



Langley
SCHOOL

Brief for the position of

KITCHEN ASSISTANT

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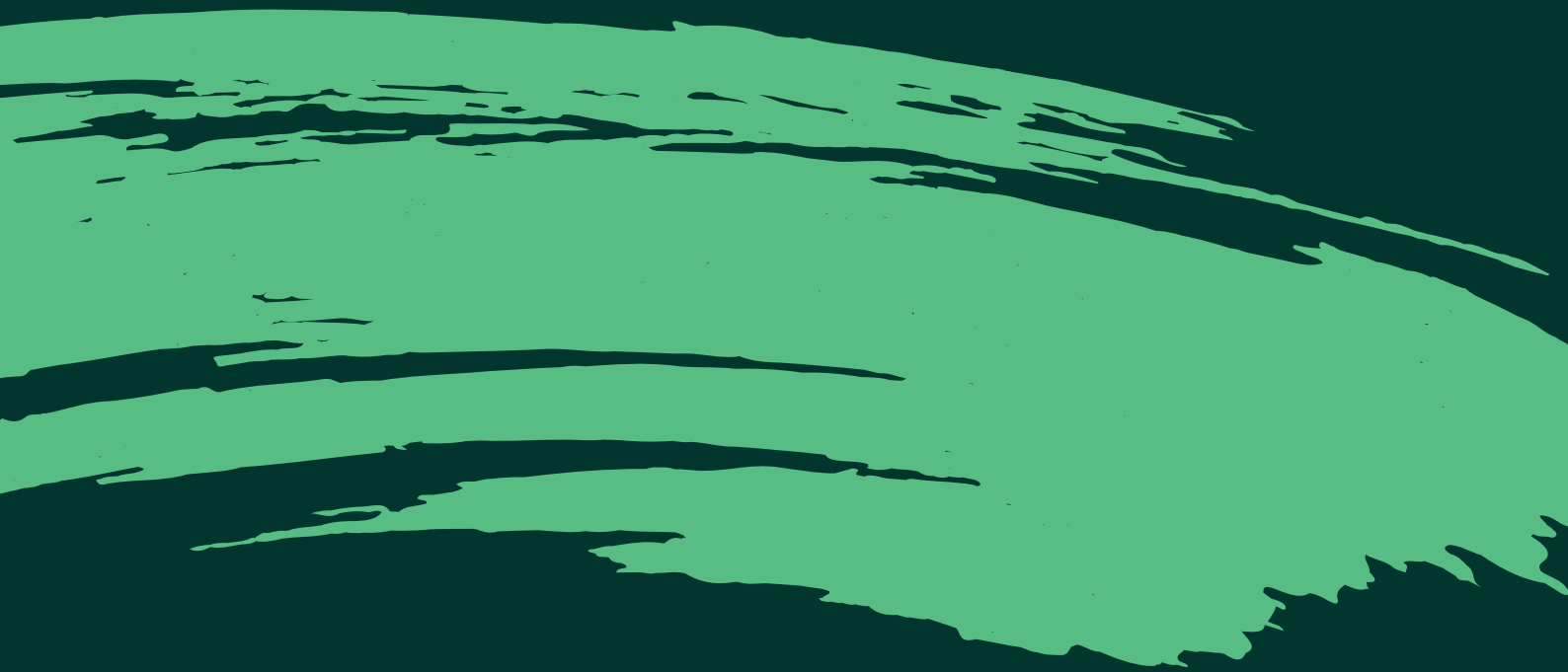
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01 BACKGROUND

Thank you for your interest in this exciting opportunity here at Langley School. We are seeking a **Kitchen Assistant to join our Catering Team at Langley School, Loddon.**

We are proud to have a vibrant educational community that is nestled in the picturesque Norfolk countryside. Our school is placed where tradition meets digital innovation and where every pupil is valued and encouraged to thrive.

From our youngest learners just beginning their journey in Nursery, to the ambitious young adults joining our Sixth Form, Langley School offers a nurturing environment that fosters growth, learning, and discovery.

Our expansive campuses provide the perfect backdrop for this adventure, offering over 100 acres of green space at each site for our pupils to explore and enjoy.

At Langley, we believe in the power of opportunity and the pursuit of excellence. Our core values - **kindness, confidence, curiosity, and integrity** - are the pillars that support every aspect of school life. We are dedicated to equipping our pupils with the skills they need to navigate the complexities of the modern world, such as creativity, resilience, and adaptability.

If you feel that you have the professional skills to join our dynamic team, then we look forward to receiving your application.



02 ABOUT LANGLEY

Langley is a co-educational, inclusive, day and boarding school from 6 months to 18 years old. We are fortunate to be set on two enviable 100+ acre countryside sites: the Pre-Prep and Prep school are based in Taverham; the Senior school and Sixth Form are just outside Loddon. Both sites have their own Nursery provision from 6 months to 5 years old which staff members use and enjoy. Funded hours are accepted across all EYFS age groups.

These stunning, green campus locations are a wonderful canvas that allow children space to breathe and grow, as well as enjoying the benefits of being on the doorstep of the vibrant and dynamic city of Norwich.

