

# Nexus Education Schools Trust



## Kitchen Assistant Recruitment Pack



Nexus Education Schools Trust

# Job Advert

**Joydens Wood Infants School** is seeking a reliable and enthusiastic Kitchen Assistant to join our school catering team. The role involves the preparation, serving and cleaning processes to ensure that pupils receive healthy, nutritious meals in a safe and welcoming environment.

<b>Salary</b>	Fringe Pay Scale £24,796 FTE
<b>Location</b>	Joydens Wood Infant School - DA5 2JD Tel: 01322 523188 <a href="http://www.joydens.nestschools.org">www.joydens.nestschools.org</a>
<b>Hours</b>	10 hours (Monday - Friday 12.00-14.00) TTO - 38 weeks per year
<b>Reports to</b>	Line Manager
<b>Start Date</b>	ASAP
<b>Closing Date</b>	Midday on Friday 12 June 2026 Email application forms <a href="mailto:ktinnams@jws.nestschools.org">ktinnams@jws.nestschools.org</a>
<b>Interviews</b>	Wednesday 24 June 2026 We reserve the right to interview suitable candidates prior to the closing date.  Due to the high volume of applications, we will only contact shortlisted candidates. If you have not heard from us after the closing date please assume your application was unsuccessful. Feedback is not provided following shortlisting.

**If you're ready to make a difference we would love to hear from you!**

# Joydens Wood Infant School

At **Joydens Wood Infant School**, we're more than just a school - we are a dynamic, thriving community where children come first! Our passionate, dedicated team of staff and local committee members are committed to nurturing every child's unique potential in a fun, inspiring and supportive environment.

We believe learning should be exciting and challenging, and we set high expectations to ensure every child grows into a confident, independent learner. By working hand-in-hand with parents, we create a seamless partnership that helps each child thrive academically and socially.

The close connection between our Infant and Junior Schools ensures a smooth transition for all children, while our strong links with local secondary schools provide continuity in their educational journey. We're all about building a solid foundation for the future, inside and outside the classroom!

Our students don't just learn - they live! With a wide range of extra-curricular activities, we encourage every child to discover their passions, develop new skills, and make lasting memories. At **Joydens Wood Infant**, we educate for life, helping children develop into well-rounded individuals ready to take on the world.

We love welcoming parents, helpers, and visitors to our vibrant school community, and we've got exciting plans for the year ahead! Stay connected with us as we share the latest news, events, and opportunities to get involved.



# Nexus Education Schools Trust

**Nexus Education Schools Trust (NEST)** a rapidly growing Multi-Academy Trust with 20 vibrant primary schools across Bromley, Kent, Lewisham and Southwark. Over the past five years, we've invested in state-of-the-art facilities, ensuring our schools provide exceptional learning opportunities for every pupil.

We are proud partners with a number of multi-academy trusts and groups of maintained schools, creating a collaborative network that enhances educational experiences across the region. As part of our commitment to developing outstanding teaching, we also oversee the Thames South Teaching School Hub, delivering high-quality teacher training and professional development in Bromley, Bexley and Greenwich.

At NEST, we believe in the power of collaboration. Our schools are united by a shared dedication to creating a culture of continuous learning, where inclusion is at the heart of everything we do. Each school plays a vital role in building a strong, interconnected professional learning community, driving success across our entire trust.

We are driven by a clear, moral purpose:

**“To provide excellence and opportunity for all, transforming lives through education and inspiring the leaders of tomorrow”**

**Nexus Education Schools Trust** is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

**We're proud to offer:**

- **Endless Growth Opportunities:** Access to ongoing professional development to help you thrive in your career.
- **Thriving Partnerships:** Strong collaborations with schools to enhance your impact and network.
- **A Happy and Supportive Team:** Work alongside a motivated, friendly, and encouraging group of professionals. We are committed to helping you achieve your professional goals.
- **Comprehensive Training and Development:** NEST supports the continuous growth of all our staff.
- **Course and Qualification Opportunities:** Enhance your skills for your current role or prepare for future opportunities.
- **Career Advancement:** Gain qualifications that can help you progress within the organisation.
- **Resources You Deserve:** A well-equipped environment with the tools and support you need to succeed.
- **Innovative Culture:** Join an organisation that values creativity, teamwork, and fresh ideas.
- **Exclusive Perks:** Enjoy staff benefits like the Cycle to Work scheme and technology discounts.
- **Special Discounts:** Gain access to CSSC Benefits, BHN Extras and Blue Light Card savings, making your life outside work even better.

