

Application Pack

Kitchen Assistant

An extraordinary education for every pupil



The Rivers
C.of E. Academy Trust

Welcome

Thanks for your interest in our fantastic school.

Children at Northwick experience a truly personal journey where they feel valued and able to flourish, supported by inspiring teachers and an array of superb educational, and co-curricular opportunities. Happy children succeed, and we place the relationships between staff, children and parents at the forefront of all we do.

This is truly a remarkable and welcoming community to be a part of, for both staff and pupils.

Overview

School overview template

Northwick Manor is a primary school located in Worcester.

It has 600 pupils from age [4 – 11 years] and 82 staff numbers.

Established over 80 years ago, the school joined The Rivers CofE Academy Trust in 2018.

Ethos

At Northwick we place a high value on the educational experience of all our pupils and achieve this within the atmosphere of a friendly learning community. The school's principal philosophy is that 'pupils should be confident, happy, and successful'. Together we aim to be a school of excellence, always encouraging our children to aim high, and providing opportunities for them to develop their talents and potential in a nurturing environment.

Performance

At this school 92% of pupils met the expected standard in their Phonics Screening Test [2024] and 68.5% of pupils met the expected standard in Reading, Writing and Mathematics Combined at Key Stage 2.

Our latest Ofsted judgment: Outstanding

Review score

"We love the school, couldn't be happier with my child's progress".

Parent

About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create **'an extraordinary education for every pupil'**.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

Our STARS Values



Sharing



Trust



Achievement



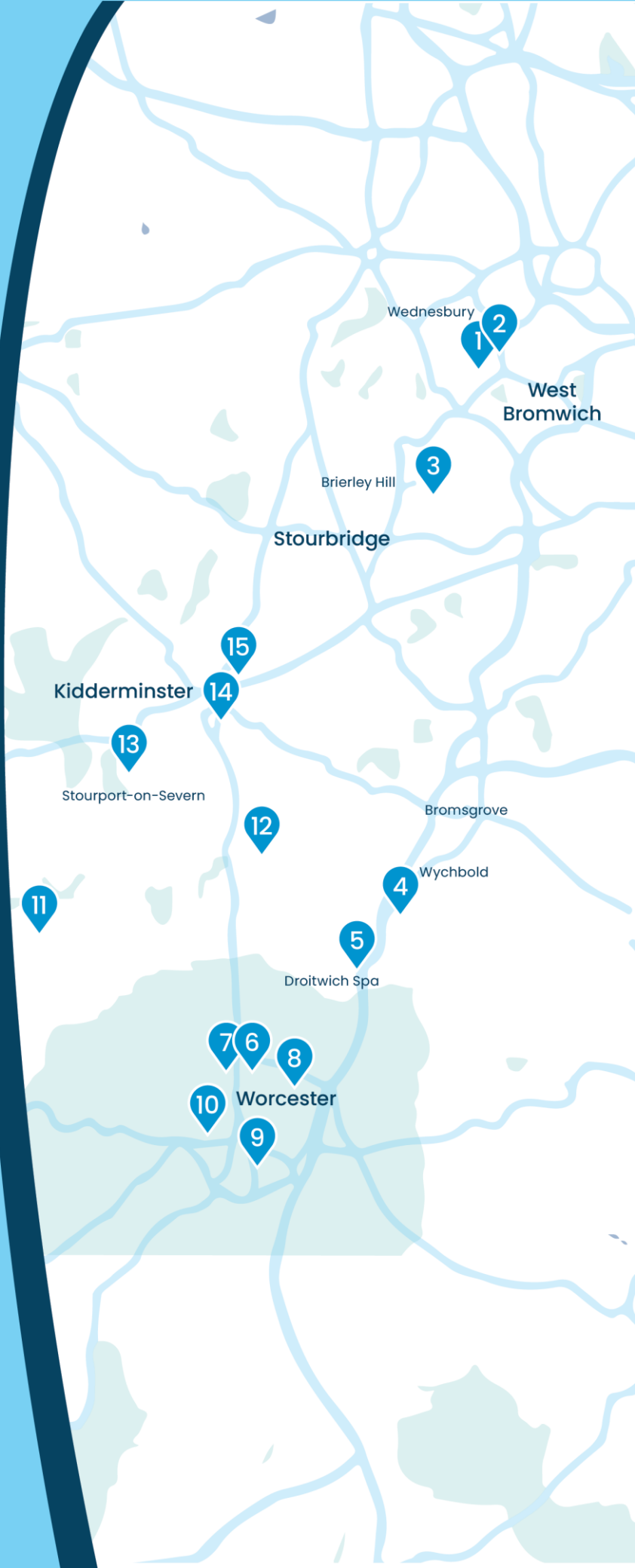
Respect



Safety

Our Schools

- 1 Summerhill Primary Academy Summerhill's Little Treasures
- 2 Jubilee Park Academy
- 3 Dudley Wood Primary School
- 4 Wychbold First and Nursery School
- 5 St Peter's Droitwich CofE Academy
- 6 North Worcester Primary Academy
- 7 Northwick Manor Primary School
- 8 Cranham Primary School
- 9 Cherry Orchard Primary School
- 10 St Clement's CofE Primary School and Pre-School
- 11 Great Witley CE Primary School
- 12 Cutnall Green CofE Primary School
- 13 Burlish Park Primary School
- 14 Heronswood Primary School
- 15 Unity Academy



Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here:

www.educationmutual.co.uk/service/healthcare-and-wellbeing/

Local Government Pension Scheme (LGPS)

The Local Government Pension Scheme (LGPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service and adjusted for inflation. This ensures a secure and guaranteed income in retirement, unaffected by investment performance.

Find out more about LGPS here:

www.lgpsmember.org/

Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Excellent holiday entitlement for support staff: Bank holidays plus 25 days paid holiday (pro rata)
- 5 days extra paid holiday after 5 years' service (pro rata)
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk



About the Role

Job Title:	Kitchen Assistant
Salary:	Scale 1 – £5946.72– 10 hours per week
Contract Type:	Permanent
Reporting To:	Catering Manager
Location:	Northwick Manor Primary School
About:	12.00pm – 2.00pm, Monday to Friday Term Time only plus TED days

Job Description

Main Duties and Responsibilities:

- Undertaking basic food preparation.
 - Ensuring the food safety of pupils with special diets
 - Serving hot lunches to pupils and staff.
 - Maintaining a clean and organised kitchen environment, to include
 - washing dishes
 - sanitising surfaces
 - disposing of waste appropriately.
 - Completing a cleaning rota.
 - Packing, delivering and serving food to export sites when required.
 - Maintaining a high standard of Food Hygiene and Health and Safety, to ensure safe practices are followed.
 - Attending any training as required.
 - Carrying out any other duties within the grade as and when required.
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Person Specifications

Criteria	Essential	Desirable
Qualifications and experience	Experience of working in a catering environment.	Food Hygiene certificate
Skills and knowledge	Ability to use own initiative.	Good understanding of food hygiene practices.
	Ability to work independently.	Awareness of allergens.

How to Apply

Application forms are available to download here: [Application Form](#)

Please email completed application form to Jacqui Tombs, School Business Manager nwoffice@riverscofe.co.uk by 12 noon on Monday 24th August 2026.

Please note that if you have not been contacted by 25th August then you have not been successfully shortlisted on this occasion.

Interviews will be held on Thursday 27th August 2026

There is no need to submit a curriculum vitae.

We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.



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Get in Touch

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[Northwick Manor Primary School – Home](#)

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