



Position:
Kitchen Assistant

Welcome to Waingels

Job Description for Kitchen Assistant

Pay Range	NJC Grade 1 SCP 2 (FTE £24,413)	Actual Salary	£21,187.32 per annum
Employment Type	Permanent, term time only plus 5 inset days	Working Pattern	Full time, 37.5 hours per week Monday to Friday 6.30am to 2.30pm
Reporting to	Catering Manager	Responsible for	N/A
Start Date	ASAP	Application Deadline	Monday 2nd March 2026

Job purpose

To assist, as directed, with all aspects of the preparation of food and beverages, serving students at meal times and cleaning catering areas, to the standards required by the school.

Key Responsibilities

- The preparation and simple cooking of food and beverages.
- Serving customers.
- To undertake cleaning duties as directed, including equipment (light and heavy), walls (up to 6ft.), floors, fixtures and fittings, cooking utensils, cutlery, crockery, glassware etc.
- During service times, to ensure that tables and counters are clean and reasonably practicable and adequately stocked.
- To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.
- To attend training activities and/or meetings as required.
- Occasionally, to assist with special functions at the school which may be outside of normal working hours.
- To report any customer comments or complaints and take any necessary remedial action if appropriate.
- Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.

Person Specification

Personal Qualities	Essential	Desirable
	<p>A desire to work with and support young people</p> <p>Excellent interpersonal skills to be part of a team</p> <p>An ability to remain calm under pressure</p> <p>Energy, enthusiasm and commitment</p> <p>Tact, diplomacy and sensitivity</p> <p>A flexible approach to work</p>	<p>An empathy with and an understanding of young people</p> <p>A good sense of humour</p>
Qualifications/ Special Knowledge or Training	Essential	Desirable
	Good general standard of education	
General Skills and Experience	Essential	Desirable
	<p>A team player</p> <p>Excellent time management</p> <p>An ability to work to the direction of the Catering Manager</p>	Experience of working in a school or similar establishment
Personal Motivation	Essential	Desirable
	<p>A commitment to continued personal development</p> <p>Keen to learn</p>	
Suitability to work with children	Essential	Desirable
	<p>Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with</p> <p>Not barred from working with children</p>	

Making Your Application

There are **FOUR** steps to making your application:

On the basis of the best information you have, **including a visit to our website on www.waingels.wokingham.sch.uk** decide whether you are the right person for the job and the job is right for you.

Download a copy of our application form and complete it (only completed official application forms will be considered).

Provide a supporting statement (no more than two pages of A4) that addresses the following:

- The reasons why you have applied for this post
- How your experience, professional and personal values make you the right person for the job

Any further information you would like to add to your application

Submit your application form and attachments via:

Email: HRandrecruitment@waingels.wokingham.sch.uk or

Post: Mollie Williams (HR Administrator), Waingels, Waingels Road, Woodley, Berkshire, RG5 4RF

Applications should be submitted as soon as possible. Applications will be reviewed as they are received and interviews arranged accordingly.

The school is committed to safeguarding, equal opportunities and to promoting the welfare of all staff and students