



Kitchen Assistant

NJC Scale 1 Pro-rata (Actual Salary £24,953 - £25,303) September 2025

Permanent | Term time | 35 hours per week | 7:00am to 3.00pm

We are looking for a Kitchen Assistant to prepare services and equipment for the service area for efficient and effective delivery of meals and catering. The required candidate will work as part of a team preparing fresh, interesting and nutritious school meals within budget, which meets the Government and the School's standards at all times.

You are not likely to get bored working with us. You will be helping with the preparation of carefully prepared meals at a specialist school for children diagnosed with ASD. You will also be in charge of training sixth formers on kitchen work placement. At Phoenix School, we run a two-week menu cycle and update our food offer with the seasons. We run lunch service from three school sites, catering for 514 Students aged 3-25 and Staff. You will be working with an eclectic team of chefs, who have a drive for making healthy and nutritious food. We work with top-end suppliers to ensure the best available produce for our exciting range of recipes. Our production is done in a brand-new kitchen, with plenty of top-end equipment and toys. At Phoenix School Kitchen, we are proud of fostering a supportive and friendly working environment. There will always be space for your thoughts and your ideas.

As a Kitchen Assistant, the role will support:

- Assisting with and/or organising snack or meal delivery to classrooms or staff rooms.
- Dishwashing including pots, pans, cutlery and crockery as required.
- Organisation of goods received: ensuring that stock deliveries are organised.
- Keeping fridges and dry stores organised.
- Ensuring that waste is disposed of promptly and in the designated areas.
- Helping the kitchen porter with refilling paper, soap and cleaning material dispensers.
- Basic Food Preparation: Processing vegetables, condiments, filling up sauce pots, preparing snack baskets and helping with the preparation of food items for the salad bar.
- Assisting the Sous chef and CDPS with lunch service as required.
- Cleaning: ensuring that your work areas are clean at all times, using the designated cleaning chemicals appropriately, sweeping floors and assisting the kitchen porter with the 7-day cleaning schedule.

How to apply

The application form can be found on the school website www.phoenix.towerhamlets.sch.uk and TES
Please return completed application form to: recruitment@phoenix.towerhamlets.sch.uk - CVs are not accepted
Closing date: 9am, 2nd June 2025 | Shortlisting: 3rd June 2025 | Interviews: 12th June 2025

If you would like to discuss the post or visit, please contact
Harriet Stirrup, Head Lead Chef: harriet.stirrup@Phoenix.towerhamlets.sch.uk

Our school is committed to safeguarding and promoting the welfare of children, young people, and staff. The successful candidate will require an enhanced DBS clearance. We welcome applications from suitably skilled candidates regardless of ethnicity, gender, disability, sexuality, religion or age.

Community | Respect | Engagement | Aspiration | Trust | Equality