

22nd May 2026

Dear candidate,

Thank you for your interest in our school and the role of Kitchen Assistant.

We are a positive school with a unique and inclusive atmosphere - many of our visitors comment on this. We aim to create the best environment possible in which teachers can teach and children can learn and achieve or, in other words, 'be the best that they can be'. We are proud of what we have achieved so far as a school and are excited about our future. To this end, we aim to recruit the best staff possible to help us continue to improve, grow and serve this community.

The application pack should include the following:

- 1 Details of the vacancy including the salary and closing/interview dates;
- 2 Job Description explaining the function of the post,
- 3 Person Specification detailing the qualities we are looking for in the successful candidate;
- 4 Main application form; and
- 5 Shorter supplementary forms.

The deadline for applications is 12noon on Wednesday 10th June 2026.

It is essential that you read the Job Description and Person Specification before completing the application form.

Please ensure that all sections of the form are complete before you submit it. **Your personal statement should reference all, or at least the essential requirements, of the Personal Specification as we will assess how well your supporting statement matches these requirements when we are shortlisting.** We would also like you to include a paragraph on why securing a job at Marvels Lane Primary School would be important to you.

You're advised to you look back over the form after completing it to ensure that you've answered all questions and that all information is accurate.

We are happy to accept forms either electronically by emailing them to our SBM, Mrs Sullivan sbm@marvelslane.lewisham.sch.uk or sent/delivered to the school address. Please note that forms that we receive after the deadline will not be considered. We do not accept CVs.

If shortlisted, you will be invited for interview on **Tuesday 16th June 2026.**

While we make an effort to contact all applicants, we are sometimes only able to contact shortlisted applicants. This means that if you don't hear from us by the interview date you will not have been shortlisted.

We follow strict and rigorous procedures for safeguarding and promoting the welfare of our children. Your suitability to work with children will be assessed during interview, references will be requested after shortlisting, and enhanced Disclosure and Barring Service (DBS) checks will be carried out before appointment.

I look forward to hearing from you.

Yours faithfully,



Edward Dove
Headteacher

Job Description

Post Title: Kitchen Assistant
Responsible to: Headteacher and SLT
Salary Grade: SC2N SCP 3-4

The Governing Body reserve the right to amend the job description at any time after consultation with the post holder.

Purpose of the Job

To work as part of a team for the provision of the school lunch under the direction of the cook and the SLT.

Main Duties and Responsibilities

- To ensure that Health, Safety and Hygiene standards are maintained with regard to the preparation, serving and disposal of food in the designated areas as described in the Chartered Institute of Environmental Health Food Safety First principles
- To prepare sandwiches and salad, assist in regeneration of prepared frozen food and serve the lunchtime set menu under the direction of the cook
- To promote good working relationships with other members of staff
- To clean designated areas following lunch service (including moving tables, loading the dishwasher, carrying kitchen equipment)
- To keep a record of any accidents in the Accident book
- To actively promote and encourage the uptake of school lunches through effective communication and service to the children and staff
- To work in a way that promotes the school's equal opportunities policy
- To attend regular short staff meetings and INSET where appropriate and to ensure consistency of approach and mutual support
- Any other duties, within the scope of the post, as may be determined necessary by the Headteacher.

Professional Development

The successful candidate must undertake all relevant training necessary for the role.

PERSON SPECIFICATION**JOB TITLE:** Kitchen Assistant**GRADE:** SC2N SCP 3-4

Skills and requirements	<ul style="list-style-type: none">• Ability to work as part of a team• An awareness of Health and Safety in a school environment• A positive and flexible attitude• Ability to use own initiative in working under the direction of the cook• Willingness to participate in training where necessary concerning food hygiene and preparation• Ability to carry out the physical/ manual aspects of the post• Understanding of, and willingness to support, the school policy in promoting equality of opportunity