HOLLYFAST PRIMARY SCHOOL

CATERING GENERAL ASSISTANT



HOLLYFAST PRIMARY SCHOOL

Catering General Assistant
Job Description & Person Specification

Contract	**Fixed-term maternity cover – anticipated 12 months; exact dates to be confirmed**
Hours	16.25 hours per week, Monday to Friday
Working pattern	39 weeks per year (term-time arrangements to be confirmed)
Grade	Grade 1 spine point 3
Salary	£25,614 per annum, pro rata; actual salary £9761
Location	Hollyfast Primary School, Coundon, Coventry

About Hollyfast

Hollyfast is a three-form-entry primary school in Coundon, Coventry. We are proud of our welcoming, inclusive school community and our vision: “Aim high, grow within and reach beyond the stars.” Our values are kindness, respect, collaboration, perseverance, courage and excellence.

Purpose of the role

To work as part of the school catering team to help prepare, serve and clear nutritious meals safely and efficiently, creating a positive dining experience for pupils and staff. The postholder will follow the direction of the Kitchen Supervisor and all school policies and procedures.

Main duties and responsibilities

- Assist with basic food preparation, simple cooking and portioning as directed, following approved menus, recipes and procedures.
- Set up dining and serving areas; serve meals courteously and support pupils to make the lunchtime experience calm and welcoming.
- Wash dishes, utensils, equipment and work surfaces; undertake scheduled cleaning and record completed tasks where required.
- Receive, store, rotate and handle food supplies appropriately; assist with stock checks and report shortages or damaged items.
- Follow food safety procedures, including safe temperatures, hygiene controls, cleaning schedules and prevention of cross-contamination.

- Follow the school's allergen management procedures precisely, including checking information, avoiding cross-contact and escalating any uncertainty before serving food.
- Use catering equipment safely, wear appropriate protective clothing and report faults, spillages, hazards and accidents promptly.
- Support effective teamwork with catering, midday and school staff, adapting to service demands and agreed routines.
- Treat pupils with dignity and respect, including pupils with additional needs, and maintain appropriate professional boundaries.
- Undertake reasonable additional duties consistent with the nature and grade of the role.

Safeguarding, conduct and confidentiality

- Safeguard and promote the welfare of children; remain alert to concerns and report them immediately in accordance with school procedures.
- Complete required safeguarding and other role-related training, and follow the staff code of conduct.
- Maintain confidentiality and handle personal information in accordance with school data protection procedures.
- Promote equality, inclusion and respectful relationships with pupils, colleagues and visitors.

Health and safety

- Comply with school and Coventry City Council health and safety requirements, relevant risk assessments and safe systems of work.
- Use safe manual-handling techniques and seek assistance or equipment for tasks involving lifting or moving heavy items.
- Follow fire, evacuation, first aid and incident-reporting arrangements and report any concerns promptly.
- Maintain high standards of personal hygiene and inform the appropriate manager of any illness that may affect food safety.

This description summarises the main responsibilities and may be reviewed in consultation with the postholder. It does not form an exhaustive list of duties.

Person Specification

Assessment may be through application, interview, references and relevant pre-employment checks.

Knowledge and understanding

Essential

- Awareness of basic food hygiene, cleaning and safe working practices.
- Understanding of the importance of safeguarding, confidentiality and professional conduct.
- Awareness of food allergies and the importance of following individual dietary instructions.

Desirable

- Food hygiene qualification or relevant training.
- Experience of food allergen procedures in a catering setting.

Skills and abilities

Essential

- Able to follow instructions, recipes, checklists and safe working procedures accurately.
- Able to communicate politely and effectively with pupils and adults.
- Able to work reliably as part of a team and use initiative within agreed procedures.
- Able to organise tasks and meet busy lunchtime service deadlines.
- Able to carry out the practical duties of the post, with reasonable adjustments where appropriate.

Desirable

- Experience using commercial kitchen or catering equipment.

Experience

Essential

- Experience of food preparation, food handling, cleaning or customer service in a paid, voluntary or home setting.

Desirable

- Experience in a school, kitchen or other high-volume catering environment.

Personal qualities

Essential

- Punctual, dependable, adaptable and willing to learn.

- Patient, welcoming and committed to the wellbeing of children.
- Committed to Hollyfast's values and to equality and inclusion.

Recruitment and safeguarding statement

Hollyfast Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment is subject to satisfactory safer recruitment checks, including appropriate references, verification of identity and right to work, and the relevant enhanced Disclosure and Barring Service check and barred list check where legally required. The school is an equal opportunities employer.

Document updated: November 2026