# Welcome from the CEO

Dear Candidate,

Thank you for expressing your interest in joining **Nexus Education Schools Trust**. We are delighted that you are considering becoming a part of our community.

This is an incredibly exciting time for our schools, as the Trust continues to grow and thrive. Currently, all our schools are rated as good or outstanding, with strong leadership teams dedicated to delivering a rich variety of opportunities and outstanding outcomes for every pupil.

At **Nexus Education Schools Trust**, we are guided by a vision to empower individual academies to flourish with true autonomy while fostering a strong culture of support and collaboration across all our schools. Central to everything we do is a commitment to making child-centred decisions and choices.

## **Our mission is to:**

- Nurture every individual,
- Provide exceptional educational opportunities and outcomes,
- Empower all to succeed, and
- Transform the life chances and aspirations of our pupils, equipping them to thrive as fulfilled individuals in an ever-changing world.

We also celebrate the uniqueness of each school's community and the vital contributions they make to ensuring the best education and experiences for our pupils. Every school is fundamental to our collective success. We firmly believe that, together, we can achieve more—delivering higher educational outcomes, broader opportunities for our pupils, and enhanced prospects for our staff and communities.

As a member of NEST, you will join a Trust that champions collaboration, mutual support, and a shared commitment to excellence. We are looking for individuals who:

- Share our values and vision,
- Are enthusiastic about working collaboratively with colleagues both within and beyond their school,
- Are dedicated to continuous development and professional excellence, and
- Are passionate about providing the highest standards and opportunities for all children.

We hope this information inspires you to take the next step in your career with us. We look forward to receiving your application and wish you the very best as you consider this exciting opportunity.

Regards

Paula Farrow OBE  
CEO  
Nexus Education Schools Trust



# Kitchen Assistant - Job Description

## Main Purpose of the Role:

To assist with preparing simple, child-friendly meals and snacks under the supervision of the school Cook

## Duties and Responsibilities of the Role:

- Preparation of foodstuffs and basic cooking.
- Washing up and general kitchen duties.
- Cleaning of the kitchen according to established routines.
- Erecting and putting away tables and chairs in the hall at the start and end of the lunch break.
- Serving food ensuring that pupils are helped to make a balanced choice and that the correct portion control is made as per the National Nutritional Standards.
- Supporting the catering team during service.
- Cleaning the hall at the end of the lunch break.
- Cleaning the tables and chairs at the end of lunch break.
- Cleaning the kitchen, its surrounds and equipment.
- Following all health and safety laws and guidance and working within the food hygiene standards.
- Promoting the healthy school agenda and school initiatives.
- Undertaking training to support the job.
- To follow all school policies e.g. equal opportunities, health and safety, safeguarding, confidentiality etc. when undertaking the job.
- To undertake any reasonable duty at the request of the Headteacher

# Kitchen Assistant - Person Specification

## Essential Knowledge and Experience:

- Relate well to both children and adults.
- Handle interactions with tact and sensitivity.
- Understand school procedures for first aid and medical emergencies.
- Work effectively as part of a team

## Qualifications:

- Undertake relevant training
- Participate in training and development opportunities.

## Personal Qualities:

- Possess good organisational and timekeeping skills.
- Use initiative and make decisions in collaboration with your line manager.
- Be motivated to develop your own practice.
- Have a good sense of humour.
- Show resilience.



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## The application process

**Nexus Education Schools Trust** is committed to safeguarding and promoting the welfare of children and young people in its schools. We comply with the statutory legislative requirements and guidance, including 'Keeping Children Safe in Education', and we follow a rigorous selection process which seeks to discourage and screen out unsuitable applicants.

### Safer Recruitment

Our job descriptions and person specifications confirm individual responsibility for safeguarding the welfare and well-being of children and young people. All posts are subject to Enhanced Disclosure and Barring (DBS) checks.

### Application Stage

We require all applicants to complete our Application Form which seeks to elicit the information we require to undertake the shortlisting process and to assess the applicant's suitability for the post they have applied for. We do not accept CVs in place of a completed Application Form. We reserve the right to reject any applicant who has failed to fully complete our Application Form.

### Shortlisting

Only those candidates who meet the criteria outlined in the person specification will be shortlisted. We carry out online and social media searches as part of our due diligence on shortlisted candidates. If we identify any of concern to us, then this will be raised and explored during the interview.

