



# Samuel Allsopp

Primary & Nursery School

**Head Teacher:** Mr Lee Smith

**Telephone:** 01283 247420

**E-mail:** [enquiries@victoria.staffs.sch.uk](mailto:enquiries@victoria.staffs.sch.uk)

October 2024

## GENERAL KITCHEN ASSISTANT

**(Grade 1 - £22,366 p/a pro rata – term-time only – 7.5 hours per week)**

Dear Applicant,

We are looking to recruit a new team member in our busy and successful school kitchen from November 2024. The school is proud to run its own catering service which provides meals for up to 300 children a day, across our two sites for pupils aged 3-11. This vacancy will be based at the Victoria Road site in the first instance, although the successful candidate will be expected to work across both school sites when required.

The role of a General Kitchen Assistant is to undertake all washing up duties and general cleaning of kitchen and lunchtime areas. The post is for 7 hours and 30 minutes per week on a fixed-term basis until the 31<sup>st</sup> July 2024 and is term-time only.

The duties will include:

- Washing, drying and putting away all cooking utensils/tins used by catering staff before, during and after lunch service
- Washing, drying and putting away Nursery and main school trays and cutlery
- To work as part of a team, including assisting kitchen and lunchtime staff where required.
- Cleaning duties including kitchen, dining areas, furniture and equipment when required.
- Assisting within the dining hall when required, during busier periods.
- Maintain safe and hygienic working practices at all times.

Samuel Allsopp Primary and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This position is subject to an enhanced criminal records check from Disclosure and Barring Service (DBS) which will require you to disclose details of all unspent and unfiltered spent remands, formal warnings, cautions and convictions on your application form.

Please return your completed application form, along with the recruitment monitoring form, by email to [office@victoria.staffs.sch.uk](mailto:office@victoria.staffs.sch.uk) by no later than **9am on Friday 8<sup>th</sup> November 2024**. We look forward to hearing from you.

Yours sincerely

Mr L Smith  
Headteacher

**Victoria Site:** Victoria Road, Burton upon Trent, Staffordshire. DE14 2LU

**Orchard Site:** Belvoir Road, Burton upon Trent, Staffordshire. DE13 ORA

A place where  
children **CAN**