



Severn Bridges
Multi-Academy Trust

Sundorne Infant School & Nursery
Kitchen Assistant
Recruitment Pack



Severn Bridges Multi-Academy Trust



Sundorne Infant School & Nursery Kitchen Assistant Recruitment Pack



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Sundorne Infant School & Nursery

Kitchen Assistant

Recruitment Pack

Headteacher's Welcome

"Grow Together, Achieve Together!"

Our School:

Sundorne Infant School is a thriving, happy and caring school, with a strong commitment to working in close partnership with parents and the wider community. We are positioned on the north side of Shrewsbury not far from Haughmond Hill. The school moved to the Harlescott Junior School site in 2022 and is a larger than average sized infant school for Shropshire. Most of our pupils live within the surrounding area and some from the wider Shrewsbury area. The school leadership team consists of the Headteacher and a Deputy Head, along with a SENDCo and one Key Stage Manager. The school has a very supportive Local Governing Body, who are very much involved in the school throughout the year.

At Sundorne Infant School we continually strive so our children will become inspirational role models. They will benefit from a bespoke curriculum delivered through engaging learning experiences in a safe, happy, nurturing environment. Our children will be educated to a high academic standard and they will leave our setting having grown into emotionally resilient individuals. When children leave us, they will have the solid foundation that will allow them to build a successful, exciting and fulfilling life.



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Our School Vision

“Grow Together, Achieve Together!”

Our dedicated team wish to offer the finest primary school experience. With our endless pursuit for excellence in education, adaptability is our strength. Our children will not only be educated to a high academic standard but they will leave our setting having grown into emotionally resilient individuals.

Developing a love for learning will be our aim. They will benefit from a broad and balanced curriculum delivered through engaging learning experiences in a safe, happy, nurturing environment. An appreciation of the outdoors and a strong focus on physical and mental well-being will naturally develop alongside their learning journey.

Our children will leave this school with the knowledge and skill set to make positive choices that will drive their future forward. Their friendships will be rooted in mutual respect and tolerance because of our consistent teaching of our school values, promoting inclusivity and diversity. Our pupils will have the solid foundations that will allow them to build a successful, exciting and fulfilling life.



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Welcome to our MAT

Severn Bridges Multi-Academy Trust provides a secure and welcoming environment for our children and staff.

We value each child as a unique individual and seek to nurture and support them to become positive, well balanced people equipped for their next steps in life.

Our curriculum is balanced and inclusive, helping every child to achieve the highest academic standards possible, while developing their individual skills, talents and attributes.

The holistic approach of our bespoke curriculum supports this and encourages non-academic success and extra-curricular opportunities.

We are fully committed to quickly identifying children's barriers to learning and offering first rate support to children with additional needs. We value and celebrate diversity and offer equitable opportunities for all, ensuring children are happy and well motivated.

As a close knit family of schools we work in partnership towards our shared vision; learning from each other and sharing good practice, while celebrating each school's uniqueness and contribution to its own community.



Severn Bridges
Multi-Academy Trust



Greenfields
Primary School



Mount Pleasant
Primary School & Nursery



Radbrook
Primary School



Sundorne
Infant School & Nursery



Harlescott
Junior School

Sundorne Infant School & Nursery

Kitchen Assistant

Recruitment Pack

About the Role

We are looking for a reliable and hardworking School Kitchen Assistant to help support our busy school kitchen at Haughmond Schools. This is a great opportunity for someone who enjoys working as part of a team and helping provide healthy meals for children.

The successful candidate will:

- Work closely with the catering manager and kitchen staff to prepare and serve food
- Wash dishes and clean kitchen areas
- Assist with food storage and stock rotation
- Follow food hygiene and health & safety procedures
- Assist with school hall lunchtime set up

We can offer you a welcoming and supportive school community, opportunities for professional development and a strong commitment to inclusive education and continuous improvement



Severn Bridges Multi-Academy Trust

School: Sundorne Infant School & Nursery

The Post: Kitchen Assistant

Contract Type: Permanent

Required from: September 2026

Closing Date: Monday 1st June at 9am

Interviews: Thursday 11th June



Grade / Working Days Details

Grade 3, SCP 3 (£12.85)

Actual Salary - £8,483.06.

