



Littleover  
Community  
School

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| APPLICATION PACK

# Littleover Community School

## Kitchen Assistant

# A warm welcome from our Headteacher, Mrs L. Johnson

Thank you for your interest in joining the Catering Team at Littleover Community School. We are looking for a reliable, enthusiastic and hardworking Kitchen Assistant to help provide a high quality dining experience for our students and staff. This is a rewarding role at the heart of the school community, where you will support the preparation, service and presentation of nutritious meals while maintaining the highest standards of food hygiene, safety and customer service. Working as part of a friendly and supportive team, you will play an important role in ensuring our students enjoy a positive lunchtime experience and that the catering service operates efficiently each day. This position would suit someone who enjoys working in a busy environment, takes pride in maintaining high standards, and is committed to supporting the wellbeing of young people through the provision of excellent school meals. Full training and ongoing support will be provided where required.

Littleover Community School is a warm and welcoming environment where our motto, 'Learn, Care and Succeed', underpins everything we do. Staff joining Littleover Community School become part of a community that works together in partnership with students and families to provide a safe, supportive and stimulating environment where everyone feels valued and respected.

We are seeking someone who shares our commitment to providing an outstanding environment for learning and who understands the important role that cleanliness, safety and presentation play in the day-to-day life of a successful school.

Our expectations are high, and this is reflected in the strong reputation of Littleover Community School. Ofsted judged the school to be 'Good', with an 'Outstanding' Sixth Form, and our students achieve excellent outcomes at both GCSE and A Level. We are proud of these achievements and recognise that they are supported by every member of our staff team.

Littleover Community School is committed to staff development and wellbeing. We offer a robust programme of professional development opportunities and are proud of our strong staff retention and supportive working culture.

If you enjoy variety, take ownership of your work and want to be part of a supportive team committed to excellence, safeguarding and continuous improvement, we would be delighted to hear from you.



Best of Luck,

A handwritten signature in black ink, which appears to read 'L. Johnson'. The signature is fluid and cursive.

Mrs L. Johnson  
**Headteacher**

# Learning, Caring, Succeeding

Littleover Community School is a Local Authority maintained school with an outstanding Sixth Form, catering for ages 11 - 18 with approximately 1850 students.

## Welcome to Littleover

As a school, we are committed to continuous improvement so that we can continue to evolve to match the changing needs of our students, parents and carers, staff and wider school community. We are keen to utilise the latest thinking and technologies to ensure all our students are best equipped to achieve success in the future.

Our governors and staff are fully committed to serving the needs of our school community in these challenging social times, including continuing to develop the very strong academic performance of our school. If you feel you could contribute to this vision, we would be very pleased to receive your application.

Littleover Community School is an 11-18 comprehensive, community school. We are a Local Authority maintained school and have a positive working relationship with Derby City Council.

Our school is situated four miles to the south west of the centre of Derby, in pleasant, spacious grounds. We have a proud academic and pastoral record and the school is always popular with parents and carers looking for school places, within our own catchment area and beyond.

We currently welcome 295 students into Year 7 each year, giving us a current roll of approximately 1850, including a Sixth form of over 350 students.

## Student outcomes

We are proud of our students' attainment and progress: Littleover Community School students consistently perform above local and national averages.

### Summer 2026 headlines:

GCSE grades 9-4 in Maths and English 75%  
Grade 4 and above in English Baccalaureate 52%  
Attainment 8 Score 5.4  
A\*-A grades at A Level 24%  
A\*-C grades at A Level 81%



# Learning, Caring, Succeeding

## Our Vision & Aims

We are an inclusive school which means we are determined to ensure all students achieve the best outcomes possible. Our aims of "Learning, Caring and Succeeding" are the basis for all that we do and students are at the heart of our everyday practice.

Looking to improve further is always key. Our school priorities are shared with staff and Governors and our community of parents/carers and students have a say in what we are and what we want to be.

*teachers provide and the sense of community they share with their peers.*

*Leaders provide pupils with personal development opportunities. These include the Duke of Edinburgh's Award scheme as well as sports, arts and music clubs. Some pupils access games club and craft club.*

*Students in the sixth form join in with enrichment activities. These include pottery classes, learning British Sign Language and a debating society.*

## Ofsted

The school was inspected in October 2022 and was judged as 'Good' in all areas with 'Outstanding' Sixth Form provision.

