



RICHMOND HOUSE SCHOOL



Candidate Information Pack

Kitchen Assistant



THE SCHOOL

The School

Richmond House School is a non-selective independent preparatory school and nursery for children aged 2-11 years, situated in North Leeds. Our high calibre staff deliver an outstanding education that realises the unique potential of each and every pupil, and create an environment where children are happy to learn. The school benefits from 10 acres of playing fields which incorporates sports facilities and a dedicated outdoor learning area.

Our latest ISI Inspection in February 2025 confirmed that all Independent School Standards were met, highlighting key strengths:

Pupils' wellbeing is prioritised, with PEAK values embedded in education.

The curriculum supports good progress from different starting points, with pupils gaining knowledge and skills across all subjects.

Pupils engage in a wide range of extracurricular activities.

Pupils develop confidence, respect for others, and a mature understanding of their responsibilities in a diverse community.

Academic excellence is a critically important factor in our ongoing success and contributes to our high pass rate at 11+ examinations, with many pupils gaining scholarships. Many secondary schools describe our pupils as well prepared, independent learners with outstanding communication skills. We are non-selective and currently have over 230 pupils on roll. The school has a wide catchment area and children travel from a 10-mile radius.



Mission and Values

Our Mission

To provide an outstanding education, that realises the unique potential of every pupil, whilst ensuring the very best pastoral care.

Our Values

Our values are the norms, behaviours and beliefs that guide pupils and staff at Richmond House. Our values are as follows:

Participation – Actively engage in all opportunities presented, explore new interests, and embrace challenges.

Enjoyment – Adopt a positive mindset, approach things with a smile on your face, and aim to bring out the best in others.

Achievement – Work towards being the best version of yourself, recognising and celebrating your accomplishments and those of others.

Kindness – Consider the feelings of others, be polite, respectful, and honest, and extend a hand to those in need.

Our values can be abbreviated to the acronym 'PEAK'.



PEAK

Participation | Enjoyment | Achievement | Kindness

Teaching and Learning

Staff are committed to giving each child the opportunity to develop into confident individuals, prepared for their future academic, social and emotional challenges when they leave us at the end of Year 6. We pride ourselves on realising the unique potential in every child and offer a challenging and varied curriculum. Alongside our Class Teachers, who deliver most of the National Curriculum subjects, we have several specialist teachers delivering Sport, Art, Design Technology, Drama, Music, Science, French, Spanish and Outdoor Learning.

The academic performance of each individual child is monitored on a regular basis and tracked through formative and summative assessments. We offer SENDCo support throughout school and our SENDCo works alongside classroom and subject specialists to deliver a joined up and personalised approach for each pupil that requires additional support.

We do not confine learning to the classroom and we incorporate many activities to complement our academic curriculum. Outdoor Learning forms a key part of our curriculum for all year groups, ensuring we make full use of our outside space and Yurt.



Pastoral, Wellbeing and Safeguarding

The pupil's wellbeing is central to everything we do at Richmond House. We believe that to be successful, we must be a happy school and we work closely with staff, parents and pupils to ensure the wellbeing and progress of all the children in our care. Central to this is our very own Wellbeing Star which plays a significant role in informing the planning of themed assemblies, PSHE lessons and whole school events.



Enrichment and Wraparound Care

We operate pre and after school care from 7.30am until 6.00pm daily, and additionally, have a school holiday club available to all our pupils. After school activities are extensive and include art, chess, climbing, fencing, musical theatre, netball, and rugby, to name but a few.

Trips and visitors also form an important part of school life and help to bring alive the curriculum.

The school has a strong sporting culture. Decorated triathletes, Alistair and Jonny Brownlee, are Richmond House alumni. Our extensive outdoor space facilitates a variety of sporting pursuits including cricket, cross country, football, hockey, lacrosse, netball, rounders, rugby and tennis. The opportunity for every child to participate from Nursery to Year 6, whatever their ability, is paramount, and the school operates an inclusive sports policy. Great emphasis is placed on involvement in activity and the encouragement of others. Our teams regularly compete against other schools in a wide variety of fixtures and tournaments with frequent success.



At Richmond House School we passionately believe that music is an intrinsic ingredient of a rounded education. Participating in singing, classroom collaborative activities, learning an instrument and being involved in Richmond House's eclectic array of musical extra-curricular activities, develops confidence, teamwork, communicative ability, and a life-long love of music. Our strong culture of music and drama creates opportunities for the whole school to come together to deliver outstanding performances. These performances include a Year 6 play, Harvest Festival, Christmas Concert, Spring Concert, nativities, and Prize Day performances.

Pupils are encouraged to learn an instrument, and over half of the children in the school have one to one music lessons, many of whom go on to join the school's Orchestra or Guitar Ensemble. Singing is also an important part of class music lessons throughout the school and many pupils are involved in one of our large Junior or Senior Choirs and our Jazz Choir. In the past our choirs have performed with the Yorkshire Philharmonic Choir.



THE ROLE

The Role

We are looking for a dedicated and reliable School Kitchen Assistant to join our wonderful team of staff in September 2025.

Richmond House School is proud to offer delicious, well-balanced lunches which pupils see as a favourite aspect of school life. Meals are freshly prepared daily in the school kitchen by our brilliant team. In addition to the main hot meal everyday, we specially cater for allergies and provide a vegetarian alternative every day, as well as a choice of pasta or jacket potato dishes, cold meats, salad bar, fruit and yoghurt.

Richmond House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Online searches will be undertaken for shortlisted candidates, and successful applicants are subject to an enhanced DBS check.

Duties and Responsibilities

The successful candidate will assist in the preparation of meals for pupils and staff, ensuring a clean and safe kitchen environment. This role is essential in supporting the daily operations of the school kitchen and contributing to the overall well-being of our students.

Hours of Work

25 Hours per week, Monday to Friday 9:00am – 2.00pm
Term time only (36 weeks)



Job Description

Specific responsibilities of the role include:

- Assist in the preparation and cooking of meals following the school's menu and dietary guidelines.
- Maintain cleanliness and organization of the kitchen, including washing dishes, utensils, and equipment.
- Follow all health and safety regulations to ensure a safe working environment.
- Assist with inventory management, including receiving and storing deliveries.
- Collaborate with other staff to ensure smooth and efficient kitchen and dining operations.
- Serve food to pupils and staff in a courteous and efficient manner.
- Help with the setup and cleanup of the dining area before and after meal times.
- Perform other duties as assigned by the Catering Manager.

The job description and allocation of particular responsibilities may be amended by agreement between the Catering Manager and the Kitchen Assistant from time to time.

Person Specification

- Previous experience in a kitchen or food service environment is preferred but not required.
- Basic knowledge of food preparation and kitchen safety practices.
- Ability to work well in a team and communicate effectively with colleagues and students.
- Strong organisational skills and attention to detail.
- A positive attitude and a willingness to learn.



Employment Benefits

The package will include:

- Competitive salary.
- Workplace pension.
- Competitive private health care scheme.
- Six weeks paid annual leave and enhanced school holidays.
- CPD opportunities including comprehensive online training packages.
- Salary sacrifice schemes for cycle to work.
- Lunches provided free of charge during term time.
- Free car parking.



Application Process

Please download an application form from our website:

www.rhschool.org/contact-us/vacancies

Return to:

enquiries@rhschool.org

Application deadline:

Friday 30th May 2025

All applicants should submit a fully completed application form which can be downloaded from www.rhschool.org/contact-us/vacancies/

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Richmond House School
170 Otley Road
Leeds
LS16 5LG

E: enquiries@rhschool.org

T: 0113 275 2670

W: www.rhschool.org