all our pupils reach their highest potential.

## Welcome from the Head

If you are:

-Ready for your next challenge and enjoy working as part of a friendly, supportive team.

-Passionate about creating nutritious, tasty food and contributing to a positive school environment.

-Looking for a role where you can make a real difference to young people every day.

Then we would love to welcome you to our school community. We are proud of our warm, family atmosphere, and we want every member of staff to feel valued and supported. By joining us, you'll be helping create a happy, nurturing place where children feel cared for and ready to learn.



Paul Jones - Headteacher





## Catering at Tooting

We are seeking a reliable and enthusiastic Kitchen Assistant to join our team. The successful candidate will support the Chef in maintaining a clean, safe, and organised kitchen and dining area, assist with preparing and serving meals for approximately 25 students and 10 staff, and provide administrative support, including stock ordering, paperwork, and record-keeping.



## Key Responsibilities

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### **Kitchen & Dining Room Support**

- Assist the Chef with day-to-day kitchen operations.
- Ensure the kitchen, equipment, and dining area are kept clean, tidy, and hygienic at all times.
- Support with basic food preparation where required.
- Serve food to students and staff when necessary.
- Follow food hygiene and safety procedures in line with school policies and regulations.

### **Cleaning**

- Wash, dry, and store kitchen utensils, crockery, and cutlery.
- Clean kitchen surfaces, floors, and equipment to maintain high hygiene standards.
- Ensure waste is disposed of correctly and recycling processes are followed.

### **Administrative**

- Assist the Chef with stock management, including placing and receiving orders.
- Maintain accurate records of deliveries, stock levels, and kitchen paperwork.
- Support with general administrative duties related to the catering function.

### **Person Specification**

- Ability to work as part of a small, busy team.
- Good organisational and communication skills.
- Awareness of basic food hygiene and willingness to undertake training if required.
- A positive, proactive, and flexible approach to work.

## Staff Benefits

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Your time at Burlington House School will include a broad variety of benefits including:

- Cycle to work scheme
- Yoga and Wellbeing massages.
- Free full eye test & voucher to be used at Specsavers
- Employee Assistance Programme with [Health Assured](#) which supports staff & immediate family with wellbeing / legal / financial advice, including face to face counselling sessions.
- Opportunity to join a Life Assurance scheme
- Part of a larger education group with opportunities to move internally as well as peer to peer support
- Enhanced family friendly paid leave
- Opportunity to progress and complete job related training, learning & development with access to SpLD and ASD specialist training for all staff
- Free lunch during Term time
- 3 discretionary gift days off between Christmas and New Year
- Later start time during the school holidays
- Onsite parking
- Wellbeing support and team-building events
- Company events
- 2 paid days off for 'Time for dependents'





## What the staff say

“Coming from a commercial background, it has been so nice to join a place like Burlington House School where teachers genuinely care about the students, not just academically, but in every aspect of their growth and well-being. It’s amazing to be part of a team that makes such a real difference every day.”

“The small class sizes mean you can make a difference to each pupil. You can see the progress, and it’s a pleasure to see their success”

“ As a teacher at Burlington House School, coming from a mainstream background, it’s been so refreshing to see the level of support the students receive. Rather than constantly managing behaviour, I can focus on what I love most: teaching and helping the students learn and grow”

“Staff look out for one another and openly support each other’s projects and initiatives”

“The great thing about working at BHS are the relationships that are cultivated with the students and between the staff.”