

Kingsmoor Lower School



Job Application Pack

Kitchen Assistant Kingsmoor Lower School



Telephone: 01525 712448

Email: schooloffice@kingsmoorschool.co.uk

Website: www.kingsmoorschool.co.uk



Welcome to Kingsmoor

Thank you for your interest in the position of Kitchen Assistant. I hope that after reading this letter and the information available on our website, you feel inspired to apply for the post.

I continue to feel extremely proud to have been appointed Head Teacher of Kingsmoor Lower School in January 2018. We were inspected in January 2025 and we are proud to continue to be a good school. I believe very strongly that we are all professionals and as such, everyone has the opportunity to explore ideas, attend training and share good practice. We have invested a significant amount into staff CPD over the last few years and as a result staff continue to be up to date with the ever-changing educational landscape.

We work very closely with our local cluster of schools; carrying out cluster moderation half termly, attending learning walks around each other's schools and meeting regularly as a group of heads. One of our key strengths is the quality of care, guidance and support we give to each and every child. We know all of our pupils and families well and we are always willing to go that extra mile to help them to realise their very best life chances.

Visitors regularly complement our pupils on their behaviour and when seen out, Kingsmoor pupils have won awards for showing their values and showing outstanding sportsmanship. This is one of the reasons I was attracted to work at the school and I have honestly not been disappointed. Kingsmoor is a great place to work and you really do feel you are making a difference to the lives of young people on a daily basis.

We value each pupil as a unique individual with their own set of gifts and talents ready to be nurtured and developed. It is a very happy environment, where everyone associated with the school is warmly welcomed, well cared for and valued. Our vision 'everyone valued, every opportunity given, every possibility opened' is what we all strive for and is at the fore front of every decision that we make. We have developed a real 'team' culture where everybody, whatever their role and responsibilities, is equally valued. We have a self-reflective culture at all levels, which continually celebrates and recognises success yet also recognises what we can do better. We are also a school that recognises the challenges as well as rewards of working in schools and the pressures placed upon teachers. Consequently, I am always reviewing practice and monitoring expectations of staff to ensure that everyone maintains a healthy work life balance.

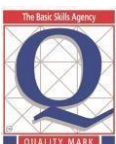
Our governors are also very much involved in shaping the strategic direction of the school and have a range of strengths that fully support the improvements we continue to make.

If you believe you can make a positive contribution to the success of our school, then we would be keen to receive your application. You are also very welcome to visit school, take a look at our website, including our newsletters and class pages prior to writing a formal application.

Very best wishes,

Caroline Jenkins

Everyone valued, every opportunity given, every possibility opened



SCHOOL
MEMBER



KINGSMOOR LOWER SCHOOL



Vision

Our vision is to serve our community by opening up every opportunity for all.

We'll do this by:

- Valuing wellbeing
- Inspiring curiosity
- Building resilience
- Encouraging aspiration

Valuing wellbeing

We'll nurture our children in a caring, family-oriented environment. We'll invest in our staff, not only about academic subjects, but in and promote a healthy work/life balance. We'll inspire our children and staff to be curious whatever captures their imagination, equipping them with the skills to explore their curiosity.

children and adults will flourish - not just in school but in life.

Inspiring curiosity

Why? Because we are on an adventure together, and curious learners will develop an enthusiastic love of learning - not just for school time, but for life.

Our vision is to serve our community by opening up every opportunity for all.

Building resilience

Our children and staff won't be afraid of taking risks in their learning. Instead, they will recognise that without mistakes we cannot learn new concepts and make progress.

Why? Because resilient learners will develop the skills they need to make a difference in the world.

Encouraging aspiration

All of our children and staff will be challenged in a fully inclusive environment, widening their experiences and broadening their knowledge for the future. Nobody will be held back by their circumstances, nor by other people's lack of expectations.



Job Vacancy

Immediate Start

Kitchen Assistant – Part Time plus Cover

Hourly rate: £13.28

9am – 1.30pm

Kingsmoor Lower School is a friendly, Values-based School, with a strong, nurturing ethos, situated in Flitwick. We encourage children and staff to develop a 'growth mindset' when it comes to their potential to 'build their brains' and be the best they can be.

We have a vacancy for a Kitchen Assistant who will be employed on a part time basis to cover a period of absence in the kitchen (ideally commercial but domestic experience also considered) and to provide assistance during busy periods. The successful candidate will ideally have experience working in a kitchen and main duties and responsibilities will include:

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

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants will be subject to an Enhanced DBS check, two satisfactory references and a Disclosure of Criminal Record and Disqualification Declaration and ID verification check on the day of the interview. The school reserves the right to perform a 'Social Media Check, on shortlisted candidates prior to interview

Application packs are available from the school office, or call on 01525712448 or email:
schooloffice@kingsmoorschool.co.uk

Closing date for applicants: **Friday 16th October 2026**

Interview date: **Wednesday 21st October 2026**

Completed application forms should be returned to Kingsmoor Lower School via post, hand or email to schooloffice@kingsmoorschool.co.uk

PERSON SPECIFICATION KITCHEN ASSISTANT

Attributes	Essential	Preferred
Education/Qualifications	Basic standard of literacy to read instructions Ability to understand instructions	NVQ1 Catering Food Hygiene Certificate
Experience		Previous experience in catering
Skills/Knowledge/ Aptitude	Understanding of basic hygiene requirements in a catering environment Ability to work under pressure at times	
Motivation	Willingness to work as part of a team	

	Willingness to undergo training (NB - All catering staff are required to attain a basic food hygiene qualification)	
Physical	Ability to lift industrial catering equipment and to move tables and chairs, trolleys etc	
Other	Willingness to undertake First Aid training	Current First Aid Certificate

JOB DESCRIPTION

RESPONSIBLE TO: **Cook/Kitchen Manager**

JOB PURPOSE:

To provide support in the preparation, cooking and serving of food and beverages plus related catering duties.

MAIN DUTIES AND RESPONSIBILITIES:

- To prepare the dining area which may include moving and setting up furniture, setting trolleys and the cleaning and dismantling of these as required.
- To prepare the service area, hot cupboards and other equipment in the dining centre for the efficient and effective service of the meal.
- To assist in the preparation of cooking and serving of food and beverages.
- To serve food appropriately, under the direction of the Kitchen Manager.
- To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining centre.
- To clean, on a daily basis, all catering areas to the required standard.
- To work at all times in accordance with Health & Safety and Food Hygiene Regulations standards.
- To undergo training, both on and off the job, as required.

- To inform the Kitchen Manager of any defects in equipment or of premises not meeting Health & Safety and/or Food Hygiene Regulations standards.
- To undertake such other related duties as are required to ensure the dining area and the kitchen are in a clean and hygienic condition and that the food service is efficient and effective.
- To undertake any other duties that may be required for the effective operation of the catering establishment; this may include cash collection and banking.