



ROLE SPECIFICATION EARLY YEARS ASSISTANT

Context - our school

Morrison's Academy is a friendly, family-oriented independent day school in the heart of Perthshire. Generations of Morrisonians have benefited from the School's rich blend of academic, artistic and sporting experiences, going on to make their mark on the world as Olympic athletes, ground-breaking scientists, award-winning actors, adventurers, politicians and professionals. Our long tradition of academic success in boys and girls from 2 to 18 continues today with a contemporary Scottish curriculum and a programme of independent, child-centred learning that builds emotional intelligence, creativity and life skills, and encourages every child to strive for the highest.



Our school roll of approximately 530 young people and 120 staff are all active members of the surrounding communities, and we all know and support one another, working together as a team to put pupils and parents first. We embody this culture in everything we do, delivering excellence in teaching and nurturing the individual to encourage every child to flourish.



Context - our families and team

Our young people are a delight and the staff and governors are helpful and supportive. Crieff is a vibrant community in a beautiful part of the country, at the gateway to the Highlands and in easy reach of the central belt. The Morrison's Academy family is friendly and progressive; we have high expectations of one another and the confidence to encourage innovation.

We are committed to the career-long professional learning of all our staff. Our programme of Performance Reviews and generous CPD budget promotes continuous improvement within and beyond the classroom, with plenty of scope for colleagues to pursue interests and specialisms.



Context - our campus

The School's main campus is located in the centre of Crieff and comprises a mixture of historic (our magnificent original buildings dating from 1860) and modern buildings. Our cutting-edge Nursery, recently renovated library, upgraded science labs and new on-site café set the standard for excellence. We also have an off-site outdoor sports campus with all-weather pitch allowing for year-round matches and training. Morrison's Academy is committed to ongoing development and modernisation.



EARLY YEARS ASSISTANT

Role

The candidate will support the safe and efficient operation of the nursery kitchen, ensuring that lunch and snack times run smoothly. The role is responsible for maintaining high standards of cleanliness, hygiene, and food safety, supporting the preparation and service of meals, and ensuring compliance with all relevant food handling, health and safety, and hygiene regulations.

Qualifications

Essential

- Good understanding of hygiene and cleanliness standards.
- Awareness of food safety and safe food handling practices.
- Ability to work efficiently in a busy environment.
- Reliable, organised, and able to follow procedures accurately.
- Good communication skills and ability to work as part of a team.
- Commitment to safeguarding and promoting the welfare of children

Desirable

- Food Hygiene Certificate (Level 2 or equivalent).
- Previous experience working in a kitchen, nursery, school, or catering environment.
- Knowledge of allergen awareness and food safety regulations.

Reports To

Head of Nursery

Hours of Work

Hours will be worked flexibly between 11.30 and 14.00 Monday to Friday



Salary Scale

This will be dependent on experience.

Key Responsibilities

Food Service Support

- Assist with the preparation, set-up, and serving of meals, snacks, and drinks to children as directed. Prepare and organise dining areas, ensuring tables, equipment, and serving items are clean and ready for use.
- Support the clearing away of meal and snack areas promptly and hygienically.
- Assist in maintaining appropriate food temperatures and safe food handling practices during service.

Cleaning and Hygiene

- Clean and sanitise kitchen equipment, work surfaces, utensils, crockery, and food preparation areas.
- Operate dishwashing equipment safely and efficiently.
- Ensure all kitchen and dining areas are kept clean, tidy, and free from hazards.
- Follow daily, weekly, and deep-clean schedules and maintain accurate cleaning records where required.
- Manage waste disposal and recycling in line with nursery procedures.

Food Safety and Compliance

- Follow all food hygiene standards, including HACCP procedures and nursery food safety policies.
- Ensure safe storage, handling, and disposal of food items.
- Maintain excellent personal hygiene and wear appropriate protective clothing.
- Report any concerns relating to food safety, equipment faults, or hygiene issues immediately.
- Support compliance with environmental health requirements and any internal audits or inspections.

Health and Safety

- Follow health and safety procedures at all times, including safe manual handling and the use of cleaning products.
- Ensure kitchen equipment is used correctly and safely.
- Help maintain a safe environment for children, staff, and visitors.

Comply with individual responsibilities imposed by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations (1999) and to cooperate with Management to promote a positive attitude towards health and safety at work, taking all reasonable practical steps to prevent personal injury or injury to others.

This role specification is intended to convey a broad outline of the position and responsibilities of the Early Years Assistant. It is not definitive and will be mutually reviewed from time to time as part of the process of personal review and development.