



Langford Village Academy Application Pack

Kitchen Assistant





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INTRODUCTION

Welcome to Langford Village Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

Dawn Mills
School Business Manager
dmills@bestacademies.org.uk
Tel: 01462 629000

Langford Village Academy
Church Street, Langford, Bedfordshire SG18 9QA
www.langfordvillageacademy.org.uk



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT LANGFORD VILLAGE ACADEMY

Langford Village Academy is a small primary school with approximately 210 pupils. The school is located in the village of Langford, a few miles south of the town of Biggleswade, in Bedfordshire.

In our most recent Ofsted report (April 2024), we were judged as Good by inspectors.

Working at Langford Village Academy is an opportunity to be part of a highly successful village school, as well as being part of a supportive trust.

We are passionate about outdoor learning and our children enjoy Forest School activities in our lovely woodland area. We encourage children to learn outdoors as much as possible, using our wonderful village location.

We are a values-based school where children thrive in an environment of nurture, resilience and understanding.

You will join a happy and highly motivated staff team who are supportive, professional and passionate about the school.

Langford Village Academy converted to primary status (from a lower school) in September 2021 as part of an ongoing reorganisation by the local authority to two-tier education in the wider area.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: 25th September 2026

Interview date: TBC

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Kitchen Assistant
Based at	Langford Village Academy
Salary/Grade Range	NJC Scale 1d pro-rata (Point 3) (FTE £24,796) £12.85 per hour
Responsible to	Kitchen Manager
Hours	6 hours per week (Monday & Tuesday 11.30am – 2.30pm) term time only including staff training days

Purpose of Role

To provide support in the kitchen including cleaning and washing up. Other ad-hoc duties as and when required.

Main Responsibilities

1. Assist with washing up and other tasks required.
2. Prepare the service area, hot cupboards and the other equipment in the kitchen for the efficient and effective service of food.
3. Clean on a daily basis, all catering areas to the required standard.
4. Work at all times in accordance with Health & Safety and Food Hygiene Regulations standards.
5. Undergo training, both on and off the job, as required.
6. Undertake such other related duties as are required to ensure the kitchen is in a clean and hygienic condition.
7. Undertake any other duties that may be required for the effective operation of the catering establishment.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Kitchen Assistant

Attributes	Essential	Desirable
Education and Qualifications	Literate and numerate.	Level 2 Food Hygiene Certificate Recognised relevant Catering qualification (eg City & Guilds, HND/OND, NVQ Level 3) Current first aid certification
Relevant Experience	Working as part of a team Working with young people Understanding of food safety standards	
Relevant Skills and Knowledge	Able to organise time and workload efficiently to meet deadlines Ability to learn how to keep up to date with health and safety related instruction and relevant COSHH A basic understanding of using websites, especially the ability to use email	Ability to effectively present written and verbal information to a variety of audiences (internal and external) Health and Safety certification for school/food environment
Motivation	Effective communication and interpersonal skills including the ability to converse at ease in accurate spoken English with adults and children Ability to work under pressure and to tight deadlines Ability to take instruction Effective team player	Willingness to participate in the life and extra curricula activities of the school Willingness to occasionally adjust working hours



	Organised and self-motivated An ability to work effectively and to be innovative in problem solving Willingness to take part in further training	
Other	Ability to work flexible hours on occasions. Willing to undertake training courses that are relevant to the duties of the post or are required for Health and Safety reasons. Willingness to wear protective equipment as supplied	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

