



LYONSDOWN SCHOOL

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# CATERING ASSISTANT Candidate Information Pack



## INTRODUCTION

“This little school, succinctly summed up by one happy parent as ‘nurturing within a structured learning environment’, is one to watch...”

- Good Schools Guide

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The Catering Assistant will assist with the preparation of the service and dining areas, food service, cleaning of equipment, utensils and working areas whilst maintaining correct levels of Health and Food Safety.

The closing date for applications is: 9am on Tuesday 1 July 2025

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

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### Salary

£14403.84

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### Hours

9:30AM – 2:30PM,  
5 DAYS A WEEK

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### Pension

SUPPORT STAFF PENSION

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### Contract type

PERMANENT – TERM TIME  
ONLY + INSET DAYS

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# THE SCHOOL

## Lyonsdown

Lyonsdown is situated in a quiet, residential area of Barnet with good access from other parts of London, as well as from parts of Hertfordshire and Essex, both by road and by public transport. The M25, A1 and M1 are easily accessible. There is on-street parking available. Whilst many of our families are local, living within or near Barnet, others travel from the surrounding area.

We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.

## A part of the Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



# LETTER FROM THE HEAD

I am proud to lead a dedicated team of teachers and staff, who are committed every day to providing an outstanding educational experience for our girls within a culture that values individuality, resilience and respect. We are seeking to appoint a Catering Assistant to join our team. The successful candidate will be a passionate professional with excellent pedagogy who can demonstrate an ability to inspire learning.

The happiness and wellbeing of all our girls is at the heart of everything that we do, and we celebrate them as they begin to develop lifelong passions and interests across the curriculum. Visitors to our school are greeted by cheerful, welcoming and motivated girls, absorbed in their learning and supportive of each other, whilst enjoying every aspect of their Lyonsdown adventure.

Our emphasis on STEAM subjects ensures a broad and balanced curriculum with a wide variety of opportunities to suit each individual, and the majority of our girls go on to be successful in gaining places at their first choice of senior school. Their time with us ensures that Lyonsdown girls are thoroughly prepared for whatever challenges lie ahead in life: at their next school and beyond.

It is an exciting time to be joining the Lyonsdown school staff, our recent merger with the Mill Hill Education Group creates a range of personal and professional development opportunities. Our staff are excited to begin the journey of sharing best practice, ideas and resources across our family of schools and the successful candidate will need to demonstrate the same commitment to continued professional and personal development. I look forward to welcoming your application to become a valued member of our team



**Mrs Rittu Hall**  
Head teacher

# JOB DESCRIPTION

- To ensure that throughout the working day you follow industry best practice methods of work, Health & Safety, COSHH and Food Safety regulations
- To comply with the School's Allergens Policy
- To comply with the School's Environmental Policy, specifically waste separation and recycling
- To prepare all catering services with due care and attention
- Assist in the smooth operation of the food services, by replenishing equipment and food e.g. fruit bowls and bread baskets
- Work in the Pantry area using a commercial specification dishwasher
- Separate waste as directed. Remove waste from internal working areas, and dispose of at waste collection hubs
- Promote a friendly working relationship with colleagues
- Be customer focussed and professional.
- Report faults on equipment to your line manager
- Be flexible with working patterns in understanding the nature of daily tasks, calendar school events, and hospitality requirements. This will include occasional Saturdays and Sundays, and evening work
- Maintain a clean and presentable uniform
- To attend adhoc team meetings with the Manager If while carrying out the duties of the post the post holder becomes aware of any actual or potential risk to the safety or welfare of children or young persons in the establishment, you must report any concerns to the designated DSL immediately.

# PERSON SPECIFICATION

- Previous experience working as part of a Catering Team
- Self-motivated and an ability to use one's own initiative
- Level 2 Food Safety and Hygiene



# HOW TO APPLY

- 1 If you would like to apply for this role, please complete an application using the Apply button below.

**APPLY**

- 2 Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Tuesday 1 July 2025**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check. The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.



**Lyonsdown School.** A part of the Mill Hill Education Group.



**Lyonsdown School**

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**[lyonsdownschool.co.uk](http://lyonsdownschool.co.uk)**

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