

EXTERNAL

Kitchen Assistant – The Nottingham Emmanuel School

Hours of Work: Permanent, Full Time. Term time only.

Salary: Grade 3, From £23,656 to £24,027 FTE

Actual Salary: £20,347 - £20,666 per annum

An opportunity has arisen for a friendly, enthusiastic and skilled kitchen assistant to join our rapidly growing and forward thinking trust catering service based at The Nottingham Emmanuel School. This will be catering for a large secondary school producing over 700 meals per day.

This role is Full Time, term time only role.

This post holder will work under the supervision of the Kitchen Manager to ensure that a top quality, efficient and effective catering service, and dining experience is provided at the Trust for students, staff, visitors and external hire.

You don't need to have worked in a school setting but must have some catering experience, along with a "can do" attitude, to work in this fun but fast-paced environment.

In return we can offer:

- Archway benefits to include shopping discounts and competitions
- A free and confidential employee assistance programme offering counselling and advice
- Access to generous pension schemes
- Access to discounted travel schemes
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

So, if you have the skills and you're looking for a role which fits around your family life enjoy working with children, apply now!

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to the satisfactory completion of an enhanced DBS check, Barred List check, the receipt of satisfactory references and any other statutory checks that are required for the post. We are an equal opportunities employer.

For more information about Archway Learning Trust and the vacancy, please visit www.archwaytrust.co.uk/vacancies. To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

Closing Date: 25th September 2025, 09:00am

Job Description

POST TITLE: Kitchen Assistant
GRADE: 3
RESPONSIBLE TO: Kitchen Manager

JOB PURPOSE

Working under the supervision of the Kitchen Manager, you will be assisting in the managing and delivering of the day to day food provision of the Academy in all areas, to ensure an efficient service is provided at all times to Staff, Students, Visitors & any External events.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

- Assist the Chef and Junior Chef in daily hot and cold food preparation;
- Help with service of Trust meals and deliver hospitality meals as requested;
- Maintain a good standard of health and safety procedures;
- Maintain a good standard of food hygiene procedures;
- Control queues to dining areas;
- Assist as required to relieve any bottle neck issues at the tills;
- Supervise return of crockery and cutlery;
- Ensure pupils leave tables and dining area clean and tidy;
- See that any spillages are removed quickly;
- To wipe trays as necessary;
- Liaise with other kitchen staff to ensure that other food outlets are adequately stocked for sales e.g. Sixth
- Form, staffroom, etc.
- Help any kitchen staff as required;
- Cleaning of kitchen equipment and premises;

- Preparation of dining hall and other food outlets, including the movement of furniture wiping tables and setting up counters;
- Washing up of dishes and equipment;
- Being able to work with the tills and undertake cash handling duties;
- Helping with special functions when required.

STAFF CONDUCT

All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.

- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.
- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

FONDUCT

JOB ROLE – CATERING ASSISTANT

Education and Training		
Hygiene training to intermediate or strong evidence of hygiene beyond basic level 2.		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
Experience		
Previous experience of working in the catering industry	*	
Professional Skills		
Communicate effectively verbally, in writing and through IT.	*	
Ability to communicate with a wide range of audiences, including young people, other employees within the Academy and other academies within the trust, parents, LA, suppliers, clients, professional advisers and others.	*	
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines.	*	
Excellent organisational skills with a willingness to respond positively to changing circumstances.	*	
Basic use of ICT packages	*	
Strong organisational skills	*	
Good interpersonal skills	*	
Personal Qualities		
Confidence and independence	*	
Ability to work as part of a team understanding school roles and responsibilities and your own position within these.	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner.	*	
Good time management skills	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the school.	*	
Suitability to work with children. Enhanced DBS check.	*	

Telephone: 0115 9297445
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