



# A M E S B U R Y

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**LUNCHTIME WASH UP ASSISTANT (TERM TIME)  
START APRIL 2026**

**Dear Prospective Applicant,**

A great Lunchtime Wash Up Assistant is an essential part of the smooth running of our school community. While the role may be behind the scenes, its impact is felt across the entire school: ensuring that pupils and staff enjoy a clean, safe and welcoming dining environment, supporting the wider cleaning team, and helping our school day run with the efficiency and warmth that define Amesbury School.

In our search for a lunchtime assistant, we seek someone who takes pride in their work, contributes positively to our team, and understands the importance of maintaining high standards throughout the school day. If this resonates with you, we warmly invite you to apply.

Lunchtimes at Amesbury are a lively and sociable part of the day, and maintaining a smooth service requires teamwork, adaptability and a can-do attitude. We value individuals who work diligently to uphold cleanliness and hygiene, who communicate clearly with colleagues, and who bring energy and positivity to a busy and dynamic environment. You will be supported by an experienced and friendly cleaning team who work together to create a welcoming atmosphere for all pupils.

Amesbury School, nestled in the beautiful countryside near Hindhead, Surrey, is a vibrant, thriving co-educational preparatory school catering to approximately 330 children aged between 9 months and 13. While we strive for excellence and embrace healthy competition, we also uphold values of compassion, inclusivity and social responsibility—qualities that underpin every role within our community.

We are seeking an individual who approaches their role with enthusiasm, reliability and a desire to contribute to the school's wider functioning. If you are committed to maintaining high standards, enjoy working as part of a team, and take satisfaction in supporting a busy and friendly school environment, we would be delighted to receive your application.



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## **JOB DESCRIPTION**

### **Lunchtime Wash Up Assistant (Part-Time)**

**5 days per week 12.00pm-2.45pm term time (34 weeks)**

#### **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.

#### **The Role**

1. Support the smooth running of the school's lunchtime service by managing the washing, drying and storing of all kitchen and dining equipment.
2. Work closely with the Estate Manager on a day-to-day basis to uphold high standards of cleanliness, hygiene and organisation throughout the kitchen and dining areas.
3. Work collaboratively with other cleaning colleagues, contributing positively to a friendly and efficient team environment.
5. Implement effectively all safeguarding, food hygiene and health & safety policies and practices.

#### **Reporting**

1. The Lunchtime Wash Up Assistant is appointed by the HR Manager and reports directly to the Estate Manager.



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### **Specific Responsibilities**

1. Ensure all plates, cutlery, kitchen utensils, cooking equipment and service items are washed efficiently, dried thoroughly and stored correctly.
2. Carry out daily cleaning tasks including wiping surfaces, sweeping and mopping floors, and managing waste and recycling in line with school procedures.
3. Ensure that all tasks are completed safely, following food hygiene regulations and school health & safety requirements.
4. Inform the Estate Manager promptly of any concerns relating to equipment, breakages, maintenance issues or stock levels.
5. Work closely with colleagues to ensure smooth service flow during busy lunchtime periods.
6. Support positive communication with staff and pupils, contributing to a welcoming and efficient dining experience.
7. Assist with clearing down of the dining hall as required, including moving trays, cutlery containers and cleaning tables.
8. Participate in relevant training, including food hygiene, safeguarding, manual handling and health & safety.
9. Be responsible for such tasks and attendance at such functions as are appropriate to the nature of the role, including occasional additional cleaning duties or support at whole-school events.
10. Ensure all cleaning materials and equipment are used safely and stored appropriately.
11. Attend staff training and INSET sessions as required in the School Calendar.
12. Undertake other duties appropriate to the general purpose of the post as may reasonably be assigned by the Estate Manager.
13. Maintain strict confidentiality in accordance with school policies, treating information gained during the course of school life with professionalism.



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### **Person Specification**

As a Lunchtime Wash Up Assistant, you will:

1. Possess good verbal communication skills and the ability to work effectively within a busy team.
2. Demonstrate reliability, patience and a positive attitude when supporting staff and pupils.
3. Work well both independently and collaboratively, with a commitment to teamwork.
4. Exhibit strong time-management and organisational skills, particularly during peak service times.
5. Maintain high standards of cleanliness and take pride in contributing to the smooth running of the school's cleaning service.
6. Make a positive contribution to the wider life of the school when required.
7. Display a thoughtful and supportive approach when interacting with children and colleagues.
8. Embrace and embody the ethos and values of the school, maintaining the highest standards of professional conduct.
9. Approach your work with enthusiasm, reliability and a commitment to excellence.

### **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.

If you require any further information or wish to discuss the role in more detail, please do not hesitate to contact me. We look forward to welcoming a dynamic and passionate individual to our team.

An application form can be found at Careers - Amesbury School