



Pound Hill Junior School

Position: Catering Assistant
Grade/Salary: West Sussex Grade 2 Point 3
(£2796.64 + Crawley Weighting allowance of £63.27)
Hours: 5 hours per week, Monday – Friday 12pm – 1pm
Contract Type: Term Time only

At Pound Hill Junior School, we have a hard-working, happy team who work together to provide all our pupils with the best education possible. We achieve this through excellent teaching and the help of Poppy the School Dog, extensive grounds, vegetable plots, gardening club, and freshly cooked school lunches.

We are looking for an individual to join our fantastic Catering Team from September 2026 to support the high quality of meals provided to our pupils and staff. The Catering Assistant will help with serving food to pupils, some basic preparation, setting up for lunch, and washing up/closing duties after lunch service.

We warmly encourage you to visit our school to meet the children and staff. Please telephone the school on 01293 447000 to arrange a mutually convenient appointment.

Pound Hill Junior School and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.

In compliance with Safer Recruitment guidelines, CVs cannot be accepted and you will need to complete an Application Form to be considered for this position.

To apply for the post, please complete the application form and send it to sbm@poundhilljunior.org.uk by 1st July 2026.

Interview date: TBC