



FARNBOROUGH HILL
WHOLEHEARTEDLY

From the Bursar
Mr Crispin Ingham

CATERING ASSISTANT / KITCHEN PORTER JOB DESCRIPTION

Background to the School

Farnborough Hill is an independent Catholic day school and a member of the Girls' Schools Association, Independent Schools' Association and CISC. It welcomes pupils and staff of all faiths and no faith, provided they are in sympathy with the ethos of the School.

Located on the Hampshire/Surrey border, the School has excellent transport links, both by train and road being about a 10 minutes' walk from Farnborough Main station.

Farnborough Hill is committed to the education of the whole person. The School places great emphasis on the all-round personal growth of its pupils. It aims for academic excellence as well as ensuring that pupils play a full part in school life and have the opportunities to develop their co-curricular interests.

The School offers Academic, Art, Drama, Music and Sports Scholarships at 11+ as well as means-tested bursaries for families in need of financial assistance. Sixth Form Scholarships are awarded on the basis of open examination, as well as for excellence in Creative Arts, Music, Performing Arts and Sport.

In 2025 our A level pupils once again achieved impressive results with an excellent 50% of all grades at A*/A and 76% A*-B. Our GCSE results were also excellent with 48% of grades awarded at 9-7.

The School's aim is to engage wholeheartedly in all activities, challenges and opportunities. This is achieved through our pastoral care and encouragement of each individual. This is a strength of Farnborough Hill and we see it as an essential part of our caring, Christian ethos. Parents greatly appreciate this and see it as an important ingredient when choosing to send their daughters here.

The School is housed in the historic home of the ex-Empress Eugenie of France, to which much purpose-built school accommodation, such as the sports hall, swimming pool, Art and Design Technology Centre, modern laboratories, theatre, a music suite and hockey all-weather pitch have been added, with an inspiring new Sixth Form Centre which opened in September 2022. These facilities sit within approximately 65 acres of parkland making it a tranquil and inspiring place to work, alongside a forward-looking and ambitious Senior Leadership Team and governing body.



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The post of Catering Assistant/Kitchen Porter

Farnborough Hill is looking to recruit a Catering Assistant/Kitchen Porter to join our in-house dedicated and professional Catering Team.

The successful candidate will have experience of working as a Catering Assistant and Kitchen Porter, assisting in basic food preparation supporting the Head Chef and team. Having basic knowledge of catering in a fast-paced environment will be advantageous but not essential. You will be required to assist preparing the deli bar before moving into your primary role as the Kitchen Porter.

This is a person who takes pride in their work. Previous catering experience is required, preferable in a school but not essential, with a good understanding of relevant Health and Safety, Food Hygiene and Allergy awareness.

This is a **term time only role** (34 weeks of the year only) with no regular weekend working. The hours are 40 hours per week, **Monday to Friday 06.30 am to 2.30 pm**, including a 30-minute break.

These are the core hours, however, given the nature of a School there may be times when additional hours are available. Compensating time off or additional pay will be provided; as appropriate.

We offer a competitive salary, as detailed below, contributory pension scheme, Death in Service cover, on-site parking, free lunch, uniform, and a remission of fees for a daughter attending the school.

Job Title:	Catering Assistant/Kitchen Porter
Reporting to:	Catering Manager and Head Chef
Direct Reports:	None
Job Basis:	Permanent, term-time only including INSET days
Hours:	40 hours per week, Monday to Friday 6.30 am to 2.30 pm including a 30-minute break. These are the core hours, however, given the nature of the role you will be expected to work such hours as necessary to meet the needs of the role. Compensating time off or additional pay will be provided; as appropriate
Salary:	£19,340.64 (£12.21 per hour)
Leave:	Statutory holiday to be taken in the school holidays
Other:	<ul style="list-style-type: none">• Training provided as required with an ongoing commitment to professional development• Corporate work wear and PPE provided• Pension Scheme: Auto-enrolment into the school's defined contribution pension scheme• 'Death in Service' – four times salary paid to next of kin as a lump sum• On-site parking• Remission of fees for a daughter attending the school, in line with the current policy, subject to the usual standards and procedures for admission
Date Issued:	March 2026



JOB SPECIFICATION:

Be responsible for the efficient discharge of duties in an efficient, positive, professional, and friendly manner. Ensure that the school's lunchtime service is delivered safely, efficiently, and effectively to a high standard and provide an excellent service to pupils, parents, staff, and other stakeholders.

To be in sympathy with and supportive of the Christian ethos of the school as set out in our Mission Statement. To be committed to the safeguarding and promotion of the welfare of children and young people.

Responsibilities:

- Will be required to wash all equipment, both kitchen and service items and assist with daily cleaning of the kitchen.
- Prepare food for the deli bar during the first two hours of your duties.
- Be aware of the UK allergy requirements and understand what allergens are contained in the daily menu.
- Participate in the care and the cleaning of the kitchen areas and equipment as required.
- Participate in the completion of cleaning schedules.
- Assist with the maintenance of quality standards within the catering department.
- Ensure compliance with all Food Safety legislation relating to the catering industry and with all Health and Safety legislation including allergen, COSHH and risk assessments.
- Report any faults with equipment and appliances to the Catering Manager.
- Other duties as required from time-to-time supporting other staff, as defined by the Catering Manager, Facilities Manager or Bursar.

This description is not exhaustive but provided as a general guide to the regular duties to be performed. You may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the character of the duties or the level of the responsibility entailed.

General:

This job description is correct as of the 2 March 2026. It may vary in consultation with the postholder to reflect the developments to the job.

PERSON SPECIFICATION

- High standards of personal hygiene
- Efficient, motivated, energetic, physically fit, and able to work under their own initiative
- A positive and cheerful can-do attitude with the desire to fully integrate, with the team and wider school
- Able to communicate well with colleagues and staff
- Punctual, dependable, and able to manage time effectively to prioritise and complete tasks to a high level
- Skilled to be able to work both alone and within a team to achieve specified standards

The following is essential:

- Enhanced DBS Clearance prior to start of appointment
- Previous experience of working as a Catering Assistant and Kitchen Porter



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The following is highly desirable:

- Recent experience working in an environment that involves young people
- Basic knowledge of catering in a fast-paced environment
- Level 2 Food Safety
- Level 2 Health & Safety
- Food Allergy & Intolerance training

All staff are expected to be in sympathy with and supportive of the ethos of the School as set out in our Mission Statement. They are expected to be committed to the safeguarding and promotion of the welfare of children and young people.

For further details of the school, please visit our website: www.farnborough-hill.org

All applicants will be subject to Enhanced DBS clearance. More information and an application form can be found on the School's website: www.farnborough-hill.org. Enquiries and completed application forms should be sent for the attention of Rachel Barraud, Facilities Manager, on facilitiesmanager@farnborough-hill.org

Please apply as soon as possible as applications will be considered upon receipt; we reserve the right to interview/appoint before the closing date.

Closing Date: Noon Friday 20 March 2026. However, if interested in applying for the role please submit your application as early as possible as it will be considered upon receipt

Interviews: Interviews will take place on a rolling basis and may take place prior to the closing date

Start Date: ASAP

Farnborough Hill is committed to the safeguarding of children and young people and the relevant DBS Code of Practice checks will apply.