



**Cliffe Woods
Primary School**

Working at Cliffe Woods Primary School

Join our Team



For Appointment of:
Catering Assistant





Headteacher's Welcome

James Bernard

I am delighted to welcome you to Cliffe Woods Primary School. It is a privilege to serve as the Headteacher, and I am excited to be leading the school on the next stage of its journey. We are proud of our strong sense of community, our dedicated staff team, and the supportive partnerships we share with families. Thank you for your interest in the role and I hope that the information within gives you an insight into our school and the unique opportunity this position offers.

Cliffe Woods is a beacon of excellence and we expect 'Excellence From All'. At Cliffe Woods, our priority is to nurture each child so they thrive both academically and personally. We value curiosity, creativity, and kindness, and strive to provide enriching experiences that help our children develop confidence, resilience, and a love of learning.

Cliffe Woods joined Aletheia Academies Trust on the 1st January 2022. As part of the Aletheia Academies Trust, we benefit from collaboration with a family of schools who share our ethos and commitment to providing excellent opportunities for children. The Trust supports us in continually improving, while allowing us to retain the unique character and strengths of our school community.

Thank you for taking an interest in joining our school. If you share our values and commitment to making a difference for children, we would be delighted to receive your application.

Cliffe Woods Primary School



Cliffe Woods Primary School is proud to be at the heart of the community.

At Cliffe Woods Primary School everything we do revolves around our key drivers: Opportunity, Diversity, Curiosity and Tenacity. Through these, our children explore and embrace all the new challenges they meet with confidence and a positive attitude.

Our aim is for our children to be confident, caring, resilient, curious young adults with a desire to learn and achieve the best they can in all they do, preparing them for the future. Our children are wonderful ambassadors, so if you would like to know more about what makes our school the place that it is, please get in touch and our children would be delighted to show you around and introduce you to everyone who makes Cliffe Woods Primary School such a special and incredible place.

Our school continues to evolve in many exciting ways, ensuring that we constantly deliver enriching experiences for our pupils. Over the last few years we have been consistently over-subscribed with families wanting a place for their child/children to start in our Reception classes.

We would be delighted to welcome you, give you a tour, and introduce you to the people who make Cliffe Woods Primary School such an extraordinary community



“The sense of community at Cliffe Woods Primary School is striking. Pupils thrive. They are kind and welcoming to visitors, as well as to one another. Provision to promote pupils’ personal development is exceptional”.

– **Ofsted 2025**

Job Description

Job Title	: Catering Assistant
Location	: Cliffe Woods Primary School
Duration	: Part-time, Permanent
Work Hours	: 20 hours per week, Mon – Fri 9:30am to 1:30pm, for 39 weeks per year (term time plus inset days)
Reporting to	: Catering Manager
Salary	: AAT A Point 1
Pension	: Local Government Pension Scheme



About the Role

Cliffe Woods Primary School is looking for a candidate of exceptional ability to join our team as a Catering Assistant.

Job Purpose: To assist in the hygienic preparation, delivery and/or serving of meals and ensuring the kitchen and equipment is cleaned to a high standard.

Accountabilities

- Provide daily cleaning of kitchen surfaces, floors, equipment and appliances to ensure the cleanliness of the working environment, so that meals can be prepared in accordance with acceptable standards of hygiene.
- Serve meals to pupils in a friendly and efficient manner.
- Help set up the dining hall or serving area before lunchtime.
- Ensure food is presented and served according to portion and nutrition guidelines.
- Maintain high standards of cleanliness and hygiene in the kitchen and dining areas.
- Wash dishes, utensils, and kitchen equipment using appropriate cleaning methods.
- Clear tables and tidy the dining hall during and after meal service.
- Assist with the preparation, delivery and/or serving of food to enable the Cook to prepare and serve meals on time.
- Assist with the receipt and storage of groceries and stock control.
- Monitor fridge stock rotation to enable standards of hygiene to be maintained (where applicable).
- Attend training courses as required and assist in the training of other premises support staff as directed.
- Comply with Health & Safety, Fire Regulations and other County policies

This is illustrative of the general nature of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher and/or any member of the Senior Leadership Team.

Person Specification



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Qualifications and Experience

GCSE or equivalent, including at least Grade C in English and Maths
 Experience working in a catering environment, preferably within a school setting
 Experience working collaboratively with colleagues
 First Aid or Health and Safety training

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Skills and Knowledge

Basic knowledge of food hygiene and kitchen safety
 Friendly and approachable with good communication skills
 Good organisational and time management skills.
 Professional attitude to colleagues, pupils and the working environment
 Flexible and willing to help others
 Able to work effectively with colleagues as part of a team
 Knowledge of the allergen food groups
 Prioritise safety in every task undertaken
 Able to work without close supervision and enjoy working on own initiative

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Personal Qualities

- Ability to work under pressure and prioritise effectively.
- Be friendly and approachable with a positive attitude.
- Ability to build and sustain effective working relationships with a wide range of stakeholders and external partners.
- A belief in inclusion, diversity and the right of each child to be successful whatever their needs, abilities and background.
- Be committed to your own professional development and keen to make a significant contribution to the life of our school.
- Support an interest in the ethos, mission and values of the Trust and demonstrate this in all work activities.

All Essential Criteria

E = Essential D = Desirable

How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

The School Office

admin@cliffewoods.medway.sch.uk

01634 220 822

To apply for this role, [please visit MyNewTerm.](#)



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



Diocese of
Rochester



PROUD TO BE
Aletheia
Academies Trust

Contact Us

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