



**St Michael's  
CE Primary School**  
Let your light shine

**Head Teacher:** Mr A Evans  
**Chair of Governors:** Mrs L John

Somerville Road  
Bournemouth  
Dorset  
BH2 5LH

# Kitchen Assistant

**Grade 2, Scale Point 2.**

**Full Time Equivalent: £23,657**

**Actual: £5,468**

**10 hours per week (Monday – Friday 11.30am-1.30pm) term time only**

# Application Pack

**Closing Date: 9am Monday 1 September 2025**

**Interview Date: TBC**

Like a lighthouse, St Michael's is  
a beacon of safety and stability.

It takes courage to learn and  
remember knowledge, develop  
new skills and allow your own  
light to shine in the world.

We respect our differences and  
know that working peacefully  
together allows our lights to  
shine more brightly.

**Matthew 5:16**

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## Welcome to St Michael's Church of England Primary School

I am thrilled that you have decided to apply for the role of Kitchen Assistant at our school.

You will be part of a thriving community of over ninety members of staff and over six hundred and thirty children and their parents. No two days are ever the same and this variety and diversity makes the school the incredible place we all love.

My vision is encapsulated in the aims and vision statement below. Your role will be to work as part of a diligent team of teachers and support staff that make these aims a daily reality for our children.

I look forward to receiving your application, and welcome visits by appointment with the school office.

Our school is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced with barred list check from the Disclosure and Barring Service. As part of our Safer Recruitment process, please take the time to read through our 'Safeguarding and Child Protection Policy', which can be found by following the below link:

<https://www.stmichaelsprimary.bournemouth.sch.uk/policies/>

Our School also completes an online search on shortlisted candidates, as part of our due diligence checks.

Yours faithfully



Anthony Evans  
Headteacher



## Our Church School Vision

Our vision is used across all policies and guides our work. Our vision is:

*Like a lighthouse, St Michael's is a beacon of safety and stability. It takes courage to learn and remember knowledge, develop new skills and allow your own light to shine in the world. We respect our differences and know that working peacefully together allows our lights to shine more brightly.*

'Let your light shine' Matthew 5:16

## School Values

Our school values are **Peace, Courage, and Respect**

## Aims

We have simplified our vision and values into our school aims listed below:



## **About St Michael's Church of England School**

St Michael's School has been educating, serving and nurturing the children of Bournemouth for almost 150 years, existing on its current site since 1878. Many years and building projects later, St Michael's is now a modern, well-equipped, three-form entry primary school. The school welcomes children from Reception to Year 6.

Situated in central Bournemouth, a coastal town boasting nine miles of sandy beaches. Bournemouth has a rich history dating back to Victorian times, when it played host to literary icons such as Mary Shelley and J R R Tolkien. Once a popular spa town, it remains a desirable holiday destination and a vibrant place to live.

Owing to its unique location, the children of St Michael's are able to take advantage of all Bournemouth has to offer. From trips to the fascinating Russell-Cotes Art Gallery and Museum, to participating in events at the impressive Bournemouth Library and enjoying sports days on the beach. All right on our doorstep.

As the population of Bournemouth has evolved over the past two decades, so has that of St Michael's. One of the school's many strengths lies in the diversity of its pupils and their families. Between them, the children of St Michael's are able to speak or understand over fifty languages and come from all around the world. The children's cultures and languages are celebrated and seen as valuable assets in enhancing their learning journey as they move toward being global citizens of the future.

St Michael's is a Church of England school with an active link to St Michael's Church, a short walk away. At its heart are the Christian values of Peace, Courage and Respect. Our school's Christian vision is expressed by the verse from Matthew 'Let your light shine' – every individual is given the space and encouragement to find their strengths and fulfil their potential.

The children work hard learning a challenging, knowledge-rich curriculum, taught by passionate, committed teachers who go over and above to provide the best learning experiences for each child in their class. Teachers and teaching assistants work in an environment of mutual respect and support, keeping up to date with the latest research-based evidence, through regular training, discussion and study, to constantly develop and improve their pedagogy and practice. They seek to adapt and respond to the changing needs of their pupils and provide the best possible, rounded education in an atmosphere of safety, stability and inclusivity.

The school's varied and engaging curriculum is reflective of the wonderfully diverse community it serves. It has been designed to prepare children with the social, moral, cultural and academic knowledge they need to move forward confidently into secondary school and beyond. Pupils are provided with a wide range of opportunities and experiences to stimulate their curiosity, enhance their learning and inspire them to develop their aspirations.