The full report can be accessed here: <https://files.ofsted.gov.uk/v1/file/50201266>

*Leaders are ambitious about what they want pupils to learn. Sequences of lessons cover a broad range of knowledge. Leaders have ensured that teachers know which knowledge to teach and in what order. This helps pupils to develop their understanding of the subjects they study. Sixth-form students are very knowledgeable and make connections between current and prior learning."*

*"Leaders have high expectations. They have created an inclusive and academic culture. Leaders ensure that all pupils, including pupils with special educational needs and/or disabilities (SEND), achieve well. Leaders help pupils prepare for next steps in their education. Pupils and sixth-form students leave school with the skills and knowledge they need to thrive.*

*Pupils' behaviour in lessons is calm and focused. They are eager to share their ideas and knowledge. The vast majority of pupils do not worry about bullying. If they had any concerns, they would report them to staff. Leaders are quick to respond to concerns. The 'LCS Way' helps to create a caring and purposeful culture.*

*Students in the sixth form experience a welcoming and respectful environment. One student said that attending the sixth form has helped them to develop their identity. Students value the support their*



# Why Should You Join Littleover Community School?

## Wellbeing - What We Offer

Access to a team of specialist counsellors who are directly contracted to the school to offer support for our staff.

A centralised behaviour system that fully supports teachers, ensures disruption free classrooms and is strengthened by a supportive internal Alternative Provision.

A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems.

A highly supportive approach to CPD and quality assurances that focuses on every member of staff improving, not proving.

Access to the latest technology, including new high spec laptops for staff.

An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy .

All staff also have access to Education Support's Employee Assistance Programme which includes:

A range of counselling options including telephone, on line or face-to-face sessions, and a mindfulness module

A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations.

Financial, legal and practical support from qualified professionals on a range of personal issues.

## Employment Benefits

There are an extensive range of benefits that are available to you as an employee of Littleover Community School.

For your health and wellbeing there is access to a free on site gym and an employee assistance programme.

You will have access to the Derby City Council Rewards platform, which hosts a wide range of benefits such as the Cycle2Work scheme, benefits and offers at an extensive network of retailers, Tusker Car Lease Scheme and more!

These benefits run alongside other benefits such as access to the Teachers' Pension Scheme or Local Government Pension Scheme (depending on your role), free on-site car parking, free annual flu jab and a friendly, supportive working environment!



# Kitchen Assistant

## Vacancy Details

|                 |                                                              |
|-----------------|--------------------------------------------------------------|
| JIQ Reference:  | S-1549                                                       |
| Salary:         | Grade B SCP 4<br>£26,016                                     |
| Actual Salary:  | Grade B SCP 4<br>£7,593                                      |
| Hours:          | 12.5 hours per week. Monday to Friday 12.30pm - 3.00pm       |
| Contract Type:  | Permanent<br>Term Time Only (39 weeks, including Inset days) |
| Responsible to: | Caterer in Charge and School Operations Manager              |
| Start date:     | To be agreed, once pre-employment checks have been completed |
| Closing date:   | Monday 5th October 2026                                      |

## Job Purpose

To actively assist in the daily operation of the Kitchen under the direction of the Caterer in Charge.

## Duties & Responsibilities

1. To work in accordance with the aims and policies of the school.
2. To undertake the basic preparation of food and beverages including the preparation of vegetables and snacks.
3. To provide support in the preparation, cooking and serving of food and beverages.
4. To serve food according to the style and type of operation and to the required standards.
5. The transferring and serving of meals.
6. Maintain high standards of food hygiene, allergen management and cleanliness in accordance with health and safety legislation, food safety regulations, Natasha's Law requirements and the Food Safety Act 1990 at all times.
7. To ensure all food allergens are managed safely and in accordance with the School's allergen procedures, maintaining awareness of allergen risks, accurately following food

labelling requirements under Natasha's Law, and reporting any allergen-related concerns to the Caterer in Charge immediately.

