

Headteacher: Alison Davies



Kinlet C of E School
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DINER/DRIVING ASSISTANT

Date Required: ASAP

Post Occupancy: Permanent

Location: Kinlet C of E Primary School

Closing Date for Applications: Friday 3rd July 2026

Interview Date: Monday 6th July 2026 - afternoon

Post Grade and SCP: Grade 2 (SCP 4) – £13.05 per hr / P26553

Hours: 11.25 hrs per week – term time only (43.60 weeks)

Work Schedule: Monday – Friday; 11.00 am – 1:15 pm

Main Purpose of Post

The post holder will be responsible for the collection, transportation, preparation and serving of school meals, plus washing up and cleaning the kitchen area down thoroughly after use.

Key Responsibilities and Tasks

- Collection/return of food storage containers from Kinlet C of E Primary School
- Collection and transportation of school meals from kitchen at St Anne's school, Bewdley to Kinlet C of E Primary School (mileage paid)
- Preparation of school meals and serving of school meals
- Washing up and cleaning the kitchen area, its surroundings and equipment
- To assume responsibility for ordering of cleaning materials and equipment for use on site
- To communicate information to members of teaching staff when necessary
- Willingness to complete food hygiene certificate and keep up to date with current guidance – training can be completed at school if applicant doesn't already hold
- Manual handling of food storage containers containing food will be required for short distances
- Keep an up to date First Aid qualification
- Attend regular safeguarding and staff training as required

Kinlet C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be subject to a Disclosure Barring Service check before appointment is confirmed.

Your place of work shall be Kinlet C of E Primary school. However, the governing body may require you to work on either a temporary or an indefinite basis at any school and location which is or becomes part of the Federation of St Giles and St John.

Further details and an application form are available from the School Office on 01299 841 210 or by email to admin.kinlet@sgsjfed.shropshire.sch.uk. If you would like to visit the school, please contact us to arrange. If you have any queries regarding this post that you wish to raise before applying for this position, please do not hesitate to contact the school.