



APPLICATION PACK:

**DINING ROOM AND KITCHEN
ASSISTANT**



Dining Room and Kitchen Assistant

Salary: Grade A (equates to £10389 - £10470 per annum)

Hours: 17 hours 55 minutes per week (10.20am to 2.25pm, Monday to Friday, which includes a 30-minute unpaid break), 39 weeks per year

Start date: November 2026

We require a Dining Room and Kitchen Assistant on a permanent contract starting November 2026, to work for 17.91 hours per week, (10.20am to 2.25pm, Monday to Friday, under the day to day direction of the Kitchen Manager. The role involves cleaning the dining room after breaks, clearing litter, serving food and operating tills/cashless card system and washing utensils and equipment.

You will be flexible and have a willingness to provide a quick and efficient service, as required.

You will need to be honest, reliable and hardworking with excellent timekeeping and attendance.

To request an application pack please email Mrs Amanda Simmons via a.simmons@cowplainschool.co.uk or access via www.cowplainschool.co.uk/about-us/vacancies. If you wish to apply for this post you will need to return a fully completed 'The Cowplain School' application form to Mrs Amanda Simmons, PA to the Principal, via email or post to The Cowplain School, Hart Plain Avenue, Cowplain, Waterlooville, Hants, PO8 8RY.

The closing date for receipt of applications is Thursday 15th October at midday.

The Academy reserves the right to interview earlier should suitable candidates apply.

The Cowplain 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.



Join us on our journey to excellence!

Thank you for your interest in the post of **Dining Room and Kitchen Assistant** at The Cowplain School. I sincerely hope that you will continue your application and wanted to share with you a few words that I hope will convince you to apply.

I know that applying for a new position is a big decision so I thought it would be useful to explain why I think The Cowplain School is the right choice for your career; firstly, the school is part of a community that values it and parents and students enjoy attending Cowplain and are very proud of it.

Secondly, the school provides a caring and inclusive environment that values each child. Staff are committed to ensuring the best outcomes for those that they teach and work with and there is a very positive feeling and ethos in the school which I am determined to maintain.

Thirdly, we have an exciting challenge ahead of us to raise the standards of attainment, achievement and behaviour in the school. Results have already improved dramatically but they need to improve further and I am looking for staff who can help raise standards. I am extremely ambitious for the school and its students and require colleagues who share this ambition.

The desire to accept the challenge should, I trust, be one that inspires and motivates you to apply; if you are successful I can offer you the opportunity to play a big part in the continued and future success of The Cowplain School through the chance to enhance the whole school experience for each child.

For more information about the school, please consult our website www.cowplainschool.co.uk. To receive more information or ask any questions that may inform your application, please contact Mrs Amanda Simmons, PA to the Principal:

a.simmons@cowplainschool.co.uk

Once again, thank you for your interest in the post.

Ian Gates
Principal



Information for applicants

Grade A depending on experience (equates to £10389 - £10470 per annum)

17 hours 55 minutes per week (10.20am to 2.25pm, Monday to Friday), 39 weeks per year

If you wish to apply for this post you will need to return a fully completed The Cowplain School application form to Mrs Amanda Simmons, PA to the Principal, via email on a.simmons@cowplainschool.co.uk or post to:

Mrs A Simmons
PA to the Principal
The Cowplain School
Hart Plain Avenue
Cowplain
Waterlooville
Hants
PO8 8RY

The closing date for receipt of applications is Thursday 12th October at midday.

If you are shortlisted, interviews will take place week beginning 19th October.

The Academy reserves the right to interview earlier should suitable candidates apply.

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JOB DESCRIPTION

Post Title:	Dining Room and Kitchen Assistant (Grade A)
Hours of work:	10.20am to 2.25pm Monday to Friday (17 hours 55 mins per week)
Responsible to:	Kitchen Manager
Purpose of the job:	The holder of this post will work under the day to day direction of the Kitchen Manager. Qualities of flexibility and a willingness to provide quick and efficient service Dining Room and Kitchen Assistant will clean dining room, clear litter, serve food and carry out cleaning duties maintaining high quality standards of health, hygiene and safety. To be part of a committed school team which works flexibly with and for the benefit of the school's children.

Principal Responsibilities/Duties

1. Clean dining room after breaks, eg wipe up spillages, clean tables, sweep floors, empty rubbish bins, and general cleaning as required.
2. Clear litter from corridors, playgrounds, outside spaces etc.
3. Serve food following specified portion control guidelines and special dietary requirements. Positively encourage customers to try a variety of food and seek feedback from students and teachers on products and service. Operate tills and Cashless card system, following strict guidelines.
4. Assist in the kitchen with washing up and using the dishwasher.
5. Complete cleaning duties, following daily and weekly rotas, to ensure health and safety and hygiene standards are maintained, including sweeping and mopping the kitchen floor.
6. Such other duties as may reasonably be allocated by the Principal or Kitchen Manager within the purview of the post.

NOTES

- The School and site is open between the hours of 7.30am and 7.30pm and the postholder may be asked to carry out their duties during these hours in order to meet the operational needs of the school (ie Open Evening).