



SUTTON VALENCE
SCHOOL

Candidate Information

Nursery Lunch Assistant

January 2026



Sutton Valence School



About The Nursery

Our rapidly expanding and outstanding Nursery is where many children begin their journey with Sutton Valence School. Our Nursery provides a happy, warm, stimulating and secure learning environment for our children. From the moment children come in the door, every child receives a warm individual welcome from our friendly team, which we believe creates an enthusiasm for learning and for each day ahead.

The Nursery operates with an ethos of learning through play which encourages children to combine both structured learning experiences and their natural inclination to play, explore and question, to develop into young boys and girls, ready for the challenges that growing up will bring.

Our staff aim to meet the individual needs of our children, giving them the social skills and confidence they need in these formative years and providing them with a sound platform for transition into school life, be that in Pre-Prep or elsewhere.

The Nursery operates all year round, with some children only attending during School term time. We offer both full-day and half-day sessions for children from two to four years of age. The Nursery does close briefly between Christmas and New Year to allow families to be together.

Topics and activities change according to the time of year, but a daily routine of learning from the Early Years framework consisting of seven areas of learning: Personal, Social and Emotional Development; Physical Development; Communication and Language; Literacy; Mathematics; Understanding the World; and Expressive Arts and Design.

We are lucky enough to have our very own Forest School on-site where children immerse themselves in our natural surroundings and exercise their imaginations. Our extensive gardens and grounds provide endless opportunities for activities outside in the fresh air and we have a variety of outdoor resources for the Nursery children to enjoy and choose, including sandpits, water-play equipment and a mud kitchen amongst many other spaces to explore.

Nursery Lunch Assistant Required

Are you passionate about food, friendly service, and working with young children? We're looking for a cheerful and reliable Nursery Lunchtime Assistant to join our vibrant Nursery team! The usual working hours will be 10am - 2pm with some flexibility required. The starting salary is circa £13,175 per annum.

In this hands-on role, you'll support the Nursery Manager and Chef/Supervisor in feeding snacks, lunches, and teas for our little learners.

You'll help set up the dining area, serve meals with care, and ensure all dietary needs are met with precision and kindness. After lunch, you'll assist with the cleaning and help settle children for their afternoon activities.

During School holidays when our main kitchen is closed, lunches prepared in advance by our catering team will need finishing off in the main kitchen prior to service. Full training and support will be provided by our Chef Supervisor.

This is a fantastic opportunity for someone who:

- Enjoys preparing tasty food and snacks;
- Takes pride in maintaining a clean, safe, and welcoming kitchen environment;
- Loves engaging with children in a nurturing and professional way;
- Can follow food safety and safeguarding procedures with confidence.

You'll be part of a supportive team, delivering a friendly, efficient, and hygienic service that makes mealtimes a highlight of the day. Full training provided, including Food Hygiene, Allergy Awareness, and First Aid.

Join us in creating a warm, healthy, and happy lunchtime experience for our Nursery children — especially during the School holidays!

Key Responsibilities

Kitchen and Lunchtime Support

To work with the team to deliver a flexible, high quality education and care to meet the needs of the children and their families.

- Prepare meals as directed by the Chef/Supervisor and/or Nursery Manager;
- Set up the dining room and/or Nursery kitchen servery for lunch service;
- Serve meals from the main servery or within the Nursery;

- Set out food for Nursery pupils and liaise with the Maintenance Team for delivery if needed;
- Ensure all dietary requirements and allergies are catered for accurately and vigilantly;
- Operate the kitchen dishwasher to clean utensils, plates, and serving equipment;
- Run oven cleaning cycles weekly;
- Dispose of kitchen waste responsibly, following recycling and segregation policies;
- Clean kitchen surfaces, serving areas, and dining tables after service;
- Place orders with the Procurement Kitchen (PK) as required;
- Liaise with the Chef/Supervisor regarding menus, supplies, and stock levels;
- Maintain food and fridge temperature records in line with food safety regulations;
- Support lunch service within the Nursery using the Nursery kitchen.

Nursery Support (as needed and feasible)

- Supervise children during lunch, promoting good manners and healthy eating;
- Assist children with self-service or feeding, in line with EYFS principles;
- Help settle children after lunch, preparing them for rest or afternoon activities;
- Support light cleaning and tidying of Nursery spaces post-lunch;
- Engage with children in a caring, professional, and supportive manner;
- Follow safeguarding and health & safety procedures at all times;
- Contribute to a calm, nurturing environment alongside the Nursery team.

General Details

- Complete mandatory training: Food Hygiene, Allergy Awareness, First Aid, etc.;
- Attend relevant training sessions and briefings;
- Comply with all school policies, including safeguarding and health & safety;
- Carry out any other reasonable duties requested by the Nursery Manager or Chef/Supervisor to support the Nursery's operation.

Application Process

To apply, complete the [application and monitoring form](#) and email it with a covering letter to hradmin@svs.org.uk or post it for the attention of the Assistant Bursar, Sutton Valence School, North Street, Sutton Valence, Kent ME17 3HL.

