



KITCHEN & LUNCHTIME ASSISTANT

Dates:	Starting date: Immediate start (if possible)
Hours:	Permanent – Term time only, Typical working hours 11.30 to 14.00, Monday to Friday
Pay:	£12.21 per hour (annual salary £6,807.08 per annum)
Location:	The Swanage School
Closing date:	29th October 2025

JOB DESCRIPTION

Main job purpose

Setting up the dining hall and ensuring it remains a clean and safe environment during the lunch service; monitoring students in the dining hall; post-lunch clearing and cleaning of the dining area; operating the till if required.

Main responsibilities and duties

- Support Kitchen Team, in the delivery of food and cleaning of kitchen.
- Assistance for students where necessary to carry trays to table and to return empty dishes to service counter.
- Clearance of any spillages during lunchtime, and cleaning of tables/floor areas/bins at the end of service.
- Ensuring students tidy/clear up in a satisfactory manner where appropriate.
- To undertake any other duties of a similar level of responsibility as may be required.
- Act as an ambassador for the school, ensuring at all times that you promote and act in accordance with the school's values and ethos.

PERSON SPECIFICATION

Required skills, experience & abilities

- Experience of working with children.
- Commitment to maintaining and providing a high-quality service.
- Ability to supervise and organise pupils.
- Ability to manage behaviour in a calm and positive way.
- Excellent communication skills and able to act calmly when under pressure.
- Tact and diplomacy in all interpersonal relationships with colleagues and other school staff and students.
- Ability to work as part of a team and to use own initiative when appropriate.
- The flexibility to adapt to changing workload demands and new organisational challenges

Other

- Good communication skills working with colleagues at all levels
- Previous experience in a school environment would be desirable

To apply, please complete an application form (available on the school website or request a paper copy) and return to recruitment@theswanageschool.co.uk

Or post to:

Jen Heath
The Swanage School
High Street
Swanage
Dorset
BH19 2PH

Alternatively, telephone Jen Heath on 01929 500599.

Safer Recruitment

The Swanage School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring service checks along with other relevant employment checks.