BALLARD

BESPOKE EDUCATION

Catering Assistant

The School

Ballard is a multi-award-winning Ballard School, a place where pupils belong, thrive and achieve.

Set within beautiful surroundings between the New Forest and the Solent, our forward-thinking, values-led approach has earned national recognition, winning this year's coveted Independent School of the Year Award (South), two years after being named Co-Educational School of the Year (2024/25). Recognised by The Telegraph as one of its Best Value Private Schools, Ballard has won the Global 100 Award for Best Education Management (UK) and the ISA Award for Fine Art & Design, while retaining Eco-Schools Green Flag with Distinction and School Games Gold status. Ballard has further strengthened its reputation by reaching the ISA finals for both Sport and Sustainability.

Describing Ballard as "a joyful, friendly sanctuary in the New Forest", The Good Schools Guide highlights our beautiful grounds and resources, extraordinary sense of community and impressive results, noting that creativity is nurtured through exceptional arts provision that pupils throw themselves into.

These honours and accolades reflect a vibrant, inclusive community where learning is purposeful and pupils feel known, supported and inspired.

Job and Person Description

Job Purpose

Reporting to and supporting the Catering Manager and chefs on a day-to-day basis, complying with Food Hygiene and Health and Safety legislation. Working as a key member of the Catering Team in a professional manner. Maintaining high standards in cleanliness, stock rotation and goods deliveries.

Job Description

Your duties would include the following:

- Washing up by hand and operating a dishwasher
- Cleaning of the kitchen and associated areas including removal of rubbish, sweeping and mopping floors
- Serving pupils and staff over lunchtime and at events and functions
- Be responsible for putting away deliveries, checking items against delivery notes and ensuring stock rotation
- On occasions, assisting with food preparation
- Attend training sessions as and when required
- Follow the School's procedure in maintaining standards relating to food hygiene
- Comply with School's standards on personal hygiene and appearance
- Comply with any reasonable requests from the Catering Manager

Job Specification

- Basic food preparation skills such as vegetable preparation
- Understanding of cleaning kitchen equipment and knowledge of kitchen health and safety
- Understanding of cleaning kitchen areas and surfaces and knowledge of food hygiene practices
- Ability to prepare and clear food service
- Good oral communication
- Attention to detail
- Adaptability to change and willingness to embrace new ideas and processes
- Positive and approachable manner
- Team player qualities

Physical Demands
Ballard School kitchen is a busy, fast-paced working environment requiring all its staff to work as part of a team with a flexible, helpful and co-operative attitude to their role. As we are cooking and serving food for large numbers, this requires a good level of fitness to cope with the physical demands of the job i.e., lifting, bending, standing and walking.

Safeguarding
To have due regard for the safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Ballard School as outlined in the safeguarding policy. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to their Line Manager or the School's Designated Safeguarding Lead (DSL).

To adhere to fire evacuation procedure in the event of a fire and during a fire drill.

To adhere to the School's Health and Safety Policy and procedures.

Working Hours and Rate of Pay

Monday to Friday, 23 hours per week: 11.00am - 2.30pm x 2 days, 11.00am – 4.30pm x 2 days, 9.30am - 2.30pm x 1 day.

Salary: £12.71 per hour

To start: As soon as possible

This is a term-time only position, covering 35.4 working weeks per year, plus one additional week during the school holidays (to be agreed in advance). In addition, the role includes a holiday entitlement of 7.6 weeks pro-rated, bringing the total number of paid weeks to 42.6.

There is a requirement to work on certain evening and out of hours functions including occasional Staff and Parents Breakfasts, annual Prefects' Dinner, GCSE Presentation Evening and Curry Quiz Night (all claimed as overtime). Some flexibility is essential for this role. All staff should be available (within reason) for any other ad hoc functions which may include some evening work.

Applications

How to apply:
Applicants are asked to email a CV in the first instance to richard.whiting@ballardschool.co.uk to arrive no later than **9.00am on Wednesday 18th November 2026**.

The School will then send a Support Staff Application Form, which will need to be completed.

Applications will be reviewed as they are received, and the School reserves the right to interview and appoint before the closing date. Early applications are therefore encouraged.

Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure). As part of the referencing process, the School will undertake a digital screening, including online searches of candidates and any potential matters of concern will be discussed with the candidate.

This post is exempt from the Rehabilitation of Offenders Act.

The successful candidate will be required to complete and sign a medical form.

Ballard School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further details and an application form, please visit: www.ballardschool.co.uk/vacancies