



Hallcroft Infant & Nursery School
Whitaker Close
Retford
Notts
DN22 7QH
Tel: 01777 702728
Head Teacher: Mrs J Cook
E-mail: office@hallcroft.notts.sch.uk
Website: www.hallcroft.notts.sch.uk

Catering Assistant/Lunchtime Server – required for September 2026

Grade 1 - £12.85 per hour

7 Hours 30 Minutes per week (Mon to Friday, 1 Hour 30 Minutes per day), term time only

Would you like to become a member of our friendly, supportive and caring team? This is an exciting opportunity to join our school with a committed team who work closely together to provide high quality teaching and learning as well as a caring and supportive ethos for all our children.

The Main Responsibilities are:

- Checking meals are correct from external provider and prepare dining area
- Ensure all required compliance of school meals are followed, including temperature, special diets/allergies and any other requirements
- To serve the school meals following portion size guidance/instructions from external provider
- To wash up after service and prepare for the collection of equipment
- To ensure that Health & Safety regulations are followed at all times

The work pattern for this role will at lunchtime for one hour 30 minutes per day, Monday-Friday (approximately 11.30am until 1pm), term time only.

As an effective and enthusiastic Catering Assistant/Lunchtime Server the successful applicant will have excellent interpersonal and communication skills, be able to form positive relationships with children and will enjoy the variety and challenges of a busy school environment. They will be able to work without direct supervision. Being confidential, punctual and reliable is essential to this role. A Certificate in Food Hygiene will be required (training can be provided).

We are committed to safeguarding our children and the successful applicant will be required to undertake a full enhanced DBS check and online safeguarding training.

Application forms and further information are available on the school website or by contacting the School Office Manager, Mrs J Gozney, on 01777 702728 or office@hallcroft.notts.sch.uk

Closing Date: Monday 13th July 2026 12pm.

Interview Date: Friday 17th July 2026.