



GATEWAY SCHOOL  
— GREAT MISSENDEN —

**RECRUITMENT PACK**

**INDEPENDENT SCHOOL  
KITCHEN ASSISTANT**

# Welcome Message

At Gateway School we are committed to providing learning experiences that holistically prepare our children for their next schools and life beyond. We empower every pupil to excel in their educational journeys today, tomorrow and for the rest of their lives.

Our mission is to provide an engaging and inspiring learning environment that encourages children to be curious and ambitious, resulting in happy, confident and real-world ready learners. We hope for every child to be happy, successful and well-prepared for their ever-changing futures.

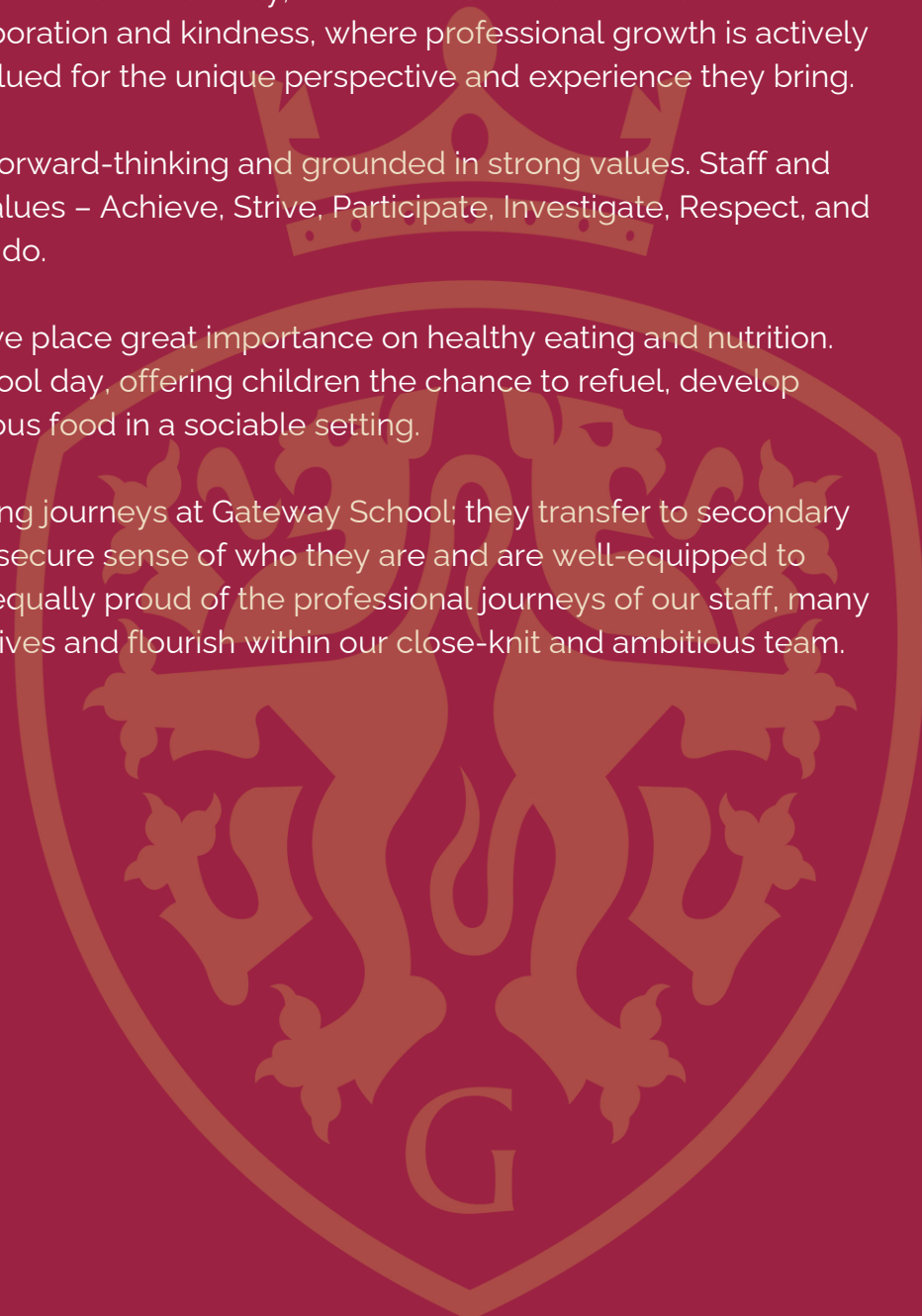
We believe in providing opportunities to develop character and promote curiosity, flexibility, collaboration, creativity and critical thinking within our curriculum. Throughout the school, our committed and highly-skilled staff encourage pupils to challenge themselves and build resilience whilst feeling safe, cared for and supported.

This commitment extends to our staff too. We know that children thrive when the adults around them are supported, trusted and empowered. At Gateway, our staff team is at the heart of our success. We work in a culture of collaboration and kindness, where professional growth is actively encouraged and where everyone is valued for the unique perspective and experience they bring.

