Head Teacher: Gary Watson
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November 2026

Catering General Assistant – Fixed-Term Maternity Cover

Dear Prospective Applicant,

I am delighted that you are considering joining Hollyfast Primary School as a Catering General Assistant on a temporary, fixed-term basis to provide maternity cover, anticipated to last approximately 12 months. Our catering team plays an important part in school life, helping to provide nutritious meals and a welcoming lunchtime experience for every child.

Welcome to Hollyfast

Hollyfast is a three-form entry primary school in Coundon, Coventry. We are one of the larger primary schools in the city, but we are very proud that Hollyfast continues to have a strong family feel. Our children and staff know that they belong here, and kindness, care and positive relationships are at the heart of our school community.

I became Headteacher at Hollyfast in January 2022 and feel privileged to lead such a committed and caring team. The school has continued to develop significantly in recent years and our positive Ofsted report in September 2023 reflected the enthusiasm, ambition and sense of community that we see every day.

"This is a time of exciting change at Hollyfast Primary. A new curriculum and a sense of enthusiasm enrich the life of this community. Every day, happy pupils thrive, surrounded by kindness and care. This is a school that is committed to getting it right for pupils." Ofsted - September 2023

"Mutual respect and positive relationships permeate all classes and behaviour is calm and purposeful across the school." Ofsted - September 2023

Our vision - 'Aim high, grow within and reach beyond the stars' - and our values of kindness, respect, collaboration, perseverance, courage and excellence are threaded through school life. We want every member of staff, whatever their role, to feel valued and to understand the difference they make to our children. We are also strongly committed to staff wellbeing and to creating a supportive working environment.

As a Catering General Assistant, you will be a valued member of our school team, supporting the preparation and serving of meals, maintaining high standards of food hygiene and cleanliness, and helping our dining service run smoothly. You will work closely with colleagues to ensure that children are served safely and with care, including following procedures for food allergies and special dietary requirements. We are looking for someone who is friendly, dependable, organised and willing to work as part of a busy team, and who will demonstrate our Hollyfast values in their daily work.

If this sounds like the kind of school community you would like to be part of, I would be delighted to receive your application. Please take time to read the Job Description and Person Specification, which provide further information about the role. I look forward to meeting shortlisted candidates and, hopefully, welcoming our successful applicant to the Hollyfast team.

Yours faithfully,
Mr Watson
Headteacher