



Kitchen Assistant and School Cleaner Job Description

Halliford School are looking for a Kitchen Assistant and Cleaner to work every day term time only as part of our busy Premise and Catering Team. The hours will be 9:00am – 2:30pm and is split between the kitchen and rest of the school site. This would ideally suit a parent during school drop off hours.

Main Duties

- Classroom, Science Labs, Workshop and computer room cleaning during the school day
- Routine cleaning and spot checks on school toilets during the school day
- Restocking cleaning materials in classrooms
- Assisting in the dining room clearing away food and student crockery at the end of each lunch sitting – 12noon – 2:30pm
- Carry out any general dining room duties if required i.e. laying, clearing tables
- Carry out any other general school duties if required by the Premise Team.

Opportunity to assist with PTA Events held in the evening or Saturday.

Skills and Knowledge

- To be thorough and pay attention to detail
- the ability to work well with your hands
- patience and the ability to remain calm in stressful situations
- the ability to work well with others
- the ability to work on your own
- the ability to accept criticism and work well under pressure
- physical skills like movement, coordination, dexterity and grace
- excellent verbal communication skills
- to be able to carry out basic tasks on a computer or hand-held device

Benefits

Our School is nestled near the picturesque River Thames in Shepperton and is served well by both public transport and major interconnecting roads. Benefits include free lunch during term time, use of on-site facilities such as fitness suite and small gym, term time morning yoga, a non-contributory pension and fee discounts for children following a successful probation.



Halliford
School
SHEPPERTON

Salary

Halliford School offers a competitive pay structure.

Halliford School is committed to the safeguarding and welfare of every child and expects every member of staff to share this commitment. Any offer of appointment would be subject to an enhanced disclosure application to the Disclosure & Barring Service and satisfactory references.

Halliford School reserves the right to appoint upon receipt of applications.



Catering Assistant Person Specification

- Self-motivation, energy and enthusiasm – plenty of stamina
- Reliable, trustworthy and happy
- the ability to carry out tasks quickly and competently
- the ability to follow instructions – to listen and learn fast
- good spoken communication skills
- the ability to use your initiative and work in a team
- understanding the importance of health and hygiene – adhere to health and safety legislation and food hygiene legislation
- be well presented at all times
- Maintain professional knowledge and competence
- Carry out mandatory training i.e. H&S
- Adhere to all company policies and procedures