A black and white logo

AI-generated content may be incorrect.

A collage of images of people in uniform

AI-generated content may be incorrect.

A black text on a white background

Description automatically generated

Dear Applicant

Thank you for your interest in The Castle School.

The history and tradition of The Castle School is what makes it such a privilege to be part of this family. We have over 1200 on roll and we are a 11-16 fully comprehensive secondary school.

Our aim continues to be for every child to achieve, belong and participate and this is at the heart of everything we do. Rated as Outstanding in all areas by Ofsted in October 2023, we have been for some years now at the top of the performance table in Somerset, and we are proud of our achievements nationally. You can see our latest exam results on our website.

At The Castle School our priority is our students’ education: their academic and pastoral outcomes. We focus on high quality teaching and learning, ongoing curriculum refinement and promote a climate of success and achievement for every student. Our teaching and support staff are our greatest resource and colleagues thrive in an environment of high support and high challenge, where they go above and beyond for our students.

We are passionate about equity for all. We have a passion for and a commitment to the core purpose of education and focus relentlessly on each student’s right to the very best provision. We are committed to fostering self-confidence, enthusiasm, perseverance, and integrity, but also kind empathetic young adults. We aim to ensure that students leave The Castle School very well equipped for the next stage of their education, training, or employment, and educated so that they enjoy life and live well.

We look forward to hearing why you think you are the right person to join our school and how you will inspire our children.

Yours faithfully



Jamie Wordsworth

Head of School

A collage of people working on a project

AI-generated content may be incorrect.

**Kitchen Assistant**

**The Role**

**37.5 hours per week**

**7:00am – 3:00pm Monday to Friday** (includes an unpaid 30-minute daily lunch break)

**38 weeks per year (term time plus one school INSET day)**

**Catering Scale Point 1**

**Actual starting salary - £20,004**

**Start Date - 1st September 2025**

The Castle School requires an efficient and flexible Kitchen Assistant to work in the busy school kitchen, preparing and serving food and refreshments for students, staff and visitors within our catering team.

This is an exciting opportunity to work in an experienced and supportive team from whom you can learn, develop and grow.  A friendly, busy and dynamic workplace where each day is different from the last.

We would consider a 35-hour working week with a 7.30am start if this is more convenient for the successful candidate, with an actual salary of £18,670.

We can offer you: An opportunity to work in an experienced and supportive team from whom you can learn, develop and grow. A friendly, busy and dynamic workplace where each day is different from the last. A competitive salary.  Wider opportunities to be involved across our Trust. An energised and professional working environment.

**Disclosure Level:** Enhanced

**Closing date:** Wednesday 20th August 2025 at 9am

**Interview date:** Wednesday 27th August 2025

**Start date:** September 2025

CVs are not accepted, please complete the application form in full.

A collage of people in suits

AI-generated content may be incorrect.

**Job Description**

**Job Title:** Kitchen Assistant

**Location:** The Castle School

**Responsible to:** Catering Manager/Head of Kitchen

**Salary Grade:** Catering 1

**Working time:** 37.5 hours per week, 38 weeks per year (term time plus one school INSET day)

**Key Purpose of the Job**

To assist with the running of the kitchen, following the direction of the Catering Manager and Head of Kitchen. Performs a variety of manual tasks associated with food preparation and service in the catering unit, and the cleaning and clearing of food production areas. Complies with all appropriate legal requirements.

**Duties and accountabilities of post:**

Food Production

* To assist as directed with all aspects of basic food preparation. Cleaning and clearing of food production areas
* Cleaning and clearing of food production areas

Food Service

* Prepares counters and dining areas for service
* Preparation and setting out of condiments
* Service of hot and cold food and beverages
* Ensures sufficient food supplies throughout the service period
* Clearing and cleaning counters of debris during service
* Clearing and cleaning of counters and service equipment after service
* Clearing and cleaning of tables

Cleaning/Washing up

* Cleaning down after service.
* Washing up of crockery, cutlery, glass wear, utensils etc, as required – either via automatic dishwasher or hand sinks.
* To maintain a high standard of hygiene and safety within the workplace.
* To undertake all aspects in the cleaning of equipment – in accordance with the Cleaning Schedule and to complete the Cleaning Schedule with your signature when the task has been completed.

