

Catering Assistant – Fulfen Primary School

12.5 hours per week (Mon – Friday 11am to 1.30pm)

39 working weeks / 45.05 paid weeks per year

Grade 2:

Actual salary: £7,238 / year – 12 equal monthly payments

Start date – March 2026



Fulfen Primary School is a large, thriving Primary School, located in Burntwood. We are moving forward at a rapid pace due to a range of new initiatives and you will be joining a committed and friendly team.

The governors are seeking to appoint a friendly and hardworking Catering Assistant, 12.5 hours per week (2.5 hours per day) on a permanent basis. Term time contract (38 weeks + 1 week inset days).

The successful candidate will be able to work as part of a team and form positive relationships with adults and pupils. To work under the direction of the Chef and Assistant Catering Manager, to provide snack and meals for the children.

Main duties will include:

- Basic preparation of food and beverages
- Basic cooking under supervision
- Transporting and serving meals
- Setting up and clearing away service points and dining equipment and furniture
- Washing up
- Cleaning kitchen, scullery, dining area, access areas and furniture equipment
- Movement of dining furniture
- Other related duties as directed.

Fulfen Primary School is committed to Safeguarding and promoting the welfare of children and safer recruitment practice. DBS checks will be required from successful candidates and references will be sought prior to interview of all shortlisted candidates.

To apply for this role, please either:

- Call 01543 226070
- Call into school for an application form or
- email finance@fulfen.staffs.sch.uk for an application form