



Job Title:	Food Service Assistant
Location:	Beam County Primary School, Oval Road North, Dagenham, Essex, RM10 9ED
Scale:	Spinal Point 4 pro-rata per annum
Hours:	18.5 Hours
Required:	September 8, 2025
Closing Date:	September, 3rd 2025 at 12noon
Interviews:	W/O Monday September 1st 2025

Beam County Primary School is seeking to appoint an enthusiastic teacher with experience of teaching or working closely with children with varying levels of special educational needs.

Beam is a thriving and vibrant primary school situated in the London Borough of Barking and Dagenham. Our core vision, 'Creating a lifelong love of learning', is paramount to what we provide for all members of the school community, ensuring all pupils and teachers continue this vision.

We can offer:

- A friendly and experienced team who are passionate about unlocking each child's potential so they can live fulfilling and productive lives.
- A dedicated Team who are committed to raising standards and driving up achievement.
- Opportunities for continuing professional development within and beyond the local authority.
- Well-resourced classrooms and a large outdoor learning area including an additionally resourced provision with sensory garden.
- An exemplary leadership team of senior and middle leaders who can support you in your new role.
- A school that has strong community links.

"Your exemplary leadership has galvanised senior and middle leaders into a highly effective team. As a result of exceptionally strong leadership, pupils' progress throughout the school continues to be good" Ofsted 2016

1. Purpose of the Job:

- To contribute to the provision of a high quality, professional and responsive catering service at School.
- Assist with food preparation, cooking, preparing and cleaning the school kitchen and dining room areas, pot and dish washing, and food service to pupils and staff.

- To meet all service and operational related standards in compliance with all service related regulations and legislation e.g. Health & Safety, Hygiene, Food Safety/Safer Food -Better Business, Operations Manuals and Kitchen Records.

2. Main Activities (under direction of the Cook/Supervisor):

- Prepare food using a range of kitchen equipment and tools.
- Assist in the assembly, production, cooking and storage of food. Where appropriate ensure that food products are made ready for transportation.
- Undertake food service duties before school, during break time and lunch time to pupils and staff.
- When serving food, ensure that it is accurately portioned and accounted for.
- Ensure that food served is registered with the correct pupil/staff member using the cashless till system.
- When directed, replenish and maintain all drinks and goods' counters.
- Advise all service users of the menu items that are available.
- Able to provide information relating to the menu items and how they are produced, including the main ingredients and basic product knowledge.
- In accordance with Safer Food, Better Business (Food Standards Agency) legislation assist with the routine cleaning of all kitchen equipment, utensils and work surfaces.
- Undertake pot and dish washing duties.
- Ensure that the kitchen and other areas are cleared and cleaned to the required standards before and after food service.
- Ensure that the dining room and other designated areas are cleared and cleaned to the required standards before and after food service.
- Assist with setting out, clearing and cleaning tables and chairs, counters, cutlery etc.
- Assist with the induction of new staff in the kitchen environment.

3. Statutory Requirements:

This post carries a requirement to have a Disclosure and Barring (DBS) check for Children.

4. General Accountabilities and Responsibilities:

- Ensure compliance with appropriate legislation, Council Policies, the Council Constitution, Financial Rules and other requirements of the Council.

- Promote the development of a high quality individual need led service, to comply at all times with the Council and School's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity & Health and Safety.
- Undertakes a proactive, committed approach towards the School and the Council's Best Value ethos.
- Ensure compliance with and actively promote the School and Council's Equalities and Diversity policies and strategies.
- Ensure compliance with and actively promote Health and Safety at work legislation, Council and Departmental Health & Safety policies and procedures.
- Comply with the competencies and standard requisites agreed by the School/Council as relevant to your post.
- Comply with the Data Protection Act 2018 – General Data Protection Regulation (GDPR).
- Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Catering Manager/Line Manager, within the grading level of the post and the competence of the post holder.

Qualifications and experience:

- Experience working in a Kitchen (preferably a school)
- A clear love and passion for education

Whole school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others including external providers on curriculum and pupil development to secure co-ordinated outcomes
- Provide support across the school for others working with those children with ASD/SEND

Health, safety and discipline

- Promote the safety and wellbeing in the Kitchen and Dining Area

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with staff, pupils and other stakeholders such as vendors (as necessary).

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold high hygiene and safety standards
- Uphold public trust in the professional and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

The Food Service Assistant will be required to follow school policies and the staff code of conduct.

Please complete the Application forms.

If you require further information please send an email to hrandpersonnel@beam.bardaglea.org.uk.

Completed application forms to be forwarded to hrandpersonnel@beam.bardaglea.org.uk