

**ADMIRAL LORD NELSON SCHOOL**

**DUNDAS LANE**

**PORTSMOUTH**

**PO3 5XT**

**Tel: 023 9236 4536**

**Email: admin.alns@salterns.org**

**Headteacher: Chris Doherty**

**CATERING ASSISTANT**

Salary: Band 2, £9,962 pro rata (£23,656 full time equivalent)

Hours: 17.50 hours per week/40 weeks per year (term time plus 1 week)

Contract: Permanent

Hours: Week 1 10.15am – 1.45pm. Week 2 10.30am – 2.00pm

Start date: As soon as possible

Closing date: noon on Friday 28th August 2025

Interviews held: As soon as possible after the closing date

Salterns Academy Trust is a learning community where every member of staff is motivated by the positive difference they will make to the personal development and the futures of our young people of Portsmouth. It was formed when Admiral Lord Nelson School became an academy in April 2014 with Trafalgar School, which is now our thriving partner Secondary School in Portsmouth.

We have a national reputation for being a truly inclusive school with excellent standards and principled curriculum design, we have a deep-rooted and longstanding commitment to being a UNICEF Rights Respecting School This is a genuinely exciting school to be part of, morally driven by our core values of Inclusivity, Wellbeing and High Expectations.

*The Salterns Academy Trust and Admiral Lord Nelson School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.*

*\*\*Please note an online search will be conducted at the shortlisting stage\*\**

**Early applications are encouraged, and we reserve the right to close the vacancy if a suitable candidate is found.**

Admiral Lord Nelson School Employee Benefits:

* Excellent CPD opportunities and career progression
* Employer contribution to the Local Government or Teacher Pension Scheme
* Employee Assistance Programme
* Opportunity to sign up to the bike2work scheme
* Free parking

To apply please complete the application form that can be found on the school website [www.alns.co.uk](http://www.alns.co.uk/) by midday on Friday 28th August 2025. Candidates should send their completed application to recruitment.alns@salterns.org

All applications will be acknowledged and unsuccessful candidates will be notified by post.

*Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974.*

*Working within a School is exempted from the Rehabilitation of Offenders Act 1974.*

*You are applying for a role that is eligible for an enhanced DBS check and access to the barred list and if shortlisted for interview you will be required to complete the relevant self-declaration and disclosure form and taking into account the offences that are protected or filtered declare:*

* *All unspent convictions and conditional cautions.*
* *All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).*
* *If you have been barred from working with Children and/or Adults at risk.*

*The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.*

*The successful candidate will then be asked to complete an application for the relevant Disclosure and Barring Service check or if subscribed to the update service provide the necessary details to allow a check to be made.*

*The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.*

*Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.*

[*Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)*](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

*The filtering rules were updated on 28 November 2020 as follows:*

* *warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate*
* *the multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed.*

**JOB ROLE: Catering Assistant**

**PAY BAND: 2**

**HOURS: 17.50 per week/40 weeks per year (term time plus 1 week)**

**REPORTS TO: Catering Manager/Deputy Catering Manager**

Admiral Lord Nelson School is a learning community where every member of staff understands the difference that they can make to our students’ outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school’s professional development.

Admiral Lord Nelson School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

**Key Purpose:**

* Assist in providing a full, efficient catering service at the school. Undertaking, individually or as part of a team, the preparation of dining areas and the serving of staff and student meals.

**Duties:**

1. The preparation and simple cooking of food & beverages including Pizzas, Jacket Potatoes, Salads, Baguettes, etc.
2. Preparation of dining areas to include setting up and clearing away of tables, chairs, mobile serving points and surrounding equipment.
3. Transporting and the serving of food & beverages.
4. Washing-up duties.
5. Cleaning of kitchen and catering related areas (including disposal of rubbish and recycling of cans and cardboard etc.)
6. Operating till systems as required.
7. Attend training courses and/or meetings as requested
8. All duties must be carried out in accordance with Health and Safety and Hygiene regulations.
9. Report to the HR Manager and Catering Manager when unable to attend work through sickness or absence – following the procedures as outlined in the Staff Absence Management Policy.
10. Adhere to the dress code.
11. To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.
12. Occasionally, to assist with special functions at the school which may be outside of normal working hours.
13. Delivery and service of hospitality bookings as and when required.
14. Filling and cleaning of vending machines according to the rota system.
15. Stock taking and rotation of stock.
16. To report any customer comments or complaints and take any necessary remedial action if appropriate.
17. To participate in own appraisal meetings, contributing to the identification of own professional development needs.
18. To participate professionally in own line management meetings, appraisal review meetings and team meetings.
19. To actively use Restorative Approaches to maintain and build relationships with staff, students and parents.
20. To establish and maintain positive, professional relationships with students, staff and parents.
21. To take responsibility for your own wellbeing.
22. At the discretion of the Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.