### **Kitchen Assistant Application Pack**

Books are a fundamental part of school life at St Michael's, where children enjoy reading for pleasure and are taught by teachers who love to read. Our children become confident, life-long readers themselves through a rich and diverse diet of books.

Both children and staff are supported by a dedicated Senior Leadership Team (and a dog), who lead the school forward with the clear vision of providing a place of safety and stability, of courage and respect, where children love to learn. In addition, a friendly, efficient Office Team contributes to the smooth day-to-day running of the school. All staff are an integral part of our team and vital in facilitating the exceptional educational experience St Michael's strives to offer to each and every one of its children.

## Person Specification for Kitchen Assistant

<b>Person specification</b>		
<b>Job Title: Kitchen Assistant</b>		
<b>Note for Candidates</b> The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It will be taken into consideration in the short-listing and interview process for this post. You may wish to use this to help you when completing your application form.		
<b>CATEGORY</b>	<b>E</b>	<b>D</b>
<b>QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>• qualification in Basic Food Hygiene or willingness to train for this</li> <li>• attainment in GCSE or equivalent vocational qualifications in catering or a related field</li> <li>• NVQ level 2 in catering or related field</li> </ul>	✓	✓
<b>EXPERIENCE</b> <ul style="list-style-type: none"> <li>• previous experience of working in catering</li> <li>• a minimum of 12 months experience of catering work in a school environment</li> </ul>		✓
<b>SKILLS</b> <ul style="list-style-type: none"> <li>• ability to work effectively and supportively as a member of a team</li> <li>• ability to work in an organised and methodical manner</li> <li>• knowledge of food hygiene procedures</li> <li>• good communication and teamwork skills</li> </ul>	✓	
<b>PESONAL QUALITIES AND ATTRIBUTES</b> <ul style="list-style-type: none"> <li>• willingness to take personal responsibility for standard of work carried out</li> <li>• willingness to participate in further training and development opportunities</li> <li>• willingness to maintain confidentiality on all school matters</li> <li>• able to undertake physically demanding work</li> <li>• self-motivated</li> <li>• comfortable with children</li> <li>• acceptance of different attitudes</li> <li>• patient, friendly and polite approach</li> </ul>	✓	

### St Michael's CE Primary School – Kitchen Assistant Job Description

#### **KITCHEN ASSISTANT**

St Michael's CE (VC) Primary School  
Grade 2  
Part-time

#### Job Description

##### **Job Purpose & Objectives**

To provide support in the preparation, cooking and serving of lunches plus related catering duties. To act as the relief cook when required.

##### **Accountable to**

School Business Manager

##### **Main Duties & Responsibilities**

###### **Details**

- ✓ to assist with the smooth running of the school kitchen
- ✓ to maintain standards of cleanliness, safety and hygiene of the kitchen and equipment and to work within the guidelines of the Health and Safety and Hygiene regulations
- ✓ to assist in the preparation, cooking and serving of lunches as directed by the School Business Manager
- ✓ to prepare the dining area to include moving and setting up tables and chairs and setting trolleys
- ✓ to prepare the service area, hot cupboards and other equipment in the dining area to ensure food is served efficiently and in a hygienic environment
- ✓ to load dishwashers and 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 school as directed
- ✓ to assist in cleaning up the dining areas, kitchens and catering equipment after lunch periods, including cleaning and putting away tables and chairs, washing up/loading dishwashers, cleaning kitchen surfaces and kitchen equipment as required
- ✓ to sweep and as necessary wash the hall floor after every daily service once the floor is cleared of tables
- ✓ to be aware and adhere to applicable rules, regulations legislation, policies and procedures
- ✓ to maintain confidentiality of information acquired in the course of undertaking duties for the School
- ✓ to be responsible for own continued self-development, undertaking training as appropriate
- ✓ to undertake other duties appropriate to the grading of the post as required

##### **Supervisory/managerial Responsibilities**

###### **Details**

- ✓ not applicable

##### **Communication/Contacts**

###### **Details**

- ✓ to maintain verbal communication with the Kitchen Manager and colleagues
- ✓ communicate at an age appropriate level with pupils of the School

##### **Additional Information**

###### **Details**

Any tasks as directed by Kitchen Manager to support in the preparation and serving of food and maintenance of hygienic conditions and any other tasks as directed by the Head Teacher which fall within the preview of this post. This job description may be amended from time to time in consultation with the post holder.



## Kitchen Assistant Application Pack

### **General Information for all Posts**

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Head Teacher. NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head Teacher (in consultation with the post holder) to reflect the changing work composition of the school.