



The Rudheath Senior Academy

Kitchen Assistant

Catering Department

National Joint Council Pay Scales

Middlewich Road, Northwich, Cheshire, CW9 7DT

www.rudheathsenioracademy.org.uk



About the Role

Kitchen Assistant

Autumn 2026



Kitchen Assistant

Are you passionate about providing excellent service and creating a positive dining experience for children? We are seeking a dedicated and enthusiastic Kitchen Assistant to become an important member of our school catering team. In this rewarding role, you will help ensure that pupils receive healthy, nutritious meals in a safe, clean, and welcoming environment.

Working as part of our experienced catering team, you will assist with food preparation, meal service, and maintaining high standards of cleanliness and hygiene throughout the kitchen and dining areas. Your contribution will play a vital part in supporting pupils' wellbeing and helping them get the most from their school day.

This position would suit someone who enjoys working as part of a team, takes pride in their work, and thrives in a busy environment. Previous kitchen experience is welcome but not essential, as full training and support will be provided. What matters most is a positive attitude, reliability, and a commitment to delivering excellent service.

If you are looking for a role that offers term-time working, a friendly atmosphere, and the opportunity to make a real difference in the daily lives of young people, we would love to hear from you.

***“This school is a friendly and welcoming community.
Staff know the pupils well and ensure that they are
well cared for.”***

- Ofsted, 2023



Key Elements of the Role

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Key elements of the role will be:

- Assist with the preparation and serving of school meals.
- Maintain high standards of cleanliness and hygiene throughout the kitchen.

Ensure food safety procedures are followed at all times, under the instruction and guidance of the Kitchen Manager.

Responsible to:	Kitchen Manager
Salary:	National Joint Council Pay Scales. SCP3 (£24,796 FTE). £9,860 pro-rata per annum.
Key Relationships:	Pupils, Faculty Team, Senior Leadership Team, Teaching & Support Staff, Form Tutors, Parents/Carers
Working Pattern:	17.5 hours per week, Monday to Friday 11:00am – 14:30pm, Term Time Only.
Contract:	Permanent
Disclosure Level:	Enhanced

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Person Specification

Kitchen Assistant

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Summary of Main Duties and Responsibilities

Food Preparation and Service

- Assist with the preparation of food and beverages as directed by the Catering Manager or Cook.
- Support the serving of meals to pupils, staff, and visitors in a friendly and professional manner.
- Help prepare dining areas before service and clear them after meals.
- Replenish food, drinks, and serving stations as required throughout service.

Cleaning and Hygiene

- Wash dishes, utensils, kitchen equipment, and catering areas.
- Clean kitchen surfaces, floors, storage areas, and dining facilities to required standards.
- Ensure all cleaning schedules are completed accurately and on time.
- Safely dispose of waste and support recycling initiatives.

Food Safety and Compliance

- Adhere to all food hygiene regulations and school catering procedures.
- Maintain high standards of personal hygiene and food handling practices.
- Assist with stock storage and rotation, ensuring food is stored correctly and safely.
- Report any food safety, equipment, or health and safety concerns promptly.

Teamwork and Support

- Work collaboratively with catering colleagues to ensure the smooth operation of the kitchen.
- Support special events, themed meal days, and other catering activities as required.
- Attend training sessions and meetings as requested.
- Carry out any other reasonable duties consistent with the role.

Person Specification

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Criteria	Essential	Desirable
Qualifications	• No formal qualifications required. • Willingness to undertake relevant training, including Food Hygiene and Health & Safety training.	• Level 2 Food Safety and Hygiene Certificate (or equivalent).
Experience	• Experience of working as part of a team. • Experience of providing good customer service. • Experience of working in a busy environment.	• Previous experience in a kitchen, catering, hospitality, or food service environment. • Experience working in a school or educational setting.
Knowledge	• Understanding of the importance of maintaining high standards of cleanliness and hygiene. • Understanding of the importance of safeguarding children and maintaining confidentiality.	• Knowledge of food safety legislation and best practice. • Understanding of allergen awareness and special dietary requirements. • Awareness of COSHH and safe cleaning practices.
Skills & Abilities	• Ability to work effectively as part of a team. • Good communication and interpersonal skills. • Ability to follow instructions and procedures. • Ability to manage time effectively and work efficiently in a busy environment. • Ability to maintain a positive and professional attitude when dealing with pupils, staff, and visitors. • Ability to undertake the physical demands of the role, including standing for extended periods and carrying out manual handling tasks safely.	• Ability to use initiative and work with minimal supervision when appropriate.
Personal Qualities	• Reliable, punctual, and dependable. • Friendly and approachable manner. • Flexible and adaptable approach to work. • Professional appearance and conduct. • Commitment to providing a high-quality catering service. • Enthusiastic and willing to learn new skills.	• Genuine interest in supporting the health and wellbeing of children and young people. • Commitment to contributing positively to the wider school community.

Recruitment Information

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How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the school's website (www.rudheathsenioracademy.org.uk), and send this to recruitment@rudheathsenioracademy.org.uk by the closing date and time.

Closing date: **Friday 4 September 2026**

Time: **09:00am**

Safeguarding Commitment

The North West Academies trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced Disclosure and Barring Service (DBS).

Diversity in the Workplace

The North West Academies trust values diversity in the workforce and is committed to ensuring that throughout the recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.



Why North West Academies Trust?



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NWAT believes that an aspirational and inspirational education is the right of every child. Our success is driven by a commitment to relentlessly work to improve standards and outcomes for our pupils.

As specialists in providing high-quality education, we are passionate about supporting schools within their communities and helping to ensure outstanding learning opportunities for every child.

As part of NWAT we believe that the best possible education can only be provided if children are happy, well-fed and well-cared for. We understand that children learn best through experiences and that skills should be learned through fun, excitement and challenges. Residential, swimming, inter-school sports and special days out take pride of place on all of the Trust school calendars.

For our staff, we offer:

- Flexible working arrangements.
- Enrolment to the Medicash Proactive Health Plan to help with costs of everyday healthcare.
- Access to 24/7 Employee Assistance Programme.
- Accredited counsellor to offer wellbeing support for all staff.
- Positive recognition culture.
- Bespoke professional development opportunities.
- Open door policy for communication across the Trust.
- Opportunity to contribute to the growth and development of NWAT.

*“Opening Children’s
Eyes to the
Wonderful World of
Possibility”*

