

Kitchen Assistant

Candidate Information

Required from November 2026

The Granville is an IAPS
co-ed Pre-School for ages 3 - 4
and girls' Prep School for ages 4 - 11

The Granville School



Executive Summary

As part of our dedicated and enthusiastic team you will contribute to a safe and happy environment in which children age 3 - 11 can play and learn. You will be part of the team at our high-achieving, independent co-ed Pre-School for ages 3 - 4 and girls' Prep School for ages 4 - 11 in the heart of Sevenoaks.

The Granville combines future-ready, forward-looking educational excellence with affectionately held traditions and a bespoke approach to both the academic and personal experiences of its pupils.

We are seeking a flexible, dynamic and dedicated individual to join our kitchen team with the preparation, cooking and serving of our delicious meals and snacks.

This role would suit someone resourceful, approachable and energetic, with creativity and a genuine passion for catering.

Do you hold a Catering qualification (ideal but not essential)?

Do you want to be part of a team that helps our pupils become the best they can be?

Make a difference — join our team at The Granville School.

Closing Date: 9th November 2026

Interviews: 12th November 2026

The Bursar's Assistant would be delighted to speak with any candidate who would like to know more about the role. You can get in touch by calling the School on 01732 453039 or by email through bursarassistant@granvilleschool.org.

The Granville is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo child protection screening, including social media checks, if and only when shortlisted.

The Granville School

The School

Founded in 1945 by Ena Makin, The Granville School is a thriving, successful prep school with an enviable reputation for excellence.

The school is set in five acres of gardens and woodland and is centred around a large, attractive Victorian house. Over the past years, several new specialist buildings have been added so that it is now an impressive campus with exceptional, purpose-built facilities.

The school benefits from being close to a mainline station (30 minutes from London) and the busy market town of Sevenoaks. The Granville School is a non-selective, day preparatory school for girls aged 3 to 11 and boys aged 3 and 4. It is an educational trust administered by an extremely supportive Board of Governors.





Our Vision

Realising the full potential of every child by developing knowledge, confidence and self-reliance within a supportive and successful school community.

The Granville is an exceptional school which combines the very best of prep school tradition with a vibrant, forward-looking outlook where change is embraced and innovation celebrated. Pupils thrive on individual attention and achieve their best in a happy, secure and stimulating environment. Highly qualified, specialist teachers make learning exciting, develop enquiring minds and raise levels of expectation.

Every year, pupils participate in traditional Granville celebrations. These all help to reinforce both a strong family community and a warm, friendly atmosphere, which are highly valued by pupils, parents and staff. While the school is non-selective, it successfully nurtures the potential in every pupil and each year the girls achieve impressive results academically as well as in sport, music, drama and art.

Our record of leavers' destinations is outstanding with girls gaining scholarships every year to a wide range of excellent senior schools, (including Caterham, Kent College, St Paul's Girls School, Sevenoaks School, Walthamstow Hall, Woldingham and Wycombe Abbey) and places in the highly selective Kent grammar schools.

The Head is a member of the Independent Association of Prep Schools (IAPS) and the school is inspected by ISI. The most recent ISI inspection took place in 2022 and was compliant in every aspect. In the 2017 inspection the school was proud to be rated 'excellent' in all areas. The full inspection reports can be read on the school's website.

Looking to the future, the school aims to continue on its journey of excellence, constantly improving the standard of teaching and learning, helping pupils achieve their personal best and expanding our educational provision to ensure they are future-ready.

The Granville School

Testimonials

I love the school as much now as I did 20 years ago when my eldest daughter came here. They have such fond memories of being at The Granville.

Mrs V Wyatt, Teaching Assistant

The teachers cheer you on, saying 'You can do this!' It always makes me feel better.

Annabel, Year 3 Pupil

As the newest member of the admin team, I have found the staff very warm and friendly. Nothing is ever too much trouble and I feel I have adapted to school life very quickly due to this.

Mrs K Smith, Bursar's Assistant

I really enjoy being part of the Senior Leadership Team at The Granville. It is a supportive and creative group to be a part of. The girls we teach are charming: polite and courteous as well as inquisitive and confident.

Mrs V Duggan, Head of English

You should come to Granville because it's the best place!

Cara, Year 3 Pupil

The Granville School



Job Description: Kitchen Assistant

Main duties and responsibilities

Catering Responsibilities

- Prepare the dining area for service, which may include moving and/or setting up furniture and trolleys, cleaning putting away after service.
- Prepare the service area, hot cupboards and other equipment as requested.
- Assist in the preparation, cooking and serving of food and beverages as requested.
- Wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment.
- Operate catering equipment including commercial ovens, hobs, deep fryers, dishwashers and small electrical kitchen aids.
- Clean catering areas to regulated standards as directed.
- Undertake on and off the job training as required by school policies.
- Inform the Catering Manager of any defects in equipment or premises.

General responsibilities for all staff at The Granville

Pastoral care is a strong feature of Granville life, and all staff are expected to contribute to this area by creating a warm, caring environment in which children can grow socially, emotionally and mentally. Staff are required:

- To be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to the relevant person.
- To develop professional relationships.
- To undertake supervisory duties when required.
- To attend staff meetings and School INSET days.
- To avoid over familiarity with pupils.
- Undertake other duties from time to time as required by the Head Teacher such as attendance at Open Evenings, School Fete etc.

Note: This job description cannot be considered to be exhaustive and other duties not included above may arise from time to time. On the understanding that such duties are commensurate with the purpose of the job and have been identified by the post holder's line manager and advised to the post holder, then such additional duties shall form part of the requirements of the post.

The Granville School



Job Description: Kitchen Assistant

Person Specification

	Essential
Qualifications	• Schooling to secondary level
Experience	• Customer Care • Health and safety in the • workplace • Food preparation
Knowledge and Skills	• Good standard of personal hygiene • Ability to work under pressure and use own initiative • Ability to meet deadlines • Ability to work as part of a team • Good customer care skills • Wear uniform provided, ensuring it is clean and tidy and observing good hygiene standards at all times



Person Specification (cont.)

	Essential
Personal Qualities	• An ability to build good working relationships with both pupils and adults and work constructively as part of a team • Enjoy working with children • Patience and a sense of humour • Motivation to participate in ongoing training and self-directed CPD (Continuing Professional Development) programmes.

Additional Information

Salary and Start Date

Start date from 16th November 2026 or ASAP

Mon - Fri, 7.30am - 2.30pm

35 hours per week @ £13.09 per hour
£27,229.90 FTE based on full time for 52 weeks per year £18,144.54 pro-rata.

Term time only - 39.6 weeks per year (33 weeks term time + 1 week training + 5.6 weeks holiday)

The successful appointee will also be entitled to the following;

- Free school meals
- Membership of Healthcare Scheme
- Contributory Pension Scheme
- School Fees Staff Discount
- Free parking on site

This post offers a rare and exciting opportunity to join a school who are leaders in providing an independent pre-school education for girls and boys aged 3-4 and a prep education for girls aged 4-11 that is aspirational, future-facing, relevant and engenders success in all aspects of school life, while still upholding the best of prep school tradition.



Additional Information

Safeguarding and Child Protection

The successful candidate will be expected to commit to the following:

To promote and safeguard the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact. They will adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety of welfare of children in the school she/he must report any concerns to the schools' Designated Safeguarding Lead.

The successful candidate will be required to provide an enhanced DBS Disclosure.

In seeking references on short-listed candidates the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.





The Granville School

The Granville School
2 Bradbourne Park Road
Sevenoaks
TN13 3LJ

www.granvilleschool.org
01732 453039