Our school community is welcoming, forward-thinking and grounded in strong values. Staff and pupils alike take pride in our ASPIRE values – Achieve, Strive, Participate, Investigate, Respect, and Enjoy – which underpin everything we do.

As part of our whole-child approach, we place great importance on healthy eating and nutrition. Mealtimes are a valued part of the school day, offering children the chance to refuel, develop independence, and enjoy fresh, nutritious food in a sociable setting.

We are very proud of our pupils' learning journeys at Gateway School; they transfer to secondary school as confident individuals, with a secure sense of who they are and are well-equipped to take on their next challenges. We are equally proud of the professional journeys of our staff, many of whom take on new roles, lead initiatives and flourish within our close-knit and ambitious team.



# About Gateway School

Gateway School is a thriving, vibrant and nurturing independent day school for boys and girls aged 2 to 11, located in the heart of the Chiltern Hills in the village of Great Missenden, Buckinghamshire.

- Ages: 2–11
- Pupils on roll: Approx. 260
- Small class sizes ensuring every child is known and supported
- Broad and creative curriculum
- Specialist teaching
- ISI Rated: Excellent in all areas
- Part of the Bellevue Education Group – offering high-quality professional development, shared expertise, and a family of schools united by a shared commitment to excellence in education. – offering global collaboration and rich CPD opportunities





## The Role

- We are seeking to appoint a Kitchen Assistant who will need experience in the preparation and serving of food, plus related catering duties.
- All year round, 22.5 hours per week (10 days holiday can be flexibly taken during term time, agreed in advance, and at a time that suits both parties). Term time hours are 7.30am-2pm on Monday to Friday. There is flexibility around the timing of the hours outside of term time and can be discussed at interview.
- The Kitchen Assistant plays a key role in supporting the smooth running of the school's catering service. Working under the direction of the Chef Manager, the postholder assists with the preparation, cooking, and serving of meals, ensuring a friendly and efficient service for pupils and staff. The role also includes maintaining high standards of cleanliness and food hygiene, supporting events such as breakfast club and open mornings, and contributing to a positive, collaborative team environment.

# Key Responsibilities

## Kitchen and Catering Support

- To assist with food preparation and serving as required by the chef manager.
- To prepare the service area and other equipment in the kitchen and dining room for the efficient and effective service of the meals.
- Other duties included in the role but not limited to:
  - Preparing and baking puddings
  - Assisting with the daily breakfast club
  - Providing lunch for staff on Inset days
  - Providing tea and coffee for parents on open mornings
- To provide a welcoming and timely lunch service to all pupils and staff
- To prepare the dining area which may include moving and setting up furniture, setting up trolleys and the cleaning and dismantling of these as required.
- To ensure all goods/deliveries are received, stored and handled in line with regulations
- To ensure all work is carried out in a tidy, orderly manner and work areas left clean at the end of the day
- To ensure a high level of cleaning within the kitchen/serving in accordance with Health & Safety and Food Hygiene Regulation standards
- To undergo training either on site or externally, as and when required
- To undertake such other related duties/responsibilities as reasonably required by the chef manager to ensure the smooth operation of the kitchen.



## Communication & Collaboration

- Able to work flexibly and with initiative, both independently and as part of a team. Communicates effectively with colleagues to ensure a smooth, efficient, and friendly service.
- A certificate in Food Hygiene of Level 2 or above is desirable

## Qualifications & Skills

- A certificate in Food Hygiene of Level 2 or above is desirable





## WHY WORK AT GATEWAY SCHOOL?

- Competitive salary
- Supportive, professional and friendly team
- Small class sizes and excellent resourcing
- Strong focus on staff wellbeing and CPD
- Staff development and collaboration opportunities within the Bellevue Education network
- Set in a beautiful, historic village with excellent transport links to London
- Staff lunches, snacks and tea and coffee provided
- Competitive pension scheme
- 25 days holiday plus bank holidays
- PerkBox: Bellevue staff wellbeing advantage and discount benefits.
- Culture of trust, flexibility and empowerment – your voice and ideas matter here
- Opportunities to lead and innovate, with support for personal growth and leadership development
- A community that celebrates individuality, creativity and a shared passion for education

# APPLICATION AND NEXT STEPS

Please visit our website [www.gatewayschool-bucks.co.uk](http://www.gatewayschool-bucks.co.uk) for more information about the school. Interested candidates should submit a resume and cover letter outlining their qualifications and experience to: [recruitment@gatewaysch.co.uk](mailto:recruitment@gatewaysch.co.uk)

Closing date for applications: Application forms to be received by midday **Monday 10 November**  
Interviews will be held shortly after.

Suitable candidates may be interviewed before the closing date and Gateway School reserves the right to withdraw the position if an early appointment is made.





### **SAFEGUARDING STATEMENT**

Gateway School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to enhanced Disclosure and Barring Service (DBS) checks, reference checks and pre-employment safeguarding procedures.



# GATEWAY SCHOOL

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