



Cranbrook  
School



## **Kitchen Assistant**

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## THE SCHOOL

Cranbrook School is a mixed state grammar school with c.900 pupils aged 11-18 years, including around 250 boarders. It was founded in 1518. Following an academic test, day pupils come from the local catchment, whereas boarders are admitted from a wider area. Although it is a selective school, Cranbrook admits a wider ability range than many other grammar schools and provides a challenging and supportive curriculum so that students of all abilities are catered for. The value-added scores that are achieved each year bear testimony to the success of our provision. Our most recent Ofsted inspections rated us as 'Outstanding' (boarding, 2025) and 'Good' (education, 2022).

Pupils join at the age of 11 or 13, and in Year 10 they start GCSEs in nine or ten subjects. Most students then qualify for the Sixth Form, this being supplemented by a healthy intake into Year 12 from other schools. All Sixth Formers take at least three A levels and can choose the EPQ and other qualifications in addition.

For a state school, the facilities are impressive. Within the seventy acres of school grounds are found the six boarding houses, the Queen's Hall Theatre (used for assemblies, school productions, visiting theatre companies and concerts), a large library and lecture theatre. Sports facilities include a large sports hall, dance studio, cardio gym, weights room, heated outdoor swimming pool, squash courts and extensive playing fields and facilities for games - hockey, rugby, cricket, netball, tennis and athletics – as well as an astro-turf pitch. The school also possesses a Performing Arts Centre that houses a drama studio and music practice rooms, and a vibrant Sixth Form Centre. The school boasts an Observatory named after Dr Piers Sellers OBE, an Old Cranbrookian and NASA astronaut.

Cranbrook is keen to educate the whole person and to this end it runs a wide programme of extra-curricular activities, including the Combined Cadet Force and Duke of Edinburgh Award Scheme, as well as a broad range of sports, music and drama, both during the week and at the weekend. We have a long tradition of overseas trips and, in recent years, groups have travelled to South America, Portugal, Nepal, and southern India for sports tours, exchanges, adventure, and to work on projects.

Cranbrook's boarding houses each have their own ethos and identity and a marked sense of house pride. There is a full fixture programme on weekends and a variety of trips and activities on Sundays, for which a number of staff give up their time. The boarding life of the School offers both staff and students new and enriching experiences and makes this an exciting and fun place to work.

Cranbrook is an active school which will appeal to those prepared to give generously of their time and to take the progress and development of their students very seriously. The school seeks to appoint staff who will involve themselves fully in the life of the school, and applicants are invited to indicate areas where they would be able to make a contribution. We welcome Early Careers Teachers and have a number of experienced mentors on our staff. ECTs and their mentors are offered additional support via Teach in Kent to help ensure a positive experience during the two-year training.

Benefits of working at Cranbrook include:

- Priority entry for staff children
- Lunch in the dining hall every day
- Use of the sports facilities and gyms
- Regular socials and use of our on-site bar, the Coach House
- A rural site in a small country town, Cranbrook is around fifteen miles from Maidstone, Ashford, Hastings and Tunbridge Wells, and London is just an hour away by train from nearby Staplehurst.

General information about the school can also be found on our website at [www.cranbrookschoool.co.uk](http://www.cranbrookschoool.co.uk).

## **Job Details:**

Job Title: Kitchen Assistant Responsible to: Head Chef  
Accountable to: Bursar

## **Job Purpose:**

- To perform a variety of manual tasks associated with food production and service in the catering department in order to provide a high standard of food and drink.
- To support the Head Chef as required and contribute to the smooth operations of the kitchen teams.
- The kitchen provides three meals a day (breakfast, lunch and supper) seven days a week during term time for the staff and students.
- In addition, other catering events are multiple supporting (inter alia) the Queens Hall Theatre, Coach House and the many sporting fixtures, catering events.

## **Duties & Responsibilities:**

- Cleaning and clearing of food production areas
- Preparation of dining areas and counters for service
- Clearing and cleaning of counters, food areas of debris during service
- Clearing and cleaning of counters, food areas and dining hall tables of debris after service
- Assist with food preparation
- Assist with food preparation and service for special functions, if required
- To assist with the cleaning of dining hall and movement of furniture
- Assisting in the washing area with pots and dishwasher
- Cleaning of staff toilets, disabled toilet and chemical store
- Greet all customers helpfully and courteously
- To contribute to the smooth running of the team
- To work with the Head Chef and other members of the kitchen team and the wider staff in a professional manner.
- To attend all relevant staff meetings and complete relevant training as required
- To undertake other reasonable tasks relevant to the needs of the School
- To comply with school policies and procedures

## **Person Specification:**

- ✓ Reliability
- ✓ Good communication skills
- ✓ Experience of working successfully with a diverse range of people
- ✓ Ability to work independently
- ✓ Confidence, imagination and drive
- ✓ Flexibility and adaptability
- ✓ Commitment to safeguarding and promoting the welfare of children
- ✓ Willingness to undertake training as required
- ✓ A key requirement for the individual is a sound understanding that this is a staff role.
- ✓ Basic Food Hygiene Certificate desirable, although not essential as training will be given.

**This job description is not intended to be an exhaustive list of responsibilities and activities within the post but is intended to reflect the major elements envisaged. The duties may change in consultation with the post holder, in line with service needs.**