8. To ensure that the control of raw materials and portions are to the School's standards, following the LCS safe catering Guidelines.
9. To ensure that the control of raw materials and portions are to the LCS safe catering Guidelines.
10. To maintain the School's standards of hygiene and safety and food safety and to take any action as is necessary.
11. To complete the LCS safe catering documentation daily in line with the requirements and use as a daily working document.
12. Ensure storage and maintenance of food and other consumables in line with health and safety and food hygiene regulations.
13. To maintain satisfactory relationships at all levels within the School.
14. To attend meetings and training courses as requested.
15. General kitchen and dining room duties including washing up, setting up and clearing away equipment and tables, cleaning of the kitchen and dining room surrounds and equipment to include all work surfaces, dining furniture, floors and walls.
16. Duties as delegated in connection with the services provided.
17. The school operates a Biometric payment system. You may be required to operate a till on this system.
18. To undertake Health & Safety and Food Hygiene Training as and when required.
19. To support with Midday Supervising students during lunchtime, inside and outside, as and when required, to cover staff absence.
20. To represent the school in the most professional manner at all times to the wider community in accordance with the school ethos.
21. To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies within the school, undertaking all necessary training.

***The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out any other appropriate duties within the context of the role.***

# Kitchen Assistant

## Essential Skills & Qualities

|                                                                                                        | Essential | Desirable |
|--------------------------------------------------------------------------------------------------------|-----------|-----------|
| Experience of working in a school or similar environment in a busy environment                         |           | X         |
| Excellent interpersonal and organisational skills                                                      | X         |           |
| Excellent communication skills, both verbal and written                                                | X         |           |
| Strong literacy and numeracy skills                                                                    | X         |           |
| Ability to work independently as well as within a team and be self-motivated within a busy environment | X         |           |
| Able to maintain issues of confidentiality in the working environment                                  | X         |           |
| Passion about food and excellent customer service                                                      | X         |           |
| High standards and be quality driven                                                                   | X         |           |
| Ability to operate ICT equipment such tills and computers for online training, access payslips etc.    | X         |           |

## Qualifications & Training

|                                                                                                        | Essential | Desirable |
|--------------------------------------------------------------------------------------------------------|-----------|-----------|
| English GCSE at Grade C/ 4 or above                                                                    |           | X         |
| Maths GCSE at Grade C/ 4 or above                                                                      |           | X         |
| City & Guilds Food Safety /Food Hygiene certification or be willing to undertake the relevant training | X         |           |
| Be prepared to undertake other relevant training, as and when required                                 | X         |           |

## Personal Qualities

|                                                                                                                             | Essential | Desirable |
|-----------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Ability to establish good working relationships and effective teamwork with both colleagues, students and external agencies | X         |           |
| Ability to respond positively and calmly with students, staff and parents/ carers                                           | X         |           |
| Must be able to work flexibly in different areas and cover staff absence as and when required                               | X         |           |
| Excellent inter-personal skills                                                                                             | X         |           |
| Sense of humour and the capacity to manage stressful situations                                                             | X         |           |
| Able to use own initiative                                                                                                  | X         |           |
| To have a flexible attitude and respond positively to change                                                                | X         |           |
| Effective listening skills                                                                                                  | X         |           |

## Other

|                                                                                                                                                                              |   |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|
| To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy (available on the school's website). | X |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|

# Equality, Diversity & Safeguarding

Littleover Community School is proud of the cultural diversity of our school community.

## Equality & Diversity

Littleover Community School is proud of the cultural diversity of our school community. We welcome enquiries from everyone and also value the diversity of our workforce. As such, the school actively promotes equality of opportunity for all with the right mix of talent, skills and potential.

### **Derby City Council's Equality Commitment**

<https://www.derby.gov.uk/community-and-living/equality-diversity/our-equality-commitment/>

We welcome applications from a wide range of candidates, including those with criminal records. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Littleover Community School complies fully with the DBS Code of Practice <https://www.gov.uk/government/publications/dbs-code-of-practice> and undertakes to treat all applicants for positions fairly. Littleover Community School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Littleover Community School can only ask an individual about convictions and cautions that are not protected.

DBS offers a sensitive applications route for transgender applicants, more information on this can be found at <https://www.gov.uk/guidance/transgender-applications>

Littleover Community School selects all candidates for interview based on their skills, qualifications and experience.

## Safeguarding

Littleover Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.

In accordance with the statutory guidance, Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates.

Copies of our Child Protection and Safeguarding Policy, along with other school policies, are available on our website at: <https://www.littleover.derby.sch.uk/information/policies-compliance>

We would advise anyone applying for a position at LCS to read the above documents, along with the following Keeping Children Safe in Education document: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

