

Temporary Kitchen Assistant

Recruitment Pack





BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



Thank you for considering a career with us.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.



Matt Nicolle

Head Teacher



Redmoor Academy has a long standing reputation as an excellent school that provides a high quality education for all students, high expectations both in and out of the classroom and superb pastoral care. Our overarching aim of “Excellence, opportunities and success for all,” perfectly captures our aspirational and inclusive ethos

We set high aspirations within a culture of academic excellence, teaching the majority of subjects in mixed attainment groups and are passionate in our desire for every student to be successful. Our ethos is underpinned by a strong and supportive pastoral culture which promotes pupil well-being, as we believe in the education of the whole child in order to equip them to be good citizens in society.

We see Redmoor as being at the heart of the local community. Involving parents, local businesses and organisations in our school is central to our success.

The impact we have on our students has been recognized in our most recent Ofsted inspection in September 2021 where we were judged securely “good” in all areas, demonstrated by 7 years of positive Progress 8 and fantastic GCSE outcomes for students, evidenced in the social development of our students as they become valuable members of the community and affirmed by the significant over subscription for places in Year 7 we experience every year.

Our CPD programme invests in the continued CPD of all colleagues, focusing on whole school priorities and the continuous development of pedagogy based on research, best practice and excellent links with other schools. We offer individualised CPD pathways which support staff at all stages of their career progression including coaching, in-house training and National Professional Qualifications for middle and senior leaders.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



Job Details

JOB TITLE	KITCHEN ASSISTANT
OPPORTUNITY	We are seeking to appoint a temporary kitchen assistant to join our established catering team to cover a maternity leave. You will be supporting the catering service operating to the highest standards of food safety. Your duties will include food preparation, setting up and dismantling dining furniture, serving meals to staff and students, using the cashless till systems, cleaning the kitchen areas and tables.
REPORTING TO	Catering Manager
LOCATION	Based at Redmoor Academy with a requirement to travel to work at or for schools in the Trust.
SALARY/HOURS	Grade 1 - 22.5 hours per week, term time only £23,884 FTE, £12,603 pro rata for the length of the contract Contract from 27 October 2025 until 27 March 2026
BENEFITS ENHANCING WORKING LIVES	- Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements www.thefuturestrust.org.uk/why-work-for-the-futures-trust



▼ Job Description

Job Purpose:

To provide support in the preparation, cooking and serving of food and beverages plus related kitchen/catering duties.

Duties and responsibilities:

- To prepare the dining area which may include moving and setting up furniture, setting trolleys and the cleaning and dismantling of these as required.
- To prepare the service area, hot cupboards and other equipment in the dining area for the efficient and effective service of the meal.
- To assist in the preparation, cooking and serving of food and beverages as defined by the immediate supervisor or line manager.
- To serve food according to the style and type of operation as defined by the immediate supervisor or line manager.
- To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining area
- To clean on a daily basis all catering areas to standards laid down by the Catering Manager and Health and Safety guidelines
- To undergo on and off the job training sessions as required by management.
- To inform the immediate supervisor or line manager of any defects in light equipment.
- To inform the immediate supervisor or line manager of any defects in heavy equipment or of any premises not meeting Health and Safety and/or Food Hygiene Regulation Standards.
- To perform other related duties as required ensuring the dining area and the kitchen is in a clean and hygienic condition and that the food service is effective and efficient.
- To undertake the operation of the till sales.
- To undertake any other duties (within the scope and grade of the post) as required for effective operation of the Service.



▼ Person Specification

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	• GCSE or equivalent qualification in English/Mathematics • Willingness to undertake training as required. • Basic Food Hygiene certificate (or willingness to complete)		Application form Certificates
SKILLS AND ABILITIES	• Able to follow the school's safeguarding procedures and recognise when to report any concerns • Ability to use own initiative • Self-motivated with good organisational skills and the ability to prioritise workload effectively • Ability to work as part of a team	• Able to operate electronic till.	Application form Interview
EXPERIENCE	• Previous experience working in a professional kitchen environment.	• Previous experience in a school environment	Application form Interview Assessment

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
KNOWLEDGE & UNDERSTANDING	• Basic knowledge of food preparation. • School meals or other industrial catering experience. • Understanding of Hygiene/Health and Safety.		Interview Assessment
OTHER REQUIREMENTS	• Able to work calmly under pressure and withstand stress • Demonstrates professionalism, loyalty and integrity • Able to work flexibly, and to attend meetings and INSET days as required		Interview



How to apply

Closing date:

5th September 2025

Interviews:

Week commencing 8th September 2025

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:

tel: 02477 102134.

To apply for this post, please complete the online application form found at:

www.thefuturestrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:

www.thefuturestrust.org.uk/work-with-us/recruitment-pack

- Redmoor Academy Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.