Lancing College



Appointment of General Catering Assistant (Bank)

The College

At Lancing College, we believe that the most meaningful education is one that encourages pupils to think critically, act with integrity, and grow in all aspects of life. With a broad range of opportunities to explore their passions, challenge themselves, and engage with the world around them, our young people leave Lancing not only ready for the future but eager to shape it. It is this blend of strong academic foundations, personal growth, and a genuine sense of community that makes Lancing a truly special place to be.

Lancing, which is part of the Woodard Corporation (which now consists of 17 independent schools and 6 academies), stands in an impressive and spacious downland estate, which includes playing fields, residential properties, and an area managed as an educational farm. It is a stunningly beautiful place to live and work, and one where tradition and modernity sit comfortably side by side.

The College is friendly, ethical, vibrant, and outward-looking. We treat each other with respect, valuing diversity and rejecting discrimination. We are fully committed to creating and promoting a diverse and inclusive workforce that reflects both our local community and our cosmopolitan student body. Applications are welcome from all suitably qualified candidates regardless of age, race, disability, sex, gender reassignment, sexual orientation, religion or belief, pregnancy and maternity and marital status. We particularly encourage applications from under-represented groups. The distinguished Victorian buildings, including the spectacular Chapel (which was begun in 1868 and finished in 2021), are a familiar south coast landmark. The nineteenth century core has been complemented regularly by new buildings and extensions. The College recruits a 13+ (Year 9) entry of approximately 105 and an additional Sixth Form (Year 12) entry of about 50**.** There are ten houses (seven boarding houses, and three day houses). The latest inspection report can be found here: [ISI Report October 2023 | Lancing College | Independent Senior School & Sixth Form | Woodard | West Sussex | South of London]

The school roll currently stands at its largest for many years with over 600 pupils in the College. The senior school is 60% boarding pupils and 40% day pupils. The family of schools also has approximately 260 day pupils on roll at Lancing Prep at Hove, 195 day pupils on roll at Lancing Prep at Worthing and 145 day and boarding pupils on roll at Dorset House School. The College is fully co-ed and is around 55% boys and 45% girls.

Academic standards are consistently high: A* - B grades at A Level averaging circa 80% over the last decade.

Each year the College offers several academic scholarships and similar awards for Art, Design & Technology, Music, Drama and Sport as well as for All-rounders, all of which may be enhanced by means-tested bursaries.

The Headmaster, Dr Scott Crawford, has been in post since August 2025.

The Bursar, Mr Mark Milling, has been in post since August 2013.

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: General Catering Assistant
Reporting to: Head of Catering, Deputy Heads of Catering.

Key Tasks and Responsibilities

- To assist the management team in the provision of food to the agreed standard within the budgetary limitations.
- To assist in the maintenance of high standards in Hygiene and Health & Safety.
- To ensure that all foods to be served from the dining room, or designated function areas, are presented in accordance with College standards.
- To ensure all menus/signage are updated and correct.
- To ensure all temperature checks and daily cleaning schedules are caried out and recorded to the standard required to company policies.
- To promote a professional image and good customer relations.
- To carry out any reasonable requests made by the management team.
- To attend meetings and training.
- To assist with internal and external functions when required.

Skills and Experience

Essential

- A team player with a "can do" attitude, who is committed to providing a quality service right down to the small details.
- Willing, positive, and adaptable.
- Strong communication skills and customer service.
- Proactive in seeking service improvements with a flexible approach to meeting customer needs.

Desirable

- Possess qualification in catering.
- Experience working in catering and hospitality.

Application Procedure:

Applications should be made using the application form. Candidates are asked to add a covering letter setting out, as succinctly as possible, their reasons for applying for the position at Lancing.

Application forms are available from the College website www.lancingcollege.co.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.

We reserve the right to close this vacancy early should we receive a sufficient number of suitable applications. Applications will be reviewed as they are received, and interviews may be arranged on an ongoing basis. We therefore encourage interested candidates to apply as soon as possible.

Terms and Conditions:

- Salary is £14.24 per hour, inclusive of holiday pay.
- This is a zero-hour contract, no hours of work are guaranteed.
- The post holder will be required to work when the need arises. It is a flexible arrangement to suit both the individual and the College, and the College has no obligation to provide work on a regular basis.
- 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.
- 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 week or the statutory minimum requirement.

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 2026. 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.