



from the Bursar
Mr Crispin Ingham

LUNCHTIME ASSISTANT JOB DESCRIPTION

Background to the School

Farnborough Hill is an independent Catholic day school and a member of the Girls' Schools Association and Independent Schools' Association. It welcomes pupils and staff of all faiths and no faith, provided they are in sympathy with the ethos of the School. About one quarter of the 503 pupils are Catholics. A similar proportion of the staff are Catholic.

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 full 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 many 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 students once again achieved impressive results with an amazing 50% 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.

Farnborough Hill, Farnborough, Hampshire, GU14 8AT
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"EDUCATING THE WHOLE PERSON"
since 1889

The post of Lunchtime Assistant

Farnborough Hill is looking to recruit a Lunchtime Assistant to work within our dedicated and professional Housekeeping Team.

The successful candidate will have the ability to use their own initiative, demonstrate common sense and be reliable and enthusiastic. This is a person who takes pride in their work.

The School has in-house Housekeeping and Catering Teams.

This is a **term time only role** (34 weeks of the year only). The hours are 10 hours per week, Monday to Friday 1.00 to 3.00 pm.

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, along with generous holidays, Death in Service cover, contributory pension scheme, remission of fees for a daughter attending the school, in line with the current policy, subject to the usual standards and procedures for admission, and on-site parking.

Job Title:	Lunchtime Assistant
Reporting to:	Head of Housekeeping
Direct Reports:	None
Hours:	A term time only (TTO) role working 34 weeks of the year. 10 hours per week, Monday to Friday 1.00 to 3.00 pm 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
Salary:	£4,835.16 TTO
Other:	<ul style="list-style-type: none"> • Corporate work wear and PPE provided • Pension Scheme: Option to enrol 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:	January 2026

JOB SPECIFICATION:

Ensure that the School's lunchtime service is delivered safely, efficiently, and effectively to a high standard. To 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:

- Work as part of a team to ensure that the lunchtime service is run efficiently and effectively
- Maintain high standards when undertaking your duties in order to ensure that areas present well at all times
- Manage the seating of the pupils in the Refectory to ensure the lunch service runs smoothly
- Participate in the care and the cleaning of the dining areas and equipment as required
- Clear and dishwash or handwash crockery, cutlery and associated tableware
- Delivery of catering around the site by trolley and tray, setting out as required, some room/furniture configuration may be required. Collection of equipment after the event
- Ensure that all Health and Safety policies and COSHH Regulations are adhered to when using equipment and cleaning chemicals
- Report all health and safety concerns identified during the course of work to the Head of Housekeeping
- Report all maintenance concerns identified during the course of work to the Head of Housekeeping
- Maintaining a professional appearance, uniform being worn at all times and kept in a clean and tidy condition
- Participant in relevant staff meetings and training courses as identified and agreed
- Know, understand, and apply the School's policy on Safeguarding and Child Protection Policy and to ensure compliance for all areas of responsibility

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 at January 2026. It may vary in consultation with the postholder to reflect the developments to the job.

PERSON SPECIFICATION

- 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



FARNBOROUGH HILL
WHOLEHEARTEDLY

The following is essential:

- References and enhanced DBS Clearance prior to start of appointment

The following is highly desirable:

- Previous experience within a catering or housekeeping department
- Recent experience working in an environment that involves young people

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 Cindy Bentley, Head of Housekeeping, on c.bentley@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 on Friday 13 February 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: As soon as possible

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