



Catering Assistant Information Pack

September 2026

Welcome!

Thank you for your interest in our vacancy. Priestlands is an Academy in the New Forest with 1250 students and 165 staff.

Our kitchen team cater for the majority of our students providing them with food options at breakfast, breaks and after school. This post is likely to suit a range of candidates; whether you are looking to supplement your income with a second job, needing to work around the school runs, or seeking experience in a school working environment in order to progress in the future, we would love to hear from you. Full training will be provided, so finding the correct person is our priority.

The essential qualities required are an individual who is a strong team player, enjoys a good rapport with students, and has the ability and desire to learn new tasks and become part of the existing team. The role is fast-paced, and does require some lifting, so candidates will need to be physically able to fulfil this requirement. Please read the detailed job description on the next page for a range of duties included within the role.

The successful candidate will benefit from the perks of working within a school, including over 13 weeks off per year and no evening or weekend shifts. The school offers a free and confidential Employee Assistance programme, offering advice on a range of areas including well-being, housing and financial matters. In addition, there is a generous employer contribution into the pension scheme and you will also receive a hot meal on duty each day and free on-site car parking.

The post is for a total of 20 hours per week, 10.40am-3.00pm Monday to Friday which includes a 20 minute unpaid break, during term time as well as two additional days for cleaning in the summer holidays. The actual salary will be £11,110 pa on Grade A (equivalent to £24,291 pa full-time) – pay award pending. The salary is paid in equal instalments over 12 months. The post is for 38.4 working weeks per year, but you will be paid for 44 weeks of the year to include holiday pay. This means that you are not entitled to take time off during your 38.4 working weeks.

Priestlands School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and you will be required to declare whether you have any criminal convictions. Priestlands School is an equal opportunities employer and welcomes applications from all sections of the community.

References will be taken up prior to interview and you will be required to provide appropriate evidence of identity and qualifications to support other pre-employment checks which will be undertaken on the successful candidate for this role, including:

- A confidential health declaration
- An online search of your name in line with government guidance on Keeping Children Safe in Education
- A DBS application
- Your right to work in the UK.

You will find an application form on our website at: <https://www.priestlands.hants.sch.uk/about-us/vacancies>

To apply, please complete the application form and return it to us by the date published on our website. You may drop it in, post it or send it via email to HR@priestlands.hants.sch.uk.

Please do not submit a CV as it will not be accepted. Interviews will be held shortly afterwards. If you have any further queries, please do not hesitate to contact us. We look forward to receiving your application.

Job Description

Purpose

- As directed by line manager, to help prepare, cook, serve and pack food and drink as appropriate and deliver / serve to customers at the correct time. In addition, to carry out cleaning duties as required.

List of Principal Duties

- **Food preparation and cooking of meals:** Help prepare, as directed by the line manager, the required number of food products, following specified menu/special dietary requirements.
- **Serving/customer liaison:** Under supervision and direction serve food and drink where appropriate, speedily, courteously and following specified portion control guidelines and special dietary requirements. Positively encourage children to try a variety of food.
- **Kitchen cleaning rota and general washing up:** Carrying out wash up of all eating utensils and equipment, sterilising where required, following set guidelines, or use dishwasher where appropriate. Completing cleaning duties, following daily and weekly rotas, to ensure health and safety and hygiene standards are maintained.
- **Stock control/receipt of deliveries:** Assist when required with deliveries as instructed, ensuring correct stock rotation and quality control guidelines. Receive deliveries, when directed by line manager, carrying out quantity, temperature and quality checks.
- **Corporate and statutory initiatives – equalities / health and safety / e-government/ sustainability:** Ensure adherence to health and safety, food safety and hygiene procedures.
- Ensuring confidentiality of dealings in school (e.g. ensure child behaviour is not discussed outside of the school).
- Participate in training and continuing professional development.
- Attend relevant school meetings as required.

Working Conditions

- Frequent bending and lifting
- Washing up. Industrial height low sinks, slip hazards.
- Exposure to noise levels during cooking/service (e.g. Mechanical extraction).
- Exposure to heat through ovens/deep fat fryers/hot cupboards.
- Exposure to chemicals with irritant classification.
- Exposure to food products which may be irritants (tomatoes, potatoes, onions, garlic, fruits, lettuce)
- Use of knives
- Work can be at a fast pace
- Temperature variants – kitchens can be hot in summer and cold in winter

This job description sets out the main duties and responsibility of the post and each individual task may not be identified. The post holder will be expected to undertake other such duties as required.

Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications and Training	A good standard of general education.	Education to GCSE level, including English and Maths at Grade C or above.
Experience	<p>Some knowledge of working within a catering environment.</p> <p>Basic knowledge of food hygiene.</p>	<p>Experience of working in a relevant catering environment.</p> <p>Food hygiene certificate of training.</p>
Qualities, skills, knowledge and abilities.	<p>Good communication and interpersonal skills.</p> <p>Able to follow instructions.</p> <p>Meticulous about cleanliness and hygiene.</p> <p>Reliable and punctual.</p> <p>Hard working, thorough and adaptable.</p> <p>Able to form good working relationships with a range of colleagues.</p> <p>Able to work as part of a team, with a willingness to learn; a 'can do' approach.</p> <p>Flexible; able to adapt quickly and effectively to changing circumstances or situations.</p> <p>Physically able to lift service and kitchen equipment.</p> <p>Able to work calmly and with patience.</p> <p>Enjoy a good rapport with young people.</p> <p>Firm, sensitive and effective approach towards student discipline.</p>	Basic knife skills.
References	Supportive.	