**Kitchen Assistant**

**Salary: Grade 2 (SCP 8 – 10) - £23,657 - £24,027 FTE (Pay Award Pending)**

**Actual Salary: £8,779 - £8,917**

**Working hours: 16 hours per week – 38 weeks per year plus 2 days**

**Contract type: Permanent**

**Start date: ASAP**

We are looking for a reliable and enthusiastic part-time **Kitchen Assistant** to join our friendly catering team.  
  
As a Kitchen Assistant, you will support the daily running of the school kitchen, helping to prepare and serve meals to students and staff. You’ll play a key role in ensuring our pupils receive nutritious food in a clean, safe, and welcoming environment.

**Key Responsibilities:**

* Assisting with food preparation and serving meals.
* Helping to keep the kitchen and dining areas clean and tidy.
* Washing up and operating basic kitchen equipment.
* Following health, safety, and hygiene procedures.
* Supporting the catering team as needed.

Our ethos is ‘Aspiring and Achieving Together’. Whilst we are committed to ensuring that every student makes excellent progress, this concept stretches well beyond academic performance. We firmly believe that every aspect of school should equip learners to be successful in all areas of their lives, both now and for their future. Indeed, every single decision or action taken improves the life chances of all our learners. This is underpinned by ensuring The Westleigh school is a safe, nurturing and happy environment: put simply, The Westleigh School is a great place to learn and a great place to work.

Uniting with The Shaw Education Trust brings with it new opportunities and a wealth of resources to supplement our mission to improve outcomes for all our students. Colleagues will have access to a large range of well-established training opportunities, such as a fully funded L5 Instructional Coaching qualification or Accelerated Leadership training, for those aspiring to Middle Leadership. Outstanding teachers will also achieve Trust Professional Advocate designation, which provides exciting opportunities to support colleagues within both The Westleigh School and across other SET schools to share best practice. With this brings the opportunity to engage in the cross-trust peer review and Trust CPD programme.

**All candidates are required to provide a supporting statement on the formal application forms which states clearly your reasons for applying, skills and experience for this position.**

**Join Shaw Education Trust – Support, Teach, Lead… Make the Remarkable Happen**

At Shaw Education Trust, we believe every role holds the power to transform a life. Whether you're supporting behind the scenes, inspiring in the classroom, or leading with vision, you’ll be part of something extraordinary.

We are a dynamic and growing family of Primary, Secondary, and Special Schools, proudly serving communities from Birmingham to Bury. Our mission is to unlock opportunity for every young person—whatever their background, ability, or starting point.

Our **people are our greatest asset**, and we are deeply committed to their growth. Through high-quality training, apprenticeships, talent acceleration, and research opportunities, we empower our staff to thrive as skilled, confident professionals and we champion wellbeing, value every voice, and create a culture where you feel supported, motivated, and inspired to make a real difference.

You will join a collaborative network of schools where shared expertise and professional community fuel success. Every academy in our Trust has an equal voice, and every colleague plays a vital part in shaping tailored learning experiences that raise aspirations and build brighter futures.

At the heart of our work is a deep respect for the children and young adults we serve—our “precious cargo.” We are proud to **"exactly like nothing else” and** bridge the gap between education and the wider world, preparing every student for further education, employment, or training in inclusive environments where **integrity, equality, and opportunity thrive**.

If you have the heart, passion, and drive to help shape lives and create futures filled with promise, we would love you to join our incredible team.

**Support. Teach. Lead. Belong. Thrive.**  
**Together, let’s make the remarkable happen.**

**In our secondary schools**, we pride ourselves on our innovative approach to curriculum design, to ensure all our schools have breadth and ambition for all students, regardless of their starting points and barriers. Standard curriculum models don’t always engage all students, so we constantly seek to innovate and provide better opportunities to develop both knowledge and skills for life. We want our students to believe their curriculum is bold, exciting, purposeful, and ultimately leads to something meaningful for them. Some examples of our innovation include moving towards an extended school day, to provide a world class enrichment programme and more opportunities for essential skills like reading and cultural capital. We are also introducing vocational and technical pathways, which run through the normal school curriculum but attract support from leading employers and universities to develops work-readiness in our students, so that they can progress onto T Levels and apprenticeships.