We are one of only nine HMC schools in Norfolk and Suffolk and offer day, flexi, weekly and full boarding.

1 Langley Prep School, Taverham

2 Langley Senior School, Loddon



03 THE ROLE

Site:	Langley School, Loddon, NR14 6BJ
Reporting to:	Head Chef
Hours:	25 Hours per week, 35 weeks per year (term time)
Salary:	SS1 £12,738.28 per annum (actual)
Contract type:	Permanent

Langley School is seeking to appoint a **Kitchen Assistant**.

The Kitchen Assistant provides high-quality, efficient support across all areas of the School's catering operations including hospitality events, the tuck shop and the Sixth Form café as required.

The Kitchen Assistant is responsible for maintaining high standards of hygiene and cleanliness within the kitchen and service areas, ensuring full compliance with Food Hygiene Training requirements and best practice standards.

Working as part of the wider catering team, the Kitchen Assistant contributes to the delivery of nutritious, well-presented meals and refreshments, ensuring all food is prepared and served in accordance with relevant food hygiene, health and safety and regulatory requirements.

The Kitchen Assistant works collaboratively with Chefs and fellow Kitchen Assistants to provide an excellent catering and hospitality service, delivering a positive experience for students, staff, and visitors while maintaining the highest standards of quality and customer service.

Langley is a truly special place to work. With dedicated colleagues, a supportive parent body, and curious, motivated pupils, our school community is both stimulating and welcoming. We take great pride in our sense of family and the strong sense of belonging that unites us.



04 PURPOSE & JOB SPECIFICATION

This Job Description covers the principal tasks required of the role and is not necessarily a complete list of everything required for the full professional discharge of duties. Key responsibilities include:

- Assist in the preparation of hot and cold meals as required
- Maintain and be aware of food hygiene standards at all times (Level 2)
- Carry out cleaning routines to a high standard in all catering areas, including the dining rooms and related communal and kitchen areas
- Complete relevant documentation when checking storerooms and deliveries
- Ensure that storage is compliant within domestic and catering standards
- Work collaboratively with the Catering Team ensuring effective delivery to a high standard, and demonstrate an awareness of excellent customer care at all times
- Report immediately any illness of an infectious nature or any accidents incurred by a student, colleague or yourself
- Report immediately any faulty appliances or equipment
- Contribute to hospitality events and occasions as required



05 SKILLS & EXPERIENCE

The below person specification outlines the skills and experience we are seeking for this role.

- ✓ Previous experience in a similar role or in a catering/kitchen environment would be desirable
- ✓ Flexibility in your approach, and ability to undertake a variety of tasks as required in a fastmoving and reactive environment
- ✓ The ability to work quickly and methodically under pressure

- ✓ An ability to work as part of a team and on your own initiative
- ✓ Excellent customer service skills and ability to provide a good service at all times
- ✓ Strong communication skills
- ✓ A positive and collaborative working style



06 CANDIDATE BENEFITS

The successful candidate will enjoy the following benefits from the commencement of their employment:

- ✓ Professional development and ongoing CPD through internal and external training
- ✓ 24/7 access to the school's comprehensive Employee Assistance Programme, offering support for personal and professional well-being
- ✓ Free school lunches during term time working days
- ✓ Death in service benefit (3 x annual salary)
- ✓ Access to Private Medical Insurance scheme
- ✓ Workplace pension scheme with Royal London
- ✓ A competitive salary, commensurate with experience
- ✓ Fee remission for children enrolled at Langley school
- ✓ A collaborative and supportive team
- ✓ The opportunity to help shape a school community
- ✓ Beautiful school grounds and a committed, talented staff body

TERMS AND CONDITIONS

The starting salary for this role will be competitive and commensurate with the successful candidate's qualifications and experience.

Please note that Langley School reserves the right to interview and appoint candidates prior to the closing date of the application process.

PRE-EMPLOYMENT CHECKS

All offers of employment are conditional and appointments are subject to the receipt of two satisfactory references, in addition to child protection screening, including checks with previous employers and the Disclosure and Barring Service.

07 HOW TO APPLY

Please note that all information within your application will be treated confidentially. In line with GDPR, we ask that you do not send us any information that can identify children or any of your Sensitive Personal Data.

Applications should be received no later than midday on:

Wednesday 19th August 2026

Shortlist interviews shall take place:

From 24th August 2026 or as applications are received

Please submit an application form using **My New Term** outlining your suitability for the role. Please note that CVs will not be accepted as a substitution but may be submitted in addition to the application form in order to supply additional background information.

Please email your CV to **HR@langleschool.co.uk** if you do wish to send it across and note that all information within your application will be treated confidentially.



A dark teal silhouette of a castle with three towers and a central battlement, set against a lighter teal background.

Langley School
Langley Park
Loddon
NR14 6BJ
0044 1508 520 210

A dark teal silhouette of a school building with a semi-circular roof and a central entrance, set against a lighter teal background.

Langley School
Taverham Hall
Taverham
NR8 6HU
0044 1603 868 206

Langleyschool.co.uk

hr@langleyschool.co.uk