Ruislip Gardens Primary School

Catering Assistant
Required ASAP
Scale 2, Points 3-4: Actual Salary: £3,488 - £3,538

5 hrs per week at lunchtime:
11:45am – 12:45pm Monday – Friday during term time (+ 2 training days)

We are looking to appoint an enthusiastic, experienced and professional person to join our friendly catering team.

We are seeking a candidate who considers themselves an able multi-tasker, to be computer literate, confident when dealing with pupils, staff and visitors, ability to meet the physical demands of the post and willing to go the extra mile to get the job done**.** To be an enthusiastic member of the catering team assisting during the lunchtime in the dining hall which includes meal service preparation and cleaning of kitchen, dining room and utensils. There is a daily physical element to this role, namely, transporting plates, utensils, cups to and from the kitchen, putting up and setting down tables and benches for the lunch service.

If you are motivated, dedicated personable and wish to join our team please see the attached job description and person specification.

We therefore seek a confident individual with a pragmatic approach. SMSAs are also required to support the children attending our Special Resource Provisions and/or Assessment Centre during their lunchtime.

We are constantly striving to improve our lunchtime experiences for our pupils and therefore welcome applications from dedicated and personable individuals who feel they can further enhance our busy lunchtimes.

Informal visits to the school are warmly welcomed and encouraged so you can see our wonderful school for yourself before applying.

Please contact the school office to make arrangements on **01895 632895** or

officeemail@ruislipgardensschool.co.uk

Closing date: Noon, 23rd November 2026

Interviews: Please apply ASAP; shortlisting will take place upon receipt of applications and successful candidates will be called to interview at the first available opportunity and we reserve the right to close the advert early if sufficient applications are received

CV's will not be accepted
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check with a Barred List check, online searches, satisfactory references and other pre-employment checks.

Information provided will only be used for the purposes of recruitment and selection and will be held in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018.