

Job Description



Job Title: Sessional Centre Assistant	Service Area: CYPS	
Directorate: Children's	Post Number: 10028941	Evaluation Number: 7778
Grade: GLPC Scale: 1	Date last updated: 22 February 2026	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

- This position includes catering and domestic duties
- To work within guidelines regarding health, safety and hygiene legislation with the aim of achieving high standards of customer care and good quality

Job Summary

The post holder reports to the Business Manager

1. The post holder does not have line management responsibility
2. The post holder does not have budget responsibility
3. The post holder will be required to work some weekends to meet service requirements
4. The post holder will be required to wear a uniform

Domestic Duties:

- To undertake the following duties with minimal supervision, demonstrating a thorough knowledge of the work areas and a degree of independence of action and initiative.
- To undertake cleaning duties of the following areas:
 - Bedrooms
 - Corridors
 - Toilets and Shower Rooms
 - Dining Room
 - Lounge
 - Cloakroom
 - Offices, staff room and classroom
 - Laundry
- To use a range of cleaning equipment

Catering Duties

- To prepare meals for visiting children and staff
- To liaise with the Head Cook on the menu
- Ensure Health & Safety procedures are followed
- To undergo food hygiene and allergen awareness training
- To monitor food stock and liaise with senior staff to ensure there is sufficient food for the menu
- **To maintain confidentiality at all times with regards to all aspects within the Centre.**
- **Any other duties designated by the Business Manager/Head Cook, within the grading of the post and the competence of the post holder**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Personal Specification



Job Title: Sessional Centre Assistant	Service Area: CYPS	
Directorate: Children's	Post Number: 10028941	Directorate: Children's
Grade: GLPC Scale 1c	Date last updated: February 2026	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA- Essential	METHOD OF ASSESSMENT
KNOWLEDGE: A clear understanding of health and safety A demonstrable understanding of cleaning products	Application Form/Interview/Test Application Form/Interview/Test
EDUCATION/QUALIFICATIONS COSHH – desirable but not essential as training will be provided Allergen Awareness – desirable but not essential as training will be provided	Application and Interview Application and Interview Application and Interview

Food Safety – desirable but not essential as training will be provided	
SKILLS AND ABILITIES: Ability to work alone and in a team Ability to manage time effectively EXPERIENCE: Experience is desired but not essential	Application and Interview Application and interview Application and Interview
PERSONAL STYLE AND BEHAVIOUR: You take pride in your work You are punctual, reliable and trustworthy	Application Form/Interview/Test Application Form/Interview/Test
OTHER SPECIAL REQUIREMENTS: This position requires occasional evenings and weekends to maintain service delivery This post is subject to an enhanced DBS check This post is exempt from The Rehabilitation of Offenders Act (1974)	Application Form/Interview Satisfactory clearance at conditional offer stage Application Form