### Interview

1. Shortlisted candidates will take part in an in-depth interview and selection process.
2. Employment references will be sought before an interview.
3. Candidates will be asked to complete a Self Declaration Form in respect of their criminal record and to return this prior to the interview.
4. Candidates will be asked to address any discrepancies, anomalies, or gaps in employment in the application form including their employment history. Candidates will be invited to discuss any disclosures in their self-declaration form and any queries we have arising from the information provided in their employment references and/or our online and social media searches.
5. Proof of right to work in the UK and any relevant qualifications must also be provided at the interview.

### Appointment

An offer of employment is conditional upon us being satisfied with the outcomes of all the following checks:

- Verification of the candidate's identity.
- An Enhanced Disclosure and Barring Service Certificate (DBS) including a Children's Barred List check
- An assessment of fitness to work to ensure that a candidate has the health and physical capacity for the job
- Overseas criminal record and overseas professional registration checks where a candidate has lived, worked or qualified overseas
- Verification that the candidate is not the subject of a prohibition order or section 128 direction made by the Secretary of State
- Compliant employment references
- Verification of qualifications and professional registrations relevant to the candidate's role
- Verification of the candidate's right to work in the UK
- Verification that candidates employed in reception classes, or wraparound care for children up to the age of 8, are not disqualified from working in these setting under the 2018 Childcare Disqualifications Regulations.

On appointment and annually thereafter, all colleagues are required to undertake Safeguarding training, Cyber Security training, GDPR training and to reaffirm and disclose any changes to their criminal record, and to read and confirm their adherence to Part 1 of Keeping Children Safe in Education, our child protection and safeguarding policy, behaviour policy and code of conduct (which includes our requirements in respect of ethical and professional standards and professional boundaries). All school based staff will be required to undertake first aid training.



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Our contracts of employment place an ongoing requirement on all colleagues to immediately notify us if they are the subject of a police investigation, are released under investigation, or receive a caution or conviction.

### **Recruitment of Offenders**

All posts within NEST are, (by the reason of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)) exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that all applicants for employment with the Trust must disclose all unspent cautions and convictions and all unprotected spent cautions and convictions. An explanation of when a spent conviction is unprotected is available on the Ministry of Justice website.

- If relevant information (whether concerning previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a DBS check, we will consider the following factors before reaching a recruitment decision:
- whether the conviction of other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, class A drug-related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception, or fraud.

If the post involves some driving responsibilities, it is our normal policy to consider it a high risk to employ anyone who has been convicted of dangerous driving or of an offence of driving under the influence of alcohol or drugs, within the last 10 years.

### **Probation**

All new colleagues will be subject to the NEST probation procedure for four months. The probation procedure is to enable the assessment of a colleague's suitability for the job for which they have been employed, which includes the monitoring and review of their performance of their duties, skills, qualifications, and experience outlined in the job description and person specification and their suitability to work with children and young people.

### **Equal Opportunities**

NEST recognises the value of, and seeks to achieve, a diverse workforce that includes people from all backgrounds. We take positive steps to create an employment culture in which people feel confident about being treated with fairness, dignity, and tolerance irrespective of their differences. This commitment extends beyond the relationship between the conduct of colleagues, potential colleagues, and the whole community. We are committed to the elimination of unlawful discrimination and the promotion of good relations between all.

### **General Data Protection Regulations**

NEST is committed to ensuring that your privacy is protected. By signing a contract of employment, you understand that NEST, and/or agents appointed by the trust, process your personal data, including "special category personal data" as defined in the General Data Protection Regulations (GDPR), for the purposes of the operation, management, security and/or administration, as well as, complying with applicable laws, regulations, and procedures. The information you provide (except equality monitoring information) may be shared with partner organisations that provide services to NEST. Further information on our data protection policy and privacy notices can be found on the NEST website.

[www.nestschools.org](http://www.nestschools.org)

# Our Trust



Alexandra  
Infant  
School



CHILDERIC  
PRIMARY SCHOOL



HIGHFIELD

Infants' and Junior Schools



John Keats  
Primary School



PERRY HALL  
PRIMARY SCHOOL



WORSLEY BRIDGE  
PRIMARY SCHOOL



Thames South  
TEACHING SCHOOL HUB

[www.nestschools.org](http://www.nestschools.org)