We are currently at an exciting point in their evolution, with collaboration at the heart of our collective endeavour. We don’t operate in silos: we value the power of the pack and strive to collaborate as a collective, ensuring no school or colleague is left behind. We are currently co-constructing an aligned curriculum across all EBacc curriculum subjects,

to create a world class curriculum, rich in powerful knowledge and skills. This is driving up standards through the sharing of the very best practice, whilst allowing each school sufficient flexibility for autonomy to do what is right for their local context. A by-product of this approach has been the reduction in planning workload for colleagues, meaning they can spend more time on the things that matter and fostering strong relationships with pupils and delivery of the curriculum.

As a group of schools, we take an evidence-informed approach to developing the quality of our teaching and learning, learning from research and best practice in the sector. We value a non-hierarchical, supportive approach to developing great teachers. As a people-focused trust, we consider the professional development of our staff as a fundamental responsibility. Where any schools face any barrier, it has the mutual support of the others in sector to call upon for subject specific or general support, all facilitated by a group of servant leaders at trust level. Our Heads meet regularly and genuinely support each other in a non-competitive environment. We have team of directors with vast experience at headship, senior and middle leadership levels and our team of subject directors are supporting

subject staff across the trust to design and deliver the very best curricula, providing subject specific pedagogical support.

Our secondary schools are currently driving ‘PedTech’ across the sector: we believe teaching and technology should go hand-in-glove and are passionately committed towards providing a fully digitally enhanced curriculum. We are very close to achieving full 1:1 device delivery and are sprinting towards better use of iPads in lessons to enhance the experience and learning.

Please visit our Careers site for more information on The Westleigh School on [Vacancies at The Westleigh School | The Westleigh School](https://thewestleighschool.co.uk/vacancies-at-the-westleigh-school)

A qr code with a few black squares

Description automatically generated

**Or click the QR Code to see all vacancies with The Westleigh School.**

**Shaw Education Trust offer the following employee benefits with your Teaching or Support Staff employment:**

* An excellent Local Government Pension Scheme (Support Staff) / Teachers Pension (Teaching Staff)
* **Support Staff only** based on working **full time, all year** - Generous holiday entitlement from your first day of employment (**37 days holiday** **rising to 39 days** after 5 years’ service including Bank Holidays)
* Access to Medicash Health & Wellbeing Plan: Enjoy health services designed to support your well-being.
* Free DiscountForTeachers Scheme for all staff (Support and Teaching), Exclusive discounts to save money with a wide selection of discounts and exclusive offers from hundreds of the biggest brands.
* Free Eye Tests
* Cycle to work scheme
* Access to our Institute of Education and fantastic opportunities to help you **grow, contribute** and **flourish** in your role and in the Trust.

We know **our people** are the key to our success and so we’re committed to ensuring the **employment experience** at **Shaw Education Trust** is a **rewarding** one.

**Colleagues within the Trust benefit from:** Access to a full range of courses both in-house and professionally accredited. These courses include a variety of the National Professional Qualifications and the Early Carer Teacher Programme delivered by Shaw Education Trust as a delivery partner for Ambition Institute.

* Experienced leadership and subject-specific support.
* Guidance from former HMIs and serving Ofsted Inspectors within the Trust.
* Access to the Trust’s Institute of Education and SCITT.
* Opportunities to work with different schools within the Trust as a Professional Advocate.
* Participating in peer reviews.
* Access to a suite of online courses.
* Placement projects within our family of schools.

**Safer Recruitment & Equal Opportunities Statement**

**The Westleigh School** is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, click here to review Safeguarding and Pupil Protection Policy <https://www.shaw-education.org.uk/our-trust/key-information>

This position is subject to robust vetting procedures, including an online search for all shortlisted candidates, in line with our Trust’s commitment to safer recruitment.

An enhanced criminal record check from the Disclosure and Barring Service (DBS), formerly known as the CRB, is required. You will be asked to disclose all relevant unspent and, where applicable, unfiltered spent reprimands, formal warnings, cautions, and convictions.

**Shaw Education Trust** is an Equal Opportunities employer. We are fully committed to ensuring that our recruitment and selection processes promote equality, diversity, and inclusion at every stage.

**In accordance with our safer recruitment policy CVs alone will not be accepted.**

**Application deadline:     Tuesday, 16th September 2025 at 9am**

**Interview date: Thursday, 18th September 2025**

**We reserve the right to appoint before the closing date as we review applications on an on-going basis and interviews may be arranged as suitable candidates are identified, therefore, we encourage early applications.**

Successful candidates will be subject to a fully Enhanced DBS check along with other relevant employment checks.