



**Redborne Upper School**

**RECRUITMENT PACK**  
**GENERAL KITCHEN ASSISTANT**  
**FEBRUARY 2026**



Aspiration • Responsibility • Respect



# HEADTEACHER'S WELCOME

Thank you for your interest in Redborne Upper School and Community College.

Redborne is a vibrant and ambitious age 13-18 upper school, including a thriving sixth form of around 400 students, located in the heart of Ampthill, Bedfordshire. As a large academy with over 1,600 students on roll, we are proud to serve our community by providing high-quality education that combines strong academic achievement with outstanding personal development.



Our school is built on values of inclusion, respect and aspiration. We aim to foster a learning environment where all students feel supported to reach their full potential, both in and beyond the classroom. As a designated training school, we are deeply committed to the development of teaching and learning. This not only benefits our students, but also creates a culture of continuous professional growth for our staff.

Redborne is a unique place to work, not least because of our on-site working farm, which enriches the curriculum and offers students the chance to gain practical qualifications in agriculture. It reflects our wider belief that education should be broad, balanced, and rooted in real-life experiences.

In our most recent Ofsted inspection (July 2024), Redborne was judged to be a 'Good' school. We are proud of this outcome and remain focused on further developing the quality of our provision, especially in pursuit of excellence for every student.

If you share our commitment to high standards, professional development, and inclusive education, we would be delighted to receive your application.

Olly Button

Headteacher

# OUR VISION

## Our Vision

At Redborne, we are committed to becoming one of the best schools in the country. In order to help us achieve this goal, we will:

- Have outstanding behaviour based upon positive relationships.
- Ensure that all our students enjoy learning from teachers who love teaching.
- Ensure that everyone achieves their full potential.

Staff and students work together towards realising our vision, by linking everything we do to one of our three core values, 'Aspiration', 'Responsibility', and 'Respect'. Every aspect of a student's Redborne experience is aimed at promoting these:

### Aspiration

For everyone to achieve.  
For everyone to participate.  
For everyone to be the best they can be.  
For everyone's future.

### Responsibility

For our behaviour / actions.  
For our commitment to learning.  
In our (wider) community.

### Respect

For and between everyone.  
For others' views / beliefs.  
For the school building and environment.

### OFSTED SAYS

*"Pupils behave well around the school and during lessons. They are polite and courteous to adults. There are positive relationships between staff and pupils."*



# OUR CAMPUS

Redborne, a 13-18 Upper School since the early 1970s, is ideally placed to provide community education in the area. Redborne serves Ampthill, Flitwick, Maulden and other neighbouring villages.

The school is spread over 40 acres of attractive grounds, with a wide variety of trees, shrubs, flower beds and rock gardens. There are rugby, football, rounders and cricket pitches, netball and tennis courts, as well as an athletics track in the summer.

In addition, there is a floodlit all weather sports area with an adjoining pavilion, as well as a recently refurbished floodlit 3G football pitch. The school also has its own farm, used to deliver both livestock and horticulture courses - an invaluable learning resource for students.

We cannot describe all aspects of such a large and active school and we therefore offer an invitation for parents and prospective students to visit us and find out more. Please contact us for an appointment:

Telephone: (01525) 404462

Website: [www.redborne.com](http://www.redborne.com)

Email: [admin@redborne.com](mailto:admin@redborne.com)



# GENERAL KITCHEN ASSISTANT

- Start Date: March 2026 (or as soon as possible)
- Contract: Part-time (20 hours/week, term-time only + 5 training days)
- Monday – Friday: 10.15am – 2.30pm
- Salary: Level 2D (Point 4-6)
- Actual Salary Range: £11,592.00 – 11,962.00 (dependent on experience)

Are you passionate about providing delicious and nutritious meals to children? Do you thrive in a busy, friendly environment? We are looking for a dedicated Kitchen Assistant to join our school's catering team!

## About the Role

This is an exciting and varied role. You will play a vital part in ensuring our students receive high quality, wholesome lunches. You will assist with food preparation, serve meals with a smile, help keep our kitchen sparkling clean and support the Catering Manager in all aspects of daily operations.

This is a fantastic opportunity to contribute to our school community and make a real difference in the lives of our pupils.

## Who We're Looking For

We welcome applications from candidates who are:

- Reliable and punctual
- Enthusiastic and a team player
- Able to work efficiently in a fast-paced setting
- Committed to food hygiene and safety standards
- Friendly and enjoys being around children

Good communication skills and the ability to work as part of a team are important. Experience is desirable but not essential as full training will be given.

