Barley and Barkway (VA) C of E First Schools Federation
Church End, Barley, SG8 8JW | 84 High Street, Barkway, SG8 8EF

Tel: 01763 848281 | 01763 848283
Email: admin@barleybarkway.herts.sch.uk
Website: www.barleybarkway.herts.sch.uk

Federation Catering Assistant

Location:	Barley (VA) CofE First School (will be required to work across the Federation)
Salary:	H1-2 (FTE £25,614)
Employment type:	Part Time (£5,310) Monday to Friday Term Time Only, 11.15pm to 1.15pm (10 hours per week)
Contract type:	1 Year Fixed Term in the first instance (subject to 6 months probationary period)
Closing date:	23rd November 2026
Start date:	January 2027

Contact details:
Fiona Piper, Office Manager
Barley Barkway (VA) C of E First Schools Federation
Hertfordshire SG8 8JW

Telephone: 01763 848281
Email: admin@barleybarkway.herts.sch.uk
Website: www.barleybarkway.herts.sch.uk

Purpose of the Role:

To undertake the transportation of food from Barley School/Catering Provider to Barkway School, preparation and lunch service to children and staff plus other related catering duties, as directed by the Cook / Chef / Barley School Office Manager.

Responsibilities:

- Transportation, Prepare, cook and serve food and beverages, as directed
- Operate kitchen equipment, following training
- Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times
- Prepare and clear kitchen, annual deep clean of kitchen
- Undertake cleaning and washing up as directed in the kitchen
- Transport food insulation bags and containers back to Catering Provider after lunch service

Individuals in this role may also undertake some or all of the following:

- Assist in moving and setting up dining furniture
- Assist with delivering catering for functions.

Knowledge	**Competencies**
Level 2 award in food safety Level 1 Safeguarding / Awareness of keeping children safe Awareness of Control of Substances Hazardous to Health (COSHH) Good knowledge of Health and Safety Understanding of the Schools Ethos, Vision and Values Manual Handling	Communication (written and verbal) Listening Team working Planning and organising Customer Service Flexibility Clean Driving Licence

This post is classed as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary and work across the Federation.