



**Curry Rivel C of E VC Primary School and Little Pips Nursery,  
Church Street, Curry Rivel, Langport, TA10 0HD  
Tel: 01458 251404  
Age Range: 0-11, NOR 140**

**Kitchen Supervisory Assistant  
18 hours per week term time only (Monday to Friday)  
Fixed Term contract commencing April 2026  
Somerset Council Grade 16 pro rata £12.85 per hour**

**Purpose** : Carry out all duties required to provide school meal service and pupil food orders. To include administration of kitchen paperwork, orders from supplier, light food preparation, portion control, cleaning, presentation and service. The working hours would be 11am to 1.30pm Monday to Friday for kitchen service with remaining hours for ordering within the working week.

### **Key Duties and Responsibilities**

- Collate information and complete the weekly food order for lunches from our supplier.
- Liaison with pupils and parents regarding individual food orders.
- Assist with help setting up and clearing away the equipment in the hall before and after service when needed
- To organise/prepare the kitchen with reference to service of food
- Probe test food on arriving from Catering Company and to ensure they meet necessary legislation
- Ensure the kitchen and equipment is cleaned to the standard set by Health & Safety legislation. Including deep clean of all equipment and kitchen termly as directed
- Serving food as provided following Health & Safety legislation
- Have a basic understanding and knowledge of food safety law and report any potential hazards breakages and follow agreed procedures to remedy them
- Level 2 Food Hygiene and Allergen Certificate to be completed (training will be provided)
- Have understanding of Allergens Procedures and the children who have allergies (training will be provided)
- Arrange to order or replace any necessary items required to run the kitchen effectively
- Be aware of portion controls and numbers of meals needed and report where you believe there may be concerns
- Ensure all infection control measures are adhered to within the kitchen environment and monitoring systems in place

If you would like further information or an application form, please contact Angela Sullivan, Headteacher, or Helen Davies, Business Manager on [hdavies@curryrivel.somerset.sch.uk](mailto:hdavies@curryrivel.somerset.sch.uk) or on 01458 251404. There is also an application form on our school website.

**Closing date for applications:**

**Monday 23 March 2026 at 9am**

**Shortlisting:**

**Tuesday 24 March 2026**

**Interviews:**

**Friday 27 March 2026**

**If you do not receive an interview invitation, please assume that you have not been shortlisted.**

Curry Rivel Primary School & Little Pips Nursery are fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant employment checks.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.