



Sulhamstead and Ufton Nervet C of E Primary School

Church Lane, Ufton Nervet, Reading RG7 4HH

Tel: 0118 9832223

Email: soffice@sun.w-berks.sch.uk

Headteacher: Miss Melissa Kennedy

Lunchtime Server

**Salary – Grade B - £24,796 per annum FTE (£5655 pro-rata) *pending pay award
10 hours a week, Initial fixed term contract to 31 August 2027**

Required for September 2026

An exciting opportunity has arisen for a Lunchtime Server to join our nurturing team at Sulhamstead & Ufton Nervet CE Primary School and play a crucial role in supporting both teachers and pupils.

Key Duties:

- Collating and placing orders with the caterer
- Setting up the kitchen in preparation for lunchtime
- Taking delivery of lunches from our school catering provider, checking deliveries are as ordered and recording food temperatures on arrival.
- Serving food to pupils following appropriate portion control guidelines, special dietary requirements and allergen checks where necessary.
- Maintain high standards of cleanliness in the kitchen at all times.
- Comply with food handling and hygiene standards at all times
- Inform the School office of any issues with pupils not ordering meals or not taking ordered meals
- Encourage good behaviour and manners amongst pupils
- Collect used plates, cups and cutlery from the hall and ensure they are washed and sanitised.
- Undertake other related duties as directed by the Head teacher, Class Teacher or the duty member of staff
- Interact and support the children during playtime, promoting our excellent ethos
- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures
- Promote equality as an integral part of the role, treating everyone with fairness and dignity
- Comply with school health and safety policies, procedures and rules

This is an initial fixed term position, required for **5 days a week from 11:30am – 1:00pm Monday, Tuesday, Thursday & Friday and 09:30am – 1:00pm Wednesday term time only**. We value investment in our staff, so additional hours may be required for staff training opportunities throughout the year.

About You

- You will be trustworthy, enthusiastic, full of energy, well-organized, and self-motivated.
- You will have excellent communication skills and be able to build a solid and appropriate rapport with children.

Visits to the school are warmly welcomed. Please ring or email the school office to arrange and to request an application form or visit the DfE Teaching Vacancies website: <https://teaching-vacancies.service.gov.uk/>

Closing date: Tuesday 10th July 2026

Interviews: Applicants will be considered upon receipt and the post may be filled prior to closing date

Our School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

We are committed to securing genuine equality of opportunity in all aspects of our activities as an employer and education provider.