



Duncton CE Junior School Kitchen Assistant

Job details

Job title: Kitchen Assistant

Salary: WSCC NJC Grade 3. Minimum £12.85 p/h

Contract type: Part time, permanent, term time only.

Reporting to: Head Chef and/or Headteacher

Hours: 10 hours per week

Closing date for applications: 19th June 2026

Interview date: 29th June 2026

Please note: Applications will be reviewed on a rolling basis, and the position may be filled before the closing date.

Start date: 2nd September 2026

About Duncton CE Junior School

Duncton CE Junior School is a unique and welcoming community where every child is encouraged to thrive. Nestled in the heart of the South Downs, our school combines a nurturing environment with high academic expectations, inspiring our pupils to become confident, curious, and kind individuals. We are seeking a passionate and dedicated Kitchen Assistant to join our friendly and committed team. As we are such a small school, this role requires flexibility, the ability to work independently and the confidence to make decisions.

Lavington Park Federation (Graffham CE Infant School and Duncton CE Junior School) is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Background, Ethos and Training

We're thrilled to be partnering with Chefs in Schools to transform our school food and culture. We believe every child deserves access to fresh, nutritious, and delicious meals cooked from scratch.

Our goals:

- Improve the quality of school meals using fresh, nutritious ingredients.
- Enhance food education and promote a positive food culture across the school.
- Train and support kitchen teams to deliver lasting improvements.
- Engage the whole school community in championing better food.

Our Kitchen Assistant will support the kitchen team in delivering fresh, healthy school meals while maintaining a clean, hygienic, and efficient environment. This role involves collecting hot food from Graffham CE Infant School and transporting it to Duncton CE Junior School (approx 3 miles), assisting with food preparation, dishwashing, kitchen organisation, and cleaning. The Kitchen Assistant will help ensure the kitchen runs smoothly, food safety standards are met, and meals are served promptly.



Job Description

We are looking for someone to lead, innovate, motivate and work with a team whose aim is to serve fresh, interesting and nutritious school meals within budget which meet Government and the School's standards at all times. We hope that the Head Chef will also lead on developing a food and cookery curriculum for the whole school and food related projects and have high aspirations for the future of food at School.

Food Preparation, Quality and Standards

- To deliver fresh food to meet the specified standards.
- To deliver meals in accordance with an agreed seasonal menu cycle and to change this in accordance with the school food standards and allowing for allergen issues, ensuring full adherence to recipes, food presentation standards and portion control
- To understand and cater for the needs of those pupils with special dietary requirements
- To work to deadlines to ensure meals are served promptly.
- To ensure that meals are presented and served in an attractive way.
- To ensure that work is carried out hygienically, safely and tidily within current legislative framework.
- To help promote the uptake of school lunches through taster days, parent events and other events.
- To support the School's emphasis on pupils' health and well-being.

Administration

- To monitor, control and reduce waste and make recommendations to the Head Chef for menu adjustments.
- To work with the office manager when providing management information including the breakdown of meal numbers on a weekly basis and on request.
- To conduct stock takes on a monthly basis and on request.
- To report any complaints or incidents to the Headteacher

Health and Safety

- To ensure that policies and procedures with regard to health and safety and hygiene are understood by all kitchen staff and always adhered to.
- To ensure cleaning schedules are carried out.
- To always wear the correct uniform.
- To ensure all kitchen equipment is maintained in good condition and any faults are reported to the School.

Conduct

- To be familiar with all relevant School policies, rules and procedures and any changes to these.
- To set a standard of behaviour to colleagues which is polite, honest and friendly.
- To deal with children in a polite, professional and friendly manner at all times and to seek guidance where necessary from the Headteacher.

General

- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post.



Person Specification

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths. • Level 2 certificate in Food Hygiene • NVQ in food preparation and cooking
Experience		<ul style="list-style-type: none"> • Previously working in a school kitchen environment. • Experience in catering and food safety and hygiene
Skills and Knowledge	<ul style="list-style-type: none"> • Interest in cuisine and furthering knowledge of food. • Good literacy and numeracy skills • Good organisational skills • Ability to be flexible in their approach to daily routines • Ability to read and implement instructions, such as Health & Safety and Food Hygiene regulations. • Ability to create and help implement interesting and healthy menus. • Able to use and clean machinery and light equipment. • Able to encourage children to select a balanced meal. 	
Personal Qualities	<ul style="list-style-type: none"> • Enjoyment of working with children • Commitment to safeguarding pupil's wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Display and maintain a high standard of personal hygiene. • Work effectively in a busy environment. 	<ul style="list-style-type: none"> • Demonstrate a willingness and enthusiasm for training and progression.