



JOB PROFILE

FOOD PREPARATION AND NUTRITION TECHNICIAN

Luckley
HOUSE SCHOOL

WELCOME



Thank you for the interest you have shown in joining Luckley House School as Admissions Assistant.

Luckley House is a warm and welcoming boarding and day school. We are a community, small enough at 380 pupils for everyone to be seen, valued and counted but large enough to provide a wide variety of academic, sport and creative opportunities.

Our uniqueness lies in the combination of our size, Christian ethos and flexibility to meet the needs of individual pupils and their families. We provide a distinctly academic education that is tailored to the individual needs of each pupil. This is offered in the context of a broad curriculum which celebrates the arts and sports as much as academic achievement.

We are looking to recruit a suitably experienced Technician to work in our Food Preparation and Nutrition Department.

The ideal candidate will work as part of a team to provide technical and practical support to the department in order to ensure consistent excellence in the standards and achievement, teaching and learning, quality of provision and personal development of all pupils within the department.

As well as being organised and methodical in their approach, the successful candidate will be able to work without constant supervision and have relevant practical experience in catering as well as an awareness of food hygiene procedures. A background of working in schools would be an advantage.

I am delighted that you are considering applying for this role and hope that you feel inspired to submit an application.

I look forward to hearing from you.

Mrs Areti Bizior
Headmistress



ABOUT LUCKLEY HOUSE

Luckley House is a co-educational, independent day and boarding school for pupils aged from 11 to 18 years. Situated on the southern outskirts of Wokingham, Berkshire, Luckley House is set in 20 acres of landscaped lawns and majestic woodland. The School has a Christian ethos with a mission and values which flow from this.

The mission of the School is to provide an outstanding education for boys and girls characterised by academic excellence, a rich and diverse range of opportunities, aspiration and enthusiasm for life and generosity of spirit. The School has strong traditions in music, drama, art, debating, community outreach and sport, and there are many cocurricular activities open to pupils to help them develop their talents to reach the highest possible standards.

Luckley House was formed in 1959 through the merger of two girls' schools: Luckley School, founded in 1918 on the current site, and Oakfield House, established in the Lake District in 1895. The School adopted the name Luckley House School in 2013, and in 2015 began admitting boys for the first time. Over the past decade, student numbers have grown by over 75%, with boys now comprising half of the student body. Currently, the School is at its full capacity of 380 students and has been given for approval to expand to 420.

The School is committed to inclusivity, welcoming pupils from all faiths and backgrounds, which enriches the community and prepares students for the diversity of the modern world. Most students live within a 15-mile radius of the School, with many joining in Years 7, 9, and the Sixth Form from both independent and maintained schools. There are 40 boarding places available, with between 35 and 40 students boarding on weeknights, approximately half of whom are from abroad or are weekly boarders.

Luckley House offers a highly personalized academic experience, tailoring its education to the individual needs of each pupil.

The academic results at both GCSE and A Level consistently exceed national averages, and the majority of students secure places at their first-choice universities.



THE ROLE

JOB TITLE: Food Preparation and Nutrition Technician

JOB PURPOSE: To work as part of a team to provide technical and practical support to the Food Preparation and Nutrition Department in order to ensure consistent excellence in the standards and achievement, teaching and learning, quality of provision and personal development of all pupils within the department.

ACCOUNTABILITY: To the Head of Food Preparation and Nutrition

TO START: September 2025

TERMS: Part time, permanent.

HOURS: 18 hours per week
Term time only plus INSET days.

The hours are 09:00 - 13:30 four days per week. The exact days are still to be confirmed. There is some flexibility around finishing times.

SALARY: £9,094 per annum (£22,427 FTE)

CLOSING DATE: Monday 23 June 2025

(Early applications are advised as we reserve the right to interview and appoint before the closing date.)

