



LANCING COLLEGE PREPARATORY SCHOOL AT WORTHING

Appointment of
Part-Time Kitchen Porter



The School

Lancing College Preparatory School at Worthing (LPW) is situated in approximately two acres of grounds in Broadwater, an area north of Worthing. The school is sited in a Grade II listed building with the oldest part of the building dating back some five hundred years. The Manor of Broadwater is mentioned in the Domesday Book.

Lancing Prep Worthing is one of the Lancing College family of schools complementing Lancing's prep schools in Hove and in Bury; together they cement the Lancing position as a leading senior school, with a trio of prep schools spreading along the coast from Brighton to Chichester and northwards into the South Downs.

Lancing Prep Worthing is a vibrant and nurturing independent school that offers a dynamic and enriching educational experience for children aged 2 to 13 years. Rooted in the values of kindness, curiosity, and ambition, the school fosters a culture where every child is known, supported, and inspired to thrive both academically and personally.

In May 2025, LPW was inspected under the Independent Schools Inspectorate's (ISI) new framework, which came into effect from September 2023. The school is proud to have received a highly successful outcome which affirmed the quality of the educational provision and pastoral care. In addition, LPW was named a Finalist for The Debrett's Education Award for Outstanding Pastoral Care, it received a Highly Commended Award for Best Learning Support in the Muddy Stiletto's Best School Awards and was shortlisted for Small Independent School of the Year in 2025.

The school combines high academic standards with a broad co-curricular programme. The dedicated staff work collaboratively to create a warm, inclusive environment where pupils are encouraged to explore their passions, develop resilience, and grow into confident, compassionate individuals.

Lancing College Catering Department

The College has in excess of 800 pupils and staff, the majority of which are full boarders at the school during term-time. The Catering Department provides breakfast, lunch and evening meal up to seven days per week during term-time and lunch for staff throughout the year. There is also extensive hospitality and event catering required throughout the year and a busy summer lettings programme during July and August. Events can be for internal groups ranging from sports teas, parent events, departmental dinner, and fund raising events, and also for external groups hiring the school facilities.

Job Title: Part-Time Kitchen Porter

Reporting to: Head of Catering, Deputy Heads of Catering

Key Responsibilities:

- To carry out various preparation and cleaning duties in the establishment under the direction of the management team.
- To assist the Chef Manager/Second Chef in the provision of food to the agreed standard within the budgetary limitations.
- To maintain a high standard of hygiene and cleanliness in the food preparation and storage areas.
- To clean kitchen equipment and areas according to the cleaning schedule and management team's request.
- To undertake the transportation of food and equipment wherever necessary, as required by the management team.
- To assist in the food preparation areas as required by the management team.
- To maintain and improve standards of safety and hygiene to create a healthy and safe environment.
- To carry out all tasks in accordance with Safe Systems of Work, Assured Safe Catering procedures, and company policies.
- To attend meetings and training sessions as and when requested by the management team.
- To assist at special functions from time to time or as requested by the management team.
- To carry out any reasonable requests by the management team.

Skills and Qualifications:

Essential

- Good understanding of the importance of cleanliness, hygiene, and healthy and safety in a catering environment.
- Ability to work effectively as part of a team and support colleagues in a busy kitchen environment.
- Ability to follow instructions and carry out tasks to a high standard.

Desirable

- Possess Basic Food Hygiene certificate or equivalent qualification.
- Previous experience working in a catering, hospitality, school, or kitchen environment.
- Knowledge of food hygiene and food safety procedures.

Application Procedure:

Applications should be made using the application form.

Application forms are available from the College website www.lancingcollege.org.uk.

Please send any emails to recruitment@lancing.org.uk.

A full curriculum vitae and the names, addresses and telephone numbers of a minimum of two referees, one of whom should be the candidate's current or most recent employer should be included with the application.

Terms and Conditions:

- Salary is £14.24 per hour, inclusive of holiday pay.
- This is a term-time only position.
- Hours of work are 12.5 hours per week to be worked Monday – Friday 12.30pm – 3.00pm.
- The School currently operates a Group Personal Pension subject to scheme rules which may vary from time to time. The School shall initially pay a sum equivalent to 5% of your basic Salary into the pension scheme subject to contribution by you of at least 5%. You can alternatively opt to make a contribution of 7.5% and the School will match this. Minimum contributions may vary to reflect the prevailing legislative requirements.
- Uniform and PPE provided.
- As may be consistent with the entry conditions of the Senior and Prep School, and at the discretion of the School, up to two children may be educated as day pupils at Lancing Prep at Worthing and/or Lancing College for a maximum of seven years (per child). At Lancing College Senior School this will be for the payment of 33.33% of the appropriate fees. At Lancing Prep Worthing this will be for the payment of 50% of the appropriate fees. This remission does not apply to care outside School terms. Sibling discounts are not available in addition to this. Wraparound care for up to two children will be provided free of charge. At Nursery and Pre-School level the remission is conditional on the Nursery Grant being claimed from East or West Sussex County Council, being allocated to Lancing rather than any other provider, and subject to the maximum fee discount allowable under HMRC rules. Means-tested fee remissions for additional children subject to the availability of places may be applied for. Any decision to grant fee remission shall be at the sole discretion of the School and shall be exercised by the Governing Body. In the case of part time employees or employees who do not work the full year (for example, term time only employees), any fee remission will be pro-rata to the employee's weekly hours and to the number of weeks worked – it is assumed that a full week is 40 hours, and a full year is 45.4 weeks.
- The employment is subject to a probationary period of six months. During the

probationary period, one week's notice will be required on either side. Following probation, the notice period shall be one month.

Further Information:

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure which the School considers satisfactory, the receipt of satisfactory references, the school's pre-employment medical questionnaire and sight of relevant original ID documentation and degree certificate(s).

Applicants who have lived outside of the UK in the past 10 years will be required to provide a Police Check from their country of residence. In addition, and where applicable, successful candidates will be required to produce a 'letter of professional standing' issued by the relevant professional regulatory authority as proof of past conduct.

Lancing College conducts online searches for shortlisted candidates. This check is undertaken based on the requirements set out in Keeping Children Safe in Education 2025. The check helps us to ensure safe and robust checks on the suitability of individuals to work within our School.

To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointed interview panel will conduct the search and will only share information when findings are of a concern. The appointed panel may explore any concerns passed to them as part of our due diligence process.

The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment.