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RATTON SCHOOL

KITCHEN ASSISTANT / PORTER

JOB APPLICATION PACK



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WELCOME FROM THE HEADTEACHER

Dear Applicant,

I am delighted that you are considering applying for a position at Ratton School, and I hope to receive your application. As part of the South Downs Learning Trust, we are committed to providing a safe and stimulating learning environment for our students, one that empowers them to grow both academically and personally.



At Ratton, we believe in developing young people who are not only well-prepared for further education and the world of work but also equipped with the confidence, creativity and compassion to thrive in any setting. Our dedicated team works together to ensure that every student has the opportunity to succeed and reach their full potential.

We are committed to creating an environment where both students and staff can flourish, and we look forward to welcoming new team members who will help us continue to make a difference to our school community.

I look forward to receiving your application and to the opportunity to discuss how you can contribute to the continued success of our school.

Kind regards,



Gavin Peevers
Headteacher

ABOUT THIS ROLE

This is a vital support role within our school's catering team, focused primarily on maintaining high standards of cleanliness, hygiene and safety in our kitchen and dining areas. As the Kitchen Porter, you will be responsible for washing up, sweeping and mopping floors, waste management, restocking and keeping all catering and food preparation areas clean and well-organised.

While there may occasionally be opportunities to assist with basic food preparation and kitchen service, this is **not the main focus** of the role. Your core contribution will be helping the kitchen run smoothly behind the scenes — ensuring it remains a safe, clean and efficient environment for both staff and students.

This role is ideal for someone reliable, proactive and team-oriented, who enjoys working in a busy environment and takes pride in keeping things spotless and well-organised.

ABOUT RATTON SCHOOL & THE SOUTH DOWNS LEARNING TRUST

Ratton School is a vibrant and inclusive secondary school in Eastbourne, East Sussex, proud to be part of the South Downs Learning Trust—a growing partnership of schools united by a shared commitment to educational excellence.

This collaborative Trust structure expands opportunities for both students and staff, fostering innovation, shared expertise, and meaningful professional development across our schools. At Ratton, we are dedicated to nurturing confident, compassionate, and creative young people who are equipped to succeed in life.

OUR VISION & VIRTUES

Our motto, “**Achieving Together**,” reflects our commitment to support and empower every member of our school community to reach their potential. We base our work on six core virtues essential for success:

- **Compassion:** Showing kindness and care for others and the environment.
- **Respect:** Valuing diversity and treating others with dignity.
- **Creativity:** Being curious, solving problems, and asking questions.
- **Teamwork:** Collaborating effectively and contributing fairly.
- **Effort:** Demonstrating resilience and commitment in all areas.
- **Responsibility:** Being reliable, punctual, and doing the right thing.

JOB DESCRIPTION

Job Title:	Kitchen Assistant / Porter
School:	Ratton School
Grade:	Single Status Grade 2, point 4
Responsible to:	Catering Manager

Main Purpose

To carry out a variety of manual cleaning and portering tasks that support the effective operation of the school kitchen. This includes washing up, sweeping and mopping floors, general cleanliness and movement of kitchen stock. Occasionally, the role may include supporting kitchen staff with basic food prep and service under supervision. In addition to core responsibilities, the Kitchen Assistant / Porter will uphold safeguarding and welfare of students at all times, in line with school policies and statutory requirements.

1. Primary Responsibilities (Cleaning & Porter Duties)

- Daily washing up of pots, pans, utensils and trays
- Sweeping and mopping floors in the kitchen and service areas
- Emptying bins and supporting with waste management
- Restocking and moving supplies and kitchen stock as required
- Ensuring general cleanliness in all catering areas
- Supporting deep cleaning tasks under supervision at set times of year
- Helping to maintain the school's Level 5 Food Hygiene Rating
- Adhering to all health and safety standards in the kitchen
- Following COSHH guidelines and safe use of cleaning products
- Reporting maintenance or hygiene issues to the Catering Manager

2. Occasional Kitchen Assistant Duties

These tasks may be requested depending on kitchen needs but are not core responsibilities:

- Assisting with preparation of rolls, sandwiches, fruit pots etc.
- Setting up counters and tables for service
- Serving hot/cold food and beverages under supervision
- Replenishing counters during service
- Clearing tables and counters after mealtimes
- Operating the cashless till (if required during busy periods)
- Assisting with hospitality and school event catering

Safeguarding Responsibilities

- Promote and safeguard the welfare of students at all times
- Follow all school safeguarding policies and procedures
- Attend mandatory safeguarding training and updates
- Report concerns immediately to the Designated Safeguarding Lead (DSL)

Note: Duties may vary in response to the needs of the school. Flexibility and a team-oriented approach are essential.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

Knowledge & Experience

- Good standard of secondary education and craft skills
- Knowledge of Health & Safety legislation as it relates to the work of the school
- Knowledge of COSHH & ESCC regulations in relation to safe handling and storage of chemicals
- Knowledge of safe working practices in relation to the handling and usage of hazardous equipment
- Previous experience of working in a catering environment

Skills & Abilities

- Ability to use a range of catering equipment
- Ability to work in an organised and methodical manner
- Ability to identify work priorities and manage own workload
- Ability to work effectively as part of a team