Customer Service

* Greet all customers helpfully and courteously
* Give customers information about products
* To report any customer complaints or compliments to the manager

May be required to:

* Operate a cashless till system
* Keep limited records (e.g. counter checks and stock sheets)
* Clean and fill vending machines and fridges
* Assist with the preparation and service at special functions

**Knowledge, Skills, Experience and Aptitude:**

* Basic Food Hygiene Certificate is required and if not already attained, then the ability to undertake and pass this qualification is necessary
* Manual dexterity for quick, skilful handiwork such as vegetable preparation. Able to remember prices, simple mental arithmetic and give change. Able to keep limited written records on standard forms
* Ability to work to deadlines and priorities
* Gets on well with co-workers – a good team worker, reliable, trustworthy, willing and helpful

**Other responsibilities**

* To undertake additional duties as required, commensurate with the level of the job. To contribute to the effective working of the school/team
* Maintain positive, professional relationships with students, parents / carers and colleagues
* To participate in induction training, staff review processes and professional development opportunities
* Commit to Equal Opportunities and Anti-Discriminatory Practice
* The School operates a Smoke-Free Policy and the postholder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and vehicles
* The postholder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members
* The postholder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures
* The postholder must comply with the Trust’s Health and Safety requirements specifically for the school they are working at
* The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed

**Typical working pattern**

7:00am to 3:00pm Monday – Friday

Term time only: 38 weeks per year (including one school INSET day)

**Special Factors**

1. This role may involve travelling between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than the location of your home school, will be as per the Trust’s travel policy
2. There will be a requirement to work beyond school hours particularly in supporting and attending school and Trust based events
3. Working patterns will be aligned with school term dates and holidays must be taken during school closure periods
4. The postholder will support the achievement of the Trust’s objectives by working proactively with colleagues on projects or activities outside their direct area of responsibility as required
5. The postholder is expected to familiarise themselves with and adhere to all relevant Trust and Policies and Procedures
6. To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust’s safeguarding policies
7. To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person
8. To comply with the Trust’s ICT Acceptable Use and Confidentiality Agreement for Staff
9. To comply with the Trust’s Health & Safety policy, procedures, and statutory requirements

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** |
| GCSEs in English and Maths |  | Tick with solid fill |
| Relevant catering qualification |  | Tick with solid fill |
| **Experience** | **Essential** | **Desirable** |
| Experience of working in a busy kitchen |  | Tick with solid fill |
| Experience of working in a school |  | Tick with solid fill |
| Experience of prioritising workload | Tick with solid fill |  |
| **Skills and Knowledge** | **Essential** | **Desirable** |
| Excellent communication skills both verbal and written | Tick with solid fill |  |
| Excellent people skills | Tick with solid fill |  |
| Ability to follow written and verbal instructions | Tick with solid fill |  |
| Organisational skills including time management, planning, meeting deadlines, prioritising work | Tick with solid fill |  |
| ICT skills including use of Microsoft, including excel, word and outlook |  | Tick with solid fill |
| Demonstrate high level of accuracy in all areas of work | Tick with solid fill |  |
| Demonstrate an understanding of confidentiality | Tick with solid fill |  |
| **Behaviours** | | |
| Understanding of and commitment to equality and diversity. | | |
| Empathy with other Trust teams and Schools | | |
| Understanding of and commitment to Trust Values | | |
| Capacity to work as part of a team as well as individually without supervision and under pressure | | |
| Demonstrate a positive and pro-active approach to work and focussed on outcomes | | |
| Demonstrate creativity, flexibility and responsiveness to change | | |
| Commitment to continuous professional development of self and others to maximise skills/experience. | | |
| **Other** | | |
| Willing and able to work flexibly across the local area as directed by the Line Manager and to meet the needs of the Trust. | | |
| Willing to undergo training and staff development to maximise skills and experience relevant to the post. | | |
| Access to a car and ability to undertake travel as required to fulfil the duties of the post. | | |

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands, or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.

**The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.**

A football field with a field and a track

Description automatically generated with medium confidence

**Application Process**

Please visit our website: ([www.castleschool.co.uk/vacancies](http://www.castleschool.co.uk/vacancies)) or scan the QR code below to apply:

A qr code on a white background

AI-generated content may be incorrect.

Should you have any queries on the application process, please contact:

Mr Gavin Duenas

School Business Manager

The Castle School

Wellington Road

Taunton

Somerset

TA1 5AU

Closing date is **Wednesday 20th August 2025 at 9am** with interviews to take place on **Wednesday 27th August 2025.**