Candidates will only be considered, in the absence of good reason, if a fully completed application form has been submitted; CVs will not be accepted in substitution. Accompanying letters of application should state what particular skills and attributes you can bring to Sutton Valence School, brief details of how you fit the position, including specific details of skills, experience and achievements, and details of any interests and hobbies.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS), and a declaration of medical fitness. It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Child Protection policy may be found on the School's website, which all applicants are expected to read prior to interview.

Do not meet every single requirement? Studies have shown that women and people of colour are less likely to apply for jobs unless they meet every single qualification. At SVS we are dedicated to building a diverse and inclusive workplace, so if you're excited about this role but your past experience does not align perfectly with every qualification or experience in the information provided, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

Closing date for applications: Friday 14th November 2025

Further information about Sutton Valence School can be found on our [website](#).

Further details, including an electronic copy of the application form, can be found on the School [vacancies](#) page website.

Please note: we reserve the right to appoint prior to the closing date.

Sutton Valence School is an equal opportunities employer.



Benefits to Working at SVS

Community and Environment

We are very proud of the positive and supportive community we have and staff often comment on this being one of the best aspects of working at SVS. This, coupled with a beautiful physical environment both at School and in the immediate vicinity, make it a highly desirable place to work. Classrooms are well resourced. All teaching staff have their own devices, and our ICT facilities are regularly upgraded to support the latest teaching initiatives. Excellent discipline, support and pastoral systems help ensure successful teaching and learning.

Fee Remission

All staff with a contract for at least one full term and have children who attend Sutton Valence School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 50% for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis.

Staff Development

The School has a strong commitment to professional development with a substantial budget for whole School training and individual courses, support towards degrees, teaching qualifications and apprenticeships.

Staff Social Events

The School holds social events such as an end of year BBQ, staff drinks and canapes with the Headmaster at the start of the year, regular staff drinks and the Support Staff Christmas Lunch.

School Meals

Lunches during term time are provided at no cost by our excellent caterers. Complimentary tea, coffee and other refreshments are available throughout the day.

Benenden Healthcare Membership

All staff are welcome to join the [Benenden Healthcare Scheme](#). The cost of joining Benenden is currently £15.50 per month; the School pays up to 80% of contributions, based upon length of service. Further information is available from the Bursary.

Pension

Academic staff are offered membership to the TPS or to the [APTIS DC Scheme](#). The teacher's gross salary will be dependent on the pension scheme and contribution level chosen.

Support Staff are offered the opportunity to join a [defined contribution \(DC\) scheme TPT](#), and currently offer two levels of contribution. With Option One, the employee contributes 5% of their salary, and the School contributes 3%. With Option Two, the employee contributes 7% and the School contributes 14%.

Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardiovascular Suite, as well as a large sports hall available for a multitude of sports. The Prep School has both an outdoor swimming pool and play equipment available for staff to use.

Free Parking

Both School sites have free, ample parking available for staff. The Senior site has five EV charging points, and both sites have allocated accessible bays.

Electric Vehicle Scheme

All staff are offered the opportunity to purchase an Electric Vehicle (EV) as part of an HMRC approved Salary Sacrifice scheme; [Octopus Electric Vehicle](#). Basically, this is much like a cycle-to-work, but for electric vehicles. You give up some of your gross monthly pay for a new EV, and can save up to 40% on the monthly cost thanks to saving on National Insurance and Income Tax.

Press Reader

The School has a subscription to Press Reader which allows anyone on the SVS networks access to over 7,000 news publications from across the world in different languages.

Eye Tests

If you need to use a computer for a significant amount of time a day for your job, you may be eligible for a free eye test.



More about Sutton Valence School

Sutton Valence School consists of Sutton Valence Preparatory School and Sutton Valence School.

The Prep School currently has 250 pupils between the ages of 2 and 11. The School is a member of the Independent Association of Prep School (IAPS). Typically, there are two classes per year group from Reception onwards. The majority of pupils proceed to SVS or local grammar schools.

The Prep School provide opportunities for children to develop and flourish in each of the four areas that the Prep School holds dear: Academic, Enrichment, Community and Leadership, and Service. At the same time, the School is acutely aware that childhood is something to be treasured and children are encouraged to enjoy the many magic moments that are a part of daily life at SVPS.

The Senior School is an independent, HMC co-educational day and boarding school, and is located in the neighbouring village of Sutton Valence. The roll at the Senior School is currently 560 pupils between the ages of 11 and 18 of which 90 are boarders. Class sizes are small and the overall pupil-staff ratio of 9:1 enables Senior School pupils to benefit from the close guidance and individual attention of teachers. The academic staff are all highly qualified subject specialists. Contained within the 100-acre site there are excellent games pitches, a superb all-weather playing surface and a sports centre that contains a state of the art fitness suite. The School has a fine musical tradition and a flourishing drama department.

Individuality, confidence without arrogance and the strength of character to meet the complexities of modern living with equanimity are the hallmarks of a Sutton Valence pupil.

Much factual information about the School can be gleaned from its literature and [website](#), from directories and league tables, but none of these quite conveys the sense of purpose, optimism and inclusion, which exists among the staff and pupils. There is no substitute for a visit!





SUTTON VALENCE SCHOOL
SINCE 1576

Preparatory School

Chart Road

Chart Sutton

Maidstone

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www.svs.org.uk

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Sutton Valence School is a member of The United Westminster and Grey Coat Foundation.

Registered Charity No 1181012.