

# Kitchen Assistant

## Candidate Information Pack

**Closing Date: 9:00am, Monday 26<sup>th</sup> January 2026**



# Contents

Welcome from the CEO .....	3
Welcome from the Headteacher .....	4
Kitchen Assistant.....	5
Job Description .....	6
Person Specification .....	7
How to Apply .....	8
Employee Benefits.....	9

# Welcome from the CEO

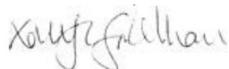
Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a newly merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



# Welcome from the Headteacher

Dear Applicant,

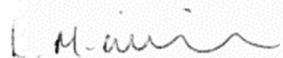
We require an enthusiastic and committed Kitchen Assistant at Huntcliff School to join our established team. The successful candidate will be professional and hardworking, dedicated to providing a fast and efficient service, with a positive can-do attitude.

This is an exciting time to join our small school within a dynamic and supportive MAT as it works collaboratively alongside the primary and secondary schools within the Spark Education Trust, striving to provide a world class education through seamless transition from Primary to Secondary and post-16 education.

Huntcliff School is a 'Good' school, and was recognised by Ofsted in June 2023 as having an ambitious curriculum for all, alongside excellent pastoral care. We share a site and some facilities with Saltburn Primary School, serving the community of Saltburn and the surrounding areas. We have established a culture of mutual respect within our inclusive learning environment, and we strive to inspire excellence; in terms of academic achievement, personal development, and the individual talents of every student. We deliver an ambitious curriculum and have high expectations for all, irrespective of their starting point.

Our school ethos centres around 'Be Ready, Be Respectful, Be Responsible - Inspiring Excellence' which is underpinned by our core values of respect, resilience, responsibility, honesty and kindness. We are looking for an inspirational team member who embraces our school values, is looking for a new challenge and wants to drive continued improvements in our school.

Kind regards



Lynsey Wilkinson  
Headteacher



# Kitchen Assistant

**Job Title:** Kitchen Assistant

**Location:** Huntcliff School (Saltburn-by-the-Sea)

**Start Date:** March 2026

**Actual Salary** £5,790 to £5,921(Grade C, SCP 3)

**Hours of Work:** 10 hours per week, term time plus 5 days

**Contract Type:** Permanent

**Closing Date:** 9.00am, Monday 26<sup>th</sup> January 2026

**Interviews:** Thursday 29<sup>th</sup> January 2026

## About the Role

Your role will be to support the Catering Manager in delivering an effective catering service in a busy campus kitchen which services Saltburn Primary and Huntcliff Secondary school, operating to the highest standards of food safety. On a daily basis you will be serving meals to students and staff, setting out and clearing away dining furniture, washing up and cleaning the kitchen and dining room as well as basic food preparation.

## About Us

We are a newly merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

## What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#).

## How to Apply

Please make sure that the application form is completed and returned via email to [fdobson@huntcliff.co.uk](mailto:fdobson@huntcliff.co.uk) addressed to Miss L Wilkinson, Headteacher.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

## Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

# Job Description

<b>SCHOOL:</b>	Huntcliff School
<b>POST TITLE:</b>	Kitchen Assistant
<b>GRADE:</b>	Grade C, SCP 3
<b>REPORTS TO:</b>	Catering Manager
<b>MAIN PURPOSE:</b>	To work under the direct instruction of the Catering Manager to prepare and serve food and ensure the campus kitchen and all associated areas are kept clean, hygienic and safe.

## **TASKS:**

## **RESPONSIBILITIES:**

- Serving meals to students and staff.
- Operating and cleaning catering equipment
- Maintaining standards of cleanliness and hygiene in the kitchen and associated areas, including the dining halls.
- Preparing and clearing away dining areas and service areas.
- Basic Food Preparation
- Ensuring that only the correct cleaning materials are used
- To be aware of COSHH in relation to the above activities and the school's needs
- Follow personal cleanliness and hygiene guidelines and rules
- Be willing to undertake training i.e. First Aid at work

## **HEALTH & SAFETY:**

- Following agreed risk assessment when moving furniture etc. to clean
- Ensuring that cleaning materials are safely stored, and are not accessible to pupils
- Alerting appropriate staff of potential Health & Safety risks or hazards encountered during their duties.
- To be aware of and follow Campus policies and procedures

## **OTHER:**

- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and, reporting all concerns to an appropriate person.
- Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies.
- Participate in training and other learning activities as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

## **SAFEGUARDING - PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE**

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

# Person Specification

**POST TITLE:** Kitchen Assistant  
**GRADE:** Grade C, SCP 3

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in training and development opportunities</li> <li>• Basic skills/induction</li> <li>• Food hygiene certificate</li> </ul>	
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of catering for school children</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• An ability to fulfil all spoken aspects of the role with confidence through the medium of English</li> <li>• The operation of catering equipment/machinery</li> <li>• The ability to communicate with children and adults</li> <li>• A knowledge of basic catering practices</li> <li>• Knowledge of COSHH and Health &amp; Safety regulations</li> <li>• The ability to work to deadlines</li> <li>• Be able to use own initiative and work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of COSHH and Health and Safety regulations</li> </ul>
<b>PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>• Pleasant and Friendly manner</li> <li>• Reliable</li> <li>• A high level of personal cleanliness and appearance</li> <li>• Flexibility</li> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> </ul>	

# How to Apply

Application forms and further details are available on the Trust's website -

[sparkeducationtrust.org.uk](http://sparkeducationtrust.org.uk)

Please make sure that the application form is completed and returned via email to [fdobson@huntcliff.co.uk](mailto:fdobson@huntcliff.co.uk) addressed to Miss L Wilkinson, Headteacher.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

## **Confidential References**

Two referees should be nominated, including one from your current/most recent employer - Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

## **Job Description**

Details the main responsibilities for this post and the personal and professional qualities required.

## **Person Specification**

Sets out the criteria to be used for the shortlisting process.

**Closing date: 9:00am, Monday 26<sup>th</sup> January 2026**

**Interviews to be held: Thursday 29<sup>th</sup> January 2026**

# Employee Benefits

## Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

## Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

## Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through [www.greencommuteinitiative.uk](http://www.greencommuteinitiative.uk) which enables staff to access a new bike and bike equipment.

## Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

## Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.