



PORT·REGIS

Food Services Assistant

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

Role Profile

We are seeking to appoint a Food Services Assistant to work the following shifts

From September;

 Wednesday 15.00-20.00

From November;

 Friday 07.00-14.00 & 17.30-20.00

 Saturday 12.00-19.30

Additional overtime hours are also available during school holidays if desired.

The successful candidate will report to our Head of Catering and work closely with the School's Chefs and the wider Catering Team. Candidates should have a cheerful and caring nature and work well in a team.

Remuneration and Benefits

The successful candidates can expect:

-  Competitive rates of pay, pension and holiday benefits
-  An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts
-  Free car parking
-  Complimentary use of the school's staff gym and Sports Centre
-  Delicious meals in our Dining Hall during working hours
-  A beautiful setting in which to work
-  To join a delightful team and exceptional working environment
-  Competitive school fee remission

Start Date

September 2026

Job Description

These details are subject to change as the Bursar or any person acting on behalf of the Bursar may reasonably direct.

Responsibilities

-  Serving food to diners (children, staff and visitors)
-  Ensure that all counters and service areas are prepared for each service
-  Ensure that the service of all food and beverages to diners is carried out to the required standard
-  Ensure that if food being served contains nuts that a sign is placed, to ensure the safety of diners
-  Take and follow instructions from Chefs about special dietary requirements
-  Ensure that the counters and service areas are cleared and cleaned at the end of each shift
-  Ensure that cleaning of the floors and tables in the Dining Hall is to the required standard
-  Maintain a high standard of dress and personal hygiene

- 🏠 Maintain standards of safety and hygiene according to legislation and any other statutory requirements
- 🏠 Help others when required
- 🏠 Attend meetings and training sessions as required by the management
- 🏠 Carry out any reasonable request from your supervisors and the management team within the general scope and purpose of your job
- 🏠 Be courteous to your fellow employees, diners and visitors
- 🏠 Compliance with the school's policies and procedures, particularly with regard to safeguarding children, health and safety and data protection

Secondary and Infrequent Duties

- 🏠 Occasional additional working may be required to service special functions outside of contracted hours

Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you.

Please complete the application form on the school website (www.portregis.com) and send it, along with a covering letter, to: Clair Beaty-Pownall, Director of People (peopleteam@portregis.com) or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive before 12.00 on Monday 7th September 2026. We reserve the right to close this vacancy early should we receive sufficient applications; therefore, **early applications are encouraged**.

Safeguarding and Child Protection

Port Regis School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Equality, Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly and requiring reasonable adjustments.