Bournemouth School

Information for Applicants

Kitchen Assistant (part-time)

Bournemouth School is committed to safeguarding
and promoting the welfare of children and young people
and expects all staff and volunteers to share this commitment.
All posts are subject to an enhanced DBS disclosure.

✓ Hard Work ✓ Discipline ✓ Smart Appearance ✓ Respect

November 2026

Dear Applicant

Kitchen Assistant (part-time) – to start January 2027 or as soon as possible thereafter subject to clearances

Thank you for expressing interest in the post of part-time Kitchen Assistant at Bournemouth School. The on-line application form can be found on our website under Vacancies. Please find enclosed:

- Job Description
- Map of Area

I hope that you will find these helpful in deciding whether this is the job for you and for preparing your application. We also invite you to look at our school website (www.bournemouth-school.org).

The closing date for applications is **9.00 am** on **Tuesday 8 December 2026.** Your completed application form should be emailed to recruitment@bournemouth-school.org. *Please note: we may interview and appoint a suitably qualified applicant before this date.*

If you require any further information regarding the application process or the post, please email recruitment@bournemouth-school.org.

I look forward to receiving your application.

Yours sincerely

K. Ateague

Mrs K Ateaque
Headteacher

Ofsted Outstanding Provider

Kitchen Assistant
Job Description

Job Purpose

To assist in the preparation, cooking and serving of meals (under the direction of the Cook), general washing up and cleaning.

This job description is neither exclusive nor exhaustive, it is a working reference document, to be reviewed as part of the postholder's annual appraisal review and revised as applicable whenever there is a significant change to the job purpose, objectives and/or key responsibilities of the role, in consultation with the postholder.

Bournemouth School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

General:

You are expected to fulfil the requirements of the job description.

Reporting to:

Cook

Hours:

23.75 hours per week
9.30 am – to 2.15 pm Monday to Friday

Worked Weeks:

38 weeks

Paid Weeks:

43.6 weeks

Hourly Pay:

£13.28 per hour

Actual Annual Pay:

£13,747 per annum pro-rata

Grade:

BS Grade 2, point 3

Disclosure Level:

Enhanced

Effective Date:

1 April 2026

Main responsibilities and duties

- To assist in all aspects of food and beverage preparation, cooking and serving of meals.
- Preparation of meal serving and dining areas.
- Cleaning of kitchen and dining areas.
- To carry out washing-up and cleaning of equipment including 'deep cleans' as directed.
- Operations of tills in accordance with financial policies.
- Comply with all health and safety regulations and advise the Cook of any health and safety issues.
- Comply with all hygiene regulations.

Knowledge and skills:

Handle and operate a range of dish washing, kitchen and food preparation equipment (e.g. ovens, hobs, food processors, cutting equipment, pans and catering machinery). Training and personal protective equipment will be provided.

Organisational skills, initiative, flexibility, communication skills.

The successful applicant will be required to successfully complete a Basic Food Hygiene course.

Key contacts and relationships:

Deal with routine enquiries from staff, students, visitors etc but to refer more complex queries affecting the service/arrangements to the Cook.

Working environment:

Kitchen environment. Exposure to hot equipment/materials on a daily and continuous basis. Requirement to transport/carry food, trays and kitchen equipment (not exceeding 25kg).

Large secondary school with 1200 pupils and 150 staff.

The postholder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.

This role is UK based and your Right to Work will need to be established as part of the appointment process.

The salary quoted is the annual salary for the position at the time of advert and this will be paid in 12 equal monthly instalments. An adjustment may be made at the point your employment ends to reflect your holiday entitlement and to ensure that you are paid accurately for the number of days worked in any academic year.

Bournemouth School will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.

The responsibility for employees' health and safety does not rest entirely with the School and its management. The postholder, irrespective of his/her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.

Job description prepared by: S D Coombes
Designation: Business Manager
Date: November 2026

LOCATION MAP

Bournemouth School • East Way • Bournemouth • BH8 9PY • 01202 512609