## What We Offer

A supportive and inspiring team environment

The opportunity to be part of a school community that values every member of staff

**Closing Date: Sunday 8<sup>th</sup> February 2026**

**We look forward to hearing from you!**

Aspiration • Responsibility • Respect



# **JOB DESCRIPTION**

Job title:	General Kitchen Assistant
Hours:	20 hours Term Time Only plus 5 training days Monday – Friday 10.30am – 2.30pm - 15 minutes unpaid break
Responsible to:	Headteacher
Line manager:	Catering Manager
Job purpose:	To provide general assistance in the kitchens and dining areas as identified in the job description below

## **MAIN DUTIES AND RESPONSIBILITIES**

1. To prepare the dining area, which may include moving, and setting up furniture, setting trolleys and the cleaning and dismantling of these as required.
2. To prepare the service area, hot cupboards and other equipment in the dining centre for the efficient and effective service of the meal.
3. To assist in the preparation of cooking and serving of food and beverages.
4. To serve food appropriately, under the direction of the Catering Manager.
5. To wash dishes, cutlery, tumblers jugs, serving utensils, containers, tables and all other catering equipment in the dining centre.
6. To clean, on a daily basis, all catering areas to the required standard.
7. To work at all times in accordance with Health and Safety and Food Hygiene Regulations standards.
8. To undergo training, both on and off the job, as required.
9. To inform the Catering Manager of any defects in equipment or of premises not meeting Health and Safety and/or Food Hygiene Regulations standards.
10. To undertake such other related duties as are required to ensure the dining area and the kitchen is in a clean and hygienic condition and that the food service is efficient and effective.
11. To undertake any other duties that may be required for the effective operation of the catering establishment; this may include cash collection.

## **OTHER DUTIES AND RESPONSIBILITIES:**

1. To comply with Redborne's commitment to safeguarding and promoting the welfare of children and young people.
2. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
3. The post holder must at all times carry out his/her job responsibilities with due regard to Equal Opportunities'.
4. To undertake any other duties of a similar level and responsibility as may be required.



# PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<b>Education &amp; Qualifications</b>	
Basic standard of literacy to read instructions. Ability to understand instructions.	NVQ1 Catering Food Hygiene Certificate
<b>Experience</b>	
	Previous experience of catering in or out of a school environment.
<b>Skills / Knowledge / Aptitude</b>	
Understanding of basic hygiene requirements in a catering environment. Ability to work under pressure at times.	
<b>Personal Qualities</b>	
Willingness to work as part of a team. Willingness to undergo training. Well organised and capable of showing attention to detail. Good interpersonal skills. Able to work as part of a team. Ability to move tables, chairs, trolleys etc. when required.	
<b>Communication Skills</b>	
Able to communicate effectively verbally and in writing.	Competence in communicating using ICT (e.g. Microsoft Office or Google documents)

All offers of employment are "conditional" until Disclosure and Barring and qualification checks have been successfully completed and satisfactory references have been received. Redborne is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



# STAFF WELLBEING CHARTER

	Comprehensive new staff induction programme throughout your first year, plus a mentor for all new teaching staff and dedicated meeting time.		Mini-half term (long weekend) during the autumn term, calendar permitting.
	Enhanced PPA time for all teaching staff and a generous timetable allowance for form tutors to effectively carry out their pastoral role.		Virtual parent consultation evenings with a flexible finish (8 pm latest).
	Complimentary tea, coffee and milk in all staffrooms.		Complimentary Christmas lunch and summer BBQ for all staff.
	Well published deadlines and annual calendar consultation.		Maximum of three data collection points per year (per year group)
	Reports are produced in a timely manner so they reflect current progress with no lengthy written comments.		Staff Wellbeing Committee for both teaching and support staff.
	Commitment to exemplary student behaviour and punctuality, including centralised behaviour systems.		Innovative approach to staffing and timetabling, to meet the bespoke needs of colleagues who work part time.
	Clear protocol for emails and a communication policy which protects time outside school.		Dedicated and trained Curriculum Support Assistants in all faculties who provide cover for absent colleagues.
	An attractive school environment; open green spaces, commitment to reducing litter and our wonderful school farm.		Plentiful free on-site parking, including electric charging points.
	Staff social sessions in the calendar each term plus regular sporting sessions on site. On site fitness suite with free use for all staff.		Opportunities for career development are always considered. Comprehensive leadership training programme.
	Regular twilight CPD sessions and a range of professional learning opportunities		After school meetings that average a maximum of one per week for classroom teachers, scheduled to finish by 4.30pm.
	Staff Wellbeing and Workload Coordinator guides and develops policies.		Wellbeing services provided including professional supervision and a culture of wellbeing support for all colleagues.
	SLT Open Door Policy, including urgent communication outside school hours when required.		Staff professional and personal achievements celebrated.
	Developmental approach to lesson observations and professional performance reviews.		Buffet provided for all staff before open evenings.