



A M E S B U R Y





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Catering Assistant
January 2026 start

Dear Prospective Applicant,

We are seeking a dedicated and enthusiastic **Catering Assistant** to join our team. At Amesbury, we believe that exceptional food service is at the heart of a great experience for our pupils and staff.

This role is pivotal in supporting our catering operations and ensuring that everyone receives the best possible service. You will assist with food preparation, serving meals, and maintaining cleanliness and organization in the kitchen and dining areas. During school holidays, you will also help deliver meals and snacks to Little Amesbury, support staff lunches, and uphold our high standards of hygiene and safety.

A successful Catering Assistant at Amesbury takes pride in their work, pays attention to detail, and works independently to achieve excellent results. We value individuals who are passionate about food and service and who contribute to a positive, collaborative working environment.

Our school, located in the beautiful countryside near Hindhead, Surrey, offers a friendly and inclusive atmosphere where staff members embrace a “work hard, play hard” ethos. While we strive for excellence and healthy competition, we also uphold values of compassion, inclusivity, and social responsibility.

If you are passionate about catering and providing exceptional service, we encourage you to apply for this exciting opportunity.

An application form can be found at **Careers – Amesbury School**.



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Job Description

This is a Part Time position Monday to Friday
Term Time 11.30am-5.30pm
Holiday Cover 10.15am-4.15pm
5 weeks holiday

School Aims

Our primary aim at Amesbury Prep School is to ensure that every child enjoys a fulfilling and enriching educational journey. We strive to create an environment where each student feels valued, supported, and empowered to reach their full potential. Specifically, our goals include:

1. Equipping every child with the skills, aptitudes, and resilience necessary for success in senior school and beyond.
2. Cultivating a caring community that promotes commitment, courtesy, cooperation, tolerance, and compassion.
3. Fostering strong partnerships between home and school to enhance the educational experience.
4. Setting a high standard of achievement and innovation, while nurturing personal development among staff.
5. Fulfilling our social and environmental responsibilities to society.

Specific Responsibilities

The Catering Assistant plays a crucial role in our organization by ensuring high standards of food preparation and service and supporting the overall dining experience for our staff and pupils.

Food Preparation & Service

- Assist in basic food preparation tasks, including cleaning, cutting, chopping, and peeling fruits and vegetables, as well as making sandwiches.
- Set up, serve, and clear away the counter and dining hall for lunch service and other catering events around the school site.
- Clean food preparation and service areas in accordance with company and industry hygiene codes and health and safety standards.
- Wash catering equipment by hand or using a machine.
- Unpack and store ingredients and food supplies appropriately.



A M E S B U R Y

- Operate a variety of kitchen appliances and instruments, including knives, cutters, and ovens, following appropriate instructions.

Additional Holiday Duties

- Heat up and deliver food to Little Amesbury.
- Tidy up loading and unloading the dishwasher.
- Help cover staff lunches by staying with teachers whilst the children eat.
- Clear up the floor and tables after lunch.
- Prepare snacks and deliver to Little Amesbury.
- Prepare a cold tea and deliver to Little Amesbury.

Compliance & Training

- Complete Level 2 food hygiene course and relevant allergy training online.
- Attend training sessions as required.
- Abide by all Health and Safety procedures.
- Comply with any reasonable requests from the Head Chef and Catering Manager.

Person Specification

As a Catering Assistant, you will ideally:

- Possess the self-confidence, style, and communication skills necessary to effectively represent the school to both parents and staff.
- Experience in kitchen operations.
- Understanding of food health and safety regulations.
- Exceptional time management and organizational skills.
- Excellent verbal communication skills.
- Ability to work collaboratively as part of a team.
- Meticulous attention to detail.
- Maintain personal drive and energy, and demonstrate the ability to see projects through to completion.
- Exhibit a proactive attitude, consistently going the extra mile and inspiring others to do the same.

Child Protection/Safeguarding

Amesbury is dedicated to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and undergo enhanced DBS checks.