Desirable

- First aid qualification
- Food Hygiene

Personal Qualities

- Ability to demonstrate commitment to Equal Opportunities
- Willingness to participate in further training and development opportunities offered by the school and ESCC, to further knowledge and skills
- To be steady and dependable
- To be willing and helpful with other members of the team
- Trustworthy
- Commitment to safeguarding and promoting the welfare of children
- Ability to work discreetly and sensitively with confidential information
- Willingness to undertake further safeguarding training

STAFF BENEFITS & INCENTIVES

At the South Downs Learning Trust, we are dedicated to creating a supportive and rewarding work environment for our staff. We believe in attracting, retaining and nurturing talented professionals who share our commitment to education. To support this goal, we offer a comprehensive range of benefits designed to enhance wellbeing, encourage professional growth and ensure a positive work-life balance.

BENEFIT		DESCRIPTION
Comprehensive Induction Programme		A thorough induction to ensure a seamless transition into your role at Ratton School.
Career Development and CPD		Professional development opportunities tailored to your career aspirations and goals.
Support and Mentoring		Ongoing support from Senior Leadership Team and experienced mentors to help guide your career progression.
Bike to Work Scheme		Salary sacrifice scheme offering discounts on bikes and equipment.
Complimentary Breakfast		Enjoy a free daily breakfast, including a choice of bagels, cereal, porridge and tea.
Employee Assistance Programme		Confidential advice, counselling and support for personal and professional challenges.
Staffroom Amenities		Complimentary tea and coffee available in our staffroom to relax and recharge.
Healthcare Benefits		Subsidised membership with Benenden Healthcare for additional health support.
On-Site Parking		Free, secure on-site parking for staff.
Childcare Support		Free Breakfast Club or After School Club places for Trust staff with children at Ocklynge Junior School.
Exclusive Sports Membership		Discounts at Eastbourne Sports Park to promote physical health and wellness.

TERMS OF EMPLOYMENT

Grade: Single Status Grade 2, point 4 (£23,656 gross) pro rata (pay award pending)

Actual Salary: £9,541.68 gross per annum = £826 gross per month.

Hours: 17.5 hours per week to be worked 10.30am-2.30pm (Mon to Fri) with a 30-minute unpaid break daily.

Contract: Fixed term from 3 September 2025 to August 2026, term time only + cleaning days

IMPORTANT DATES

Closing Date for Applications: Ensure your application is submitted by this date to be considered.	Wednesday 9 July
Early applications are encouraged. We reserve the right to review applications upon receipt and close the advert early if a suitable candidate is found.	
Interview Date: Successful candidates will be contacted for an interview on or around this date.	Wednesday 16 July

HOW TO APPLY

- Access the application form via the Vacancies page on our website at [Vacancies | Ratton](#), or use TES/Gov.UK platforms.
- Submit your completed application form to Mrs Barrow, Trust Executive Assistant, at **lbarrow@ratton.co.uk** before the closing date.
- To comply with our safeguarding standards, we require all applicants to complete our official application form (CVs cannot be accepted).
- Ensure your application addresses the essential criteria in this pack.
- Include details of any employment gaps.

PRE-APPOINTMENT CHECKS

- Right to Work in the UK
- References (including current or last employer; Headteacher if school staff)
- Enhanced DBS Check
- Online searches as part of due diligence

SAFEGUARDING AND EQUAL OPPORTUNITIES

- We are committed to safeguarding children and young people. All staff share this responsibility.
- We are actively seeking to build a diverse team and welcome applications from individuals of all backgrounds, identities and experiences.

LIVING AND WORKING IN EAST SUSSEX

East Sussex boasts 150 km of stunning coastline and vast countryside, offering diverse activities for all interests. With close proximity to London, it combines natural beauty with cultural access. National Parks like the South Downs and historic seaside towns like Eastbourne provide an excellent quality of life.

Why Eastbourne?

Eastbourne is a vibrant seaside town with affordable housing, excellent amenities, and reliable transport. Recently ranked the third happiest place to live in Sussex (2024), it offers cultural events, scenic walks and a friendly community.

EASTBOURNE IN PICTURES

Beachy Head Cliffs

The iconic Beachy Head cliffs, with sweeping views of the sea and sky. The chalk cliffs, the highest in England, are one of Eastbourne's most breathtaking sights.



Eastbourne Pier

The historic Eastbourne Pier, a Victorian landmark that extends over the sea. This picturesque pier is perfect for a leisurely stroll or just taking in the views.



South Downs Countryside Trail

The beauty of the South Downs with rolling hills and peaceful walking paths. The South Downs Way is a popular route for both avid hikers and casual walkers, offering panoramic views of the coastline.



Eastbourne Bandstand

The Eastbourne Bandstand, located along the seafront. With its distinctive sea-blue terracotta roof, this bandstand hosts fantastic live music events and adds to Eastbourne's cultural charm.



Local Market Scene

A bustling local market, filled with fresh produce, local artisan goods and friendly vendors. Eastbourne's markets offer a delightful slice of local life, perfect for anyone wanting to experience the town's vibrant community spirit.

