



St. Charles Catholic Primary School  
83 St. Charles Square  
London W10 6EB  
Tel.: 020 8969 5566  
www.st-charles.rbkc.sch.uk  
Email: info@st-charles.rbkc.sch.uk  
Executive Head: Ann Slavin  
Head of School: Tony Lynch  
Asst. Head: Marily Troyano



## **Kitchen Assistant**

St Charles is a successful, vibrant and welcoming school, located in a residential part of North Kensington, with easy access to Ladbroke Grove tube station, Portobello Road and Notting Hill. We are passionate about the education of our children, continuous professional development of all staff and have strong partnerships with parents and the wider community.

The Governors are looking to appoint a kitchen assistant to join the Federation's catering team. The main purpose of the role is to:

- Support with the preparation of meals at either the production or serving kitchen
- Serve meals to the pupils and staff and ensure pupils eat a balanced meal
- Set up for service and ensure kitchen, dining room and equipment is cleaned daily
- Support with dealing with any dietary requirements
- Adhere to all health and safety and food safety legislation
- Work as part of the catering team and under the direction of the Catering manager

The role requires someone who is committed, caring, patient, can take responsibility, is flexible and can work both independently as well as part of the experienced team.

This post will be based mainly at St. Charles Primary School but the successful candidate must be willing to work at either of the schools in the Federation.

The post is offered on the following basis:

- To start in September 2021
- Monday to Friday (i.e. 5 days per week), 20hrs per week (hours to be confirmed)
- Term time only plus inset training days, i.e. 39 weeks p.a
- Salary: Scale 2, point 3

Your application should demonstrate and include evidence of:

- Previous experience working in a school or commercial kitchen
- Relevant catering or related qualifications and certificates including NVQ Level 2 in Catering & Hospitality
- The ability to work independently and also with and under the guidance of colleagues as part of a team.

To apply please complete the Catholic Education Service (CES) application form, (available on-line at <https://www.catholiceducation.org.uk/recruitment-process/item/1000042-model-application-forms>). Your completed CES application form needs to be signed and returned by **midday on Tuesday 20<sup>th</sup> of July 2021** to [Susana.rial@st-charles.rbkc.sch.uk](mailto:Susana.rial@st-charles.rbkc.sch.uk)

*St. Charles Catholic Primary is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The post is exempt from the Rehabilitation of Offenders Act 1974, subject to a successful Enhanced Disclosure and Barring Service (DBS) clearance check, satisfactory employment references which may be taken up prior to interview. The post is subject to the Children (Disqualification) Regulations 2009 and as such successful candidate will be required to complete a disqualification declaration and will be required to sign a CES contract.*