HOE VALLEY SCHOOL

CATERING ASSISTANT

JOB DESCRIPTION AND PERSON SPECIFICATION

SALARY: £13.21 per hour

Part time, term time only

The School

"Hoe Valley School is an inspiring environment at the heart of its community where every student's experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve to their highest potential."

Hoe Valley School is:

- An oversubscribed secondary school that opened in September 2015 to serve the local community of South Woking
- Delivering innovative and exciting lessons to years 7-13
- Committed to ensuring our students leave us with excellent academic outcomes, the skills to be 'work-ready' and the traits of excellent global citizens
- Following the National Curriculum, where Maths and English are taught every day
- A Google School with ICT fully embedded in all curriculum areas
- Committed to learning which is relevant with links to the 'real world' of business, higher education and the local community
- In a state of the art, new School completed in September 2018 on Egley Road, Woking
- Committed to supporting our staff to have a good work / life balance by offering longer school holidays, bespoke CPD programmes, minimising paperwork and meetings, and ultimately by trusting our staff to deliver excellent outcomes

Your opportunity

We are seeking two hardworking and enthusiastic Catering Assistants to work part-time at our secondary school in Woking, starting January 2027.

Role Information

Contract: Part time, Term time, Permanent
Salary: £13.21 per hour (£27,550 FTE)
Hours: Monday to Friday

1. 9:30am - 2:30pm, 25 hours per week - £14,729 actual salary
2. 7:30am - 2:00pm including a half hour break, 30 hours per week - £17,674 actual salary

When applying please stipulate your preferred hours.
Start date: January 2027
Responsible to: Chef Manager and ultimately the Head Teacher

The role

- You will work as part of a team in assisting with all aspects of the preparation and presentation of our delicious fresh foods
- You will assist with setting up the dining hall (and sweep and mop after service)

- Prepare the cutlery, plates and cups for use
- Ensure that all service counters are prepared and replenished during service - and clear down after service
- Work the till, ensuring that all foods purchased are correctly entered into the tills
- Maintain a high standard of cleanliness, helping with washing up and keeping the kitchen and equipment clean - creating a kitchen you can be proud of
- There will be other kitchen and catering duties which may be considered necessary for the smooth and efficient running of the kitchen, service area and dining area
- You will be expected to comply with Food Handling & Hygiene standards and Health & Safety regulations

The people

Happy customers always come back for more, so we expect you to ensure a great lunch experience. You will serve customers in a pleasant, friendly manner, whether working behind the counters, on the tills, or elsewhere in the school.

About you

- Catering experience is desirable, but we are always happy to train the right person
- A passion for food is a must
- Present yourself in a professional, well-groomed manner
- Demonstrate an ability to work quickly but efficiently and keep calm, under pressure
- Be an excellent team player
- Demonstrate exceptional timekeeping and reliability
- Have a committed and organised approach
- Have the ability to follow instructions
- You will be required to undergo an Enhanced DBS check