



Southwick Community Primary School

Shakespeare Street, Southwick, Sunderland SR5 2JX

Telephone: 0191 500 9554

E-mail: info@southwickprimary.co.uk

Head Teacher - Mr Christian Robson
Chair of Governors - Mrs Pauline Walmsley



Job Description: Kitchen Assistant

Hours: 10 hours per week (term time only)

Contract type: Permanent

Reporting to: Cook in Charge/School Business Manager

Salary: Grade 1 (£24,796.00 - £ 25,185.00 pro rata to hours worked)

Post to commence as soon as possible

The Governors are seeking to appoint a highly motivated and enthusiastic Kitchen Assistant to join our strong and very supportive team.

We are looking for someone who:

- Is able to manage time effectively
- Is able to work both alone and in a team
- Has an awareness of health and safety procedures
- Has high expectations of themselves
- Is an excellent team player.
- Is able to communicate effectively in a wide range of situations.
- Punctual, reliable and trustworthy

Main Duties:

Day to day supervision and allocation of duties will be determined by the Cook. General duties will be determined by the Head Teacher and will include:

1. Preparation of foodstuffs and basic cooking.
2. Washing up and general kitchen duties.
3. Cleaning of the kitchen according to established routines.
4. Erecting and putting away tables and chairs in the hall at the start and end of the lunch break.
5. Serving food ensuring that pupils are helped to make a balanced choice and that the correct portion control is made as per the National Nutritional Standards.
6. Supporting the catering team during service.
7. Cleaning the hall at the end of the lunch break.
8. Cleaning the tables and chairs at the end of lunch break.
9. Cleaning the kitchen, its surrounds and equipment.
10. Following all health and safety laws and guidance and working within the food hygiene standards.
11. Taking rubbish to the bins.
12. Promoting the healthy school agenda and school initiatives.
13. Undertaking training to support the job.
14. To follow all school policies e.g. equal opportunities, health and safety, safeguarding, confidentiality etc. when undertaking the job.
15. To undertake any reasonable duty at the request of the Head Teacher.

As a School we can offer you:

- A committed and dedicated staff that are driven to raising standards.
- A very supportive working environment.

The post holder must:

- Act in compliance with the data protection principles in respecting the privacy of personal information held by the council.
- Comply with the principles of the Freedom of Information Act 2000 in relation to management of Council records and information.
- Carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council policies.
- Comply with the Council's Health and safety rules and regulations and Health and Safety Legislation.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check from the Disclosure and Barring Service.

Application forms will be available on the school web site:

www.southwickprimary.co.uk or by sending a large stamped addressed envelope to the School Office. (Please ensure the correct postage is used)

Hard or electronic copies of the application form should be forwarded to Southwick Community Primary School, Shakespeare Street, Southwick, SR5 2JX or info@southwickprimary.co.uk

Closing Date: 13th February 2026 NOON

Shortlisting: 13th February 2026 PM

Interview dates to be arranged: W/C 16th February 2026

Visits by appointment only are actively encouraged and can be arranged by contacting school on 0191 500 9554