MAIN RESPONSIBILITIES

1. Daily preparation of ingredients, equipment and teaching materials for lessons, including the enrichment programme. Ingredients will be provided as well as materials for lessons, including the stocking of storerooms with consumables.
2. General tidying and clearing away before and after all lessons. This includes keeping sinks, cookers and worktops clean.
3. Under the supervision of the teacher, sorting through food orders and purchasing ingredients for practical lessons when necessary.
4. Responsible for the laundry for the food preparation room.
5. Checking and routine maintenance of kitchen equipment and ensuring that equipment is cleaned and stored appropriately.
6. Ensuring the health and safety procedures are understood and followed.
7. Carry out administrative tasks – filing, photocopying, displays, ordering, preparation of exam papers.
8. Cleaning and general maintenance of storeroom, fridges and cookers.
9. Stock taking, checking for repairs and ordering replacement equipment. To be responsible for the annual inventory check



of the food preparation and nutrition department equipment.

10. Issue cover work for absent staff and assist cover staff with the theory or practical lesson. To help ensure the cover work is completed during the lesson.

11. Assist teachers and students during food preparation and nutrition lessons. Take charge of a group of students to carry out the practical lesson as directed by food preparation and nutrition staff.

12. Prepare display materials and equipment for open mornings and evenings and to clear away.



PERSON SPECIFICATION

ESSENTIAL DESIRABLE

BACKGROUND/EXPERIENCE		
Relevant practical experience in catering.	✓	
An awareness of food hygiene procedures.	✓	
Prior experience of working in schools.		✓
SKILLS		
Excellent communication skills in order to communicate effectively with staff and young people.	✓	
Excellent time management skills in order to meet deadlines.	✓	
Excellent organisational skills to ensure the kitchen is well-organised and to ensure the safe storage of ingredients, equipment etc.	✓	
PERSONAL QUALITIES/DISPOSITION		
The ability and willingness to support colleagues and work as part of a team.	✓	
A flexible approach to work to meet the changing demands of the role.	✓	
The ability to use own initiative in undertaking a task.	✓	
Calm under pressure.	✓	
Able to work with and motivate young people.	✓	
QUALIFICATIONS		
Relevant qualification in a Food related subject.		✓
Current food hygiene certificate/trained First Aider.		✓
OTHER		
A commitment to safeguarding and promoting the welfare of children and young people.	✓	
A strong commitment to the principles of equality, diversity, and inclusion.	✓	
Empathy with the Christian ethos of the School.	✓	

STAFF BENEFITS



PLACE OF WORK

Luckley House School,
Wokingham; a historic market
town with vibrant centre and
great transport links



GYM

Free use of the School gym.



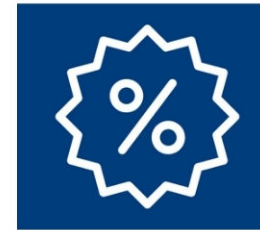
EMPLOYEE ASSISTANCE PROGRAMME

Confidential independent
support service for all staff.



PARKING

Free on-site parking.



FEE REMISSION

Fee concession of 25% for all
staff (pro rata if part time).



PENSION SCHEME

Contributory pension scheme
through APTIS with generous
employer's contribution



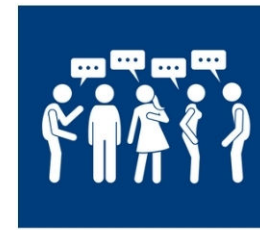
DEATH IN SERVICE

If an employee dies while in
service, a lump sum of four
times their salary is paid.



ELECTRIC CHARGING POINTS

These are located on-site in
designated parking bays.



STAFF SOCIALS

The School holds a Staff Social
at the end of each term and all
staff are invited to attend.



WELLBEING

The School holds an annual
well-being afternoon.



HEALTH CENTRE

All staff can access the Health
Centre for urgent medical
issues.



FLU VACCINE

All staff are entitled to one
free flu vaccine every year.



PROFESSIONAL DEVELOPMENT

The School has a dedicated
training budget for all staff.



HALF-TERM HERO

Staff can nominate a colleague
for a prize draw at the end of
each half-term



MEALS & SNACKS

Free lunches and
refreshments during term
time.



HOW TO APPLY

For further details please contact please contact HR on 0118 974 3207 or 0118 974 3223 or via email Recruitment@luckleyhouseschool.org

An application form is available on the School's website (www.luckleyhouseschool.org)

Closing date: Monday 23 June 2025

We reserve the right to interview and appoint before the closing date.



Luckley
HOUSE SCHOOL