15 hours a week, term time plus 2 days.

Monday-Friday - 11am - 2pm

Equal Opportunities

Severn Bridges Multi-Academy Trust is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

Safeguarding

The Severn Bridges Multi-Academy Trust is committed to safeguarding and promoting the welfare of children, and expect all staff and volunteers to share the same commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies. Should you be shortlisted, further information relating to criminal records, sanctions and disqualifications will be requested and discussed at interview.

How to apply

All applications should be made online through MYNEWTTERM. Please refer to the vacancy page on the our website -

<https://www.haughmondfed.net/our-schools/vacancies>

and click onto the vacancy where you will be able to apply directly.

Visits

Visits to our school are strongly encouraged. Please email recruitment@haughmondfed.net if you would like to book a visit.

Sundorne Infant School & Nursery

Kitchen Assistant Job Description

Severn Bridges Trust is committed to creating a diverse workforce. We will consider applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership. The Trust is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check. All posts are subject to the Asylum and Immigration requirements.

Purpose of the post

Under the direction/instruction of senior staff, to assist with the cooking and preparation of meals.

Principal Duties and Responsibilities

Main Responsibilities

Cooking/Preparation

- Preparation of meals: prepare food in accordance with agreed recipes/methods.
- Prepare ingredients for meals under direction.
- Decant and/or serve food for transportation to other school servery.

Maintenance of hygiene

- Ensure that cooked and raw foods are kept separate during the preparation/cooking/service process.
- Ensure that clean and dirty processes are kept separate.

Resources Tasks

- Ensure the maintenance of a clean and orderly working environment.
- Timely and accurate preparation of routine equipment /resources / materials as set out in instructions.
- Undertake basic record keeping as directed.
- Refill and replace consumables.
- Report faulty equipment and other maintenance requirements to appropriate person.
- Comply with school security arrangements i.e. securing entrances / exits as appropriate and reporting potential security breaches.
- Ensure lights and other equipment is switched off as appropriate.

Sundorne Infant School & Nursery

Kitchen Assistant

Job Description

Organisation Tasks

- Monitor and arrange orderly and secure storage of supplies.
- Daily check for quality/safety e.g. routine visual checks of equipment.
- Operation of everyday equipment in accordance with instructions.
- Assist with the preparation and clearing of the school hall before and after lunchtime.

Other Responsibilities

- Be aware of and comply with all school policies and procedures
- 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.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.
- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

Safeguarding

- Be aware of and comply with data protection and safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

Other Duties

- Any other duties that the Headteacher, CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Sundorne Infant School & Nursery

Kitchen Assistant

Person Specification



Severn Bridges MAT

Person Specification – Catering Assistant

Level 1, Grade 3 scp 3



Criteria	Essential	Desirable
Qualifications	<p>Level 1 or equivalent qualification or an equivalent qualification in Food Preparation and Cooking (or willingness to acquire qualification) or comparable experience.</p> <p>Basic Food Hygiene Certificate (Foundation certificate in food hygiene)</p>	
Work or relevant experience		General Catering
Knowledge and understanding	<p>Ability to use relevant equipment.</p> <p>Ability to relate well to children and adults.</p> <p>Willingness to acquire awareness of COSHH regulations.</p> <p>Willingness to acquire awareness of hygiene procedures.</p> <p>Ability to work on own or as part of a team.</p>	
Skills and Abilities (relevant to post)	<p>Willingness to use relevant equipment.</p> <p>Ability to relate well to children and adults.</p> <p>Sufficiently fluent in spoken English to ensure effective performance in the role.</p>	
Personal Qualities	<p>Ability to bring to the role, initiative, enthusiasm and commitment</p> <p>Flexibility and reliability</p> <p>Willingness to develop skills with further training</p> <p>Reliable and Punctual, a strong work ethic is essential.</p> <p>Proactive Attitude, taking initiative</p> <p>Ability to work independently and as part of a team.</p> <p>A commitment to safeguarding and working within a school setting.</p>	
Special Conditions	<p>Undertake and receive a satisfactory enhanced Disclosure and Barring Service (DBS) check.</p> <p>Have the right to work in the UK.</p>	