



Pix Brook Academy Application Pack

Kitchen Assistant





CONTENTS

1. Introduction
2. About BEST
3. About Pix Brook Academy
4. How to Apply
5. Job Description
6. Person Specification

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INTRODUCTION

Welcome to Pix Brook Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our Academy, please contact:

Helen Fordham

HR Assistant

pixbrook@bestacademies.org.uk

Tel: 01462 416243

Pix Brook Academy

Arlesey Road, Stotfold, Bedfordshire SG5 4HB

www.pixbrookacademy.co.uk



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values.

We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT PIX BROOK ACADEMY

Pix Brook Academy is an extended secondary school with approximately 1000 pupils located on the edge of the town of Stotfold.

We opened as a new free school in September 2019, and currently have cohorts from Year 5 up to Year 11. At our core is the moral purpose to educate the socially responsible citizens of the future.

Working at Pix Brook Academy is an unprecedented opportunity to be involved in a genuinely exciting and innovative growth programme and have real influence and input into shaping the future development and success of this creative and rural community school.

We understand the hard work associated with working at a new school. In recognition of this, we are committed to providing all staff with the support and resources to deliver outstanding lessons and develop your career, including:

- Fantastic learning environment in new facilities
- Supportive parents and fantastically well-behaved pupils allowing you to focus on teaching and learning
- Supportive, experienced team with fully planned and resourced SOL for all subjects
- Opportunity to join a growing school and influence the culture and ethos of a new school with associated career progression
- All teachers receive a new laptop
- All classrooms have 21st century technology including Clevertouch interactive screens
- Rural location with extensive parking yet only 35 minutes from London King's Cross



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Midnight, Sunday 18th January 2026

Interview date: w/c 19th January 2026

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Kitchen Assistant
Based at	Pix Brook Academy
Salary/Grade Range	Level 1B Point 2 £11,488 actual salary per annum (FTE £24,413)
Responsible to	Catering Manager
Hours	20 hours a week, 1130hrs – 1530hrs, Monday to Friday, term time only plus five training/cleaning days

Purpose of Role

To provide general support in the kitchen and canteen area, working as a valued member of the catering team to ensure a positive and efficient dining experience for all. This involves a range of responsibilities, such as assisting with daily food preparation, setting up the serving line, and helping to serve meals to students and staff. A crucial part of the role is to also support kitchen and dining area cleanliness, including washing dishes, clearing tables, and general cleaning duties, all while adhering to strict food safety guidelines.

Main Responsibilities

- Prepare meals (when required) including desserts, meals and snacks using fresh ingredients.
- Prepare the services area, hot cupboards and other equipment in the dining area for the efficient and effective service of food.
- Serve food appropriately (when required) under the direction of the Catering Manager.



- Clean, on a daily basis all catering areas and equipment to the required standard.
- Work at all times in accordance with Health & Safety and Food Hygiene Regulations standards.
- Undergo training, both on and off the job as required.
- Inform the Catering Manager of any defects in equipment or of premises not meeting Health & Safety and/or Food Hygiene Regulations standards.
- Undertake any other duties that may be required for the effective operation of the catering establishment.

Professional Responsibilities

- Adhere to the School's policies and procedures at all times.
- Have a yearly appraisal and personal development plan that reflects training needs.
- Participate in relevant training programmes for admin staff enhancing own knowledge and skills.
- Participate in mandatory training including Smartlog compliance portal.
- Be aware that some matters dealt with in the team are of a confidential nature and dealt with appropriately.
- Represent the school in a professional and positive manner at all times.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the line manager/Principal to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Kitchen Assistant

Attributes	Essential	Desirable
Education and Qualifications	Good numeracy and literacy	<ul style="list-style-type: none"> • Level 2 Food Hygiene Certificate • Recognised relevant Catering qualification (e.g. City & Guilds, HND/OND, NVQ Level 3) • Current first aid certificate
Skills and Experience	<ul style="list-style-type: none"> • Working as part of a team • Food preparation • Working with young people • Understanding of food safety standards • Effective communication and interpersonal skills including the ability to converse at least in accurate spoken English with adults and children • Ability to work under pressure and to tight deadlines • Flexible approach to support events, functions and parents' evenings • Ability to take instruction • Effective team player • Organised and self-motivated • An ability to work effectively and to be innovative in problem solving • Willingness to take part in further training 	<ul style="list-style-type: none"> • Ability to effectively present written and verbal information to a variety of audiences (internal and external) • Health & Safety certification for a school/food environment
Competences	<ul style="list-style-type: none"> • Ability to organise time and workload efficiently to meet deadlines • Ability to learn how to keep up to date with health and safety related instructions and relevant COSHH 	
Other	<ul style="list-style-type: none"> • Ability to work without supervision • Trustworthiness • Willingness to undertake further training as appropriate • Knowledge of relevant safeguarding / child protection legislation and the best practice <p>Appropriate DBS clearance, references and checks (before the post is taken up).</p>	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

