



**Job Title: Cook and Casual After School Club Assistant**

**Location:** Holy Trinity CE Primary School, Cuckfield

**Contract Type:** Part-time / Casual

**Working Hours:** 1:30 PM – 3:30 PM, Monday to Friday, term time only, with additional hours as After school club assistant 3:30pm – 6:15pm as required.

**Salary:** Grade 3 - £12.45 per hour

**Reports to:** Den Supervisors / SBM / Headteacher

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**About the Role:**

We are seeking a dedicated and versatile individual to join our team in a dual role as **Cook and Casual After School Club Assistant**. This is a rewarding opportunity for someone who enjoys working with children and has a passion for preparing nutritious meals in a safe and welcoming environment.

The successful candidate will be responsible for supporting the planning and the preparation of healthy meals and snacks for children aged 4-11 years, as well as supporting the delivery of engaging and inclusive activities during after school sessions as required based on booking numbers. This role requires flexibility, creativity, and a genuine interest in child development and wellbeing.

**Applications will be considered for the Cook role only.**

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**Key Responsibilities:**

**Cooking & Kitchen Duties:**

- Plan meals alongside club supervisors, prepare, and serve healthy, balanced meals and snacks in line with dietary guidelines and individual needs (including allergies and intolerances).
- Maintain high standards of food hygiene and cleanliness in accordance with current legislation (e.g., Food Standards Agency).
- Monitor and record cleaning schedules, and stock rotation.
- Order and manage food supplies within budget, ensuring minimal waste.
- Ensure the kitchen and food preparation areas are clean, safe, and well-organised at all times.

**After School Club Support:**

- Assist in the supervision and care of children during after school sessions, ensuring a safe, nurturing, and stimulating environment.
- Support the planning and delivery of a wide range of activities including arts and crafts, sports, games, reading, and free play.
- Build positive relationships with children, encouraging social interaction, creativity, and confidence.
- Promote positive behaviour and manage any incidents in line with the club's behaviour policy.

- Help with setting up and tidying away equipment and resources before and after sessions.
  - Communicate effectively with parents/carers, providing feedback and ensuring a welcoming atmosphere.
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#### **Person Specification:**

##### **Essential:**

- Experience in food preparation and/or working in a kitchen environment.
- Experience working with children in a professional or voluntary capacity.
- Basic Food Hygiene Certificate (or willingness to obtain).
- Understanding of safeguarding and child protection principles.
- Ability to work independently and as part of a team.
- Good communication and interpersonal skills.
- Reliable, punctual, and flexible in approach.
- Willingness to undertake an enhanced DBS check.

##### **Desirable:**

- Paediatric First Aid Certificate.
  - Level 2 or above qualification in Childcare, Playwork, or similar.
  - Knowledge of the Early Years Foundation Stage (EYFS) or school-age childcare frameworks.
  - Experience supporting children with additional needs or dietary requirements.
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##### **What We Offer:**

- A supportive and friendly working environment.
  - Opportunities for training and professional development.
  - Flexible working arrangements during term time and holidays.
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##### **How to Apply:**

Please complete the application form on the school website and email to [office@htprimary.co.uk](mailto:office@htprimary.co.uk)

For more information or to arrange an informal chat about the role, please contact Sarah Raciti – [sraciti@htprimary.co.uk](mailto:sraciti@htprimary.co.uk)

