



Applicant Pack

**CATERING ASSISTANT
SEPTEMBER 2026**





Dear Candidate

Thank you for your interest in the position of Catering Assistant at our school.

The Trafalgar School at Downton is a friendly, rural secondary school, set in the historic village of Downton on the edge of the New Forest. As well as working for the community at Trafalgar, many of our staff choose to live within the surrounding towns and villages, as part of the community they serve.

Our school ethos is built firmly on our values and vision for young people, which you can find out more about in the enclosed recruitment information. Empowering young people to be the source of their own success, is our commitment in enabling our students towards a life fulfilled.

We are fortunate to have an outstanding staff team and we are now seeking a Catering Assistant to enhance our catering team. The team consists of 5 members plus a Manager.

The one thing that all schools with great food have in common is the culture and ethos created by the leadership in the school. School food makes such a difference to our students; we care that food is both appetising and nutritious. The restaurant is welcoming where students can eat with their friends. The aim is to get children interested in food, how it is grown and how to cook.

I hope you gain a sense of our ethos and values from the information contained in this Recruitment Pack. Further information about our school can be found on our website or our Facebook feed.

To apply for this position, please apply through My New Term. There is a link on the recruitment page of our school website. Should you require a paper application form, please email hr@trafalgar.wilts.sch.uk Your supporting statement should explain your reasons for applying for this position, your relevant qualifications and experience to date and what you can bring to the role of Catering Assistant.

The closing date for this position is 9am Tuesday 24th August. Interviews will be w/c 31th August with a start date as early as possible in September.

I very much look forward to receiving your application.

Jy Taylor
Headteacher



Our Purpose

OUR VISION FOR YOUNG PEOPLE

By the time they leave our school our young people will be able to communicate effectively.

They will be able to solve mathematical and scientific problems.

They will be able to express themselves creatively and imaginatively.

They will have a strong sense of self, a sense of others and a sense of place.

They will make informed choices that effect positively on their own wellbeing.

They will ask questions, be reflective and adaptive; capable of thinking and acting for themselves and ready to join forces with others to achieve a goal.

They will be positive in their mind-set and willing to face up to a challenge.

Our young people will understand what is right and what is wrong, and stand up for equality and human rights.

They will appreciate other cultures and traditions.

Our young people will be thoughtful, caring and active citizens making a difference to their community and to society.



TOWARDS A LIFE FULFILLED

Empowering young people to be the source of their own success



Our Values



Our values define us and underpin our ambition of a life fulfilled through empowerment.

These values apply to our staff, as well as to our student community, so we seek a colleague who is:

RESPECTFUL

We treat people, including ourselves and our environment, with respect. We show consideration of other people's feelings and wishes

COMPASSIONATE

We understand how other people feel and we support each other. We recognise when someone is struggling and we help them

ASPIRATIONAL

We have strong desire to achieve greatness in everything we do. We are ambitious

DETERMINED

We are focused to achieve, even when a task is difficult. We remain committed to our end goal until we complete it

INCLUSIVE

We treat everyone fairly and equally and we understand that difference is something which makes society better

INTEGRITY

We always do the right thing, even if no-one is watching; has integrity

TOWARDS A LIFE FULFILLED

T30 Strategic Aims and Objectives



At The Trafalgar School at Downton, every student belongs, every voice matters, and every future is bright. Through inspiring teaching, a rich curriculum, and a compassionate community, we nurture confident learners, empower great people, and shape a safe, aspirational future for all.

Our school is on an exciting journey, energised by continuous improvement. This is shaped by the MLP Pathways to Excellence framework and tangible in the five strands of our T30 Strategy which sets out our vision for The Trafalgar School in 2030.

Our purpose is to empower students to be the source of their own success. To achieve this, we have set out five areas of priority:

Great community

At The Trafalgar School, every voice matters and every person belongs. Rooted in respect and compassion, we are a joyful, united community where students and staff flourish, lead, and make a lasting difference in the world around them

Great Experiences

Through inspiring learning, rich opportunities, and a curriculum that broadens horizons, The Trafalgar School empowers every student to discover passions, build confidence, and shape their own future with purpose.

Great Outcomes

We believe in every learner. Through aspiration, care, and determination, Trafalgar students achieve exceptional outcomes—ready to thrive in whatever path they choose, with resilience and a love of learning for life.

Great People

Trafalgar is a place where people grow. We invest in our staff, value every role, and build a culture of trust, collaboration, and lifelong learning—because great people make great schools.

Great Future

We safeguard dreams by building strong foundations. At The Trafalgar School, we plan boldly, act wisely, and embrace innovation—so every child's future is safe, bright and full of possibility.

Terms of position

Position: Permanent

Pay Scale: MLP Grade B point 2.5 Actual Salary: £11,146 (FTE: £24,604)

pay award pending

Hours: 20 hours per week

Working pattern: 10.30am - 2.30pm Monday - Friday

Working weeks: 38 weeks per year (term time only)

Paid weeks: 43.70 weeks per year

Benefits

Working at MLP, staff have access to a number of benefits:

- Pension schemes (Local Government Pension Scheme)
- Eligibility to The Blue Light Card scheme
- Eligibility to Discounts for Teachers scheme
- Discounted gym membership
- Employee assistance phone line (support with health, financial and legal issues)



Recruitment Equity



Safer Recruitment

The Trafalgar School is committed to the safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All applicants will be subject to a full Enhanced Disclosure and Barring Service check (DBS) before any appointment is confirmed.

Diversity

The Trafalgar School is committed to eliminating discrimination and encouraging diversity. Our aim is that our workforce will be truly representative of society and each employee feels respected. To that end, we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds.

Online Checks

Online searches of information that is publicly available online will be carried out for all candidates.

Disclosure

All employees are required to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974. Non-disclosure may lead to termination of employment. However, disclosure of a criminal record will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the requirements of the Person Specification (evidenced in the Application Pack) will be taken forward from application.

Interview

Those shortlisted will be invited to attend an interview process which may include (post dependant), lesson observations, tasks or role specific activities; further shortlisting may take place after lesson observations for teachers prior to moving forward to formal interview with the Headteacher. During interview, applicants will be asked to address any discrepancies, anomalies or gaps in the application form.

References

References from current employers will be taken for shortlisted candidates, and where necessary, employers may be contacted to gather further information.

Probation

All staff will be subject to a probation period of four months which may, in certain circumstances, be extended to six months. The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the Academy with the opportunity to monitor and review the performance of new staff and in terms of their commitment to safeguarding and relationships.