



MERCHANT TAYLORS'  
School

Job description	
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	
<b>The School</b>	Merchant Taylors' School is a large Independent Boys' School, situated in 280 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 370 boys, while the Senior School has some 930 pupils. The School employs over 110 teachers and 160 Support staff across Merchant Taylors' School.
<b>Job title</b>	Kitchen/General Porter
<b>Function</b>	Support Staff
<b>Reports to</b>	Catering Manager
<b>Line management duties and responsibilities for</b>	N/A
<b>Summary of role</b>	To assist with all aspects of kitchen cleanliness and hygiene, basic food preparation, maintaining kitchen organisation and other duties associated with the running of the School's kitchen, during term-time. During the school holidays to assist the Portering Team with the day to day running of the School.
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"><li>• Cleaning of kitchen, machinery and equipment using instructions and cleaning materials.</li><li>• To operate industrial dish washers. Loading and unloading of crockery, glassware and cutlery.</li><li>• Cleaning of commercial pots pans and cooking trays.</li><li>• To transport provisions, equipment and other catering related items as required requiring lifting and carrying.</li></ul>

	<ul style="list-style-type: none"> <li>• To maintain clean working environment at all times, with special regard to hygiene.</li> <li>• Performing both mechanical and manual floor maintenance, including the use of specialised equipment for cleaning, polishing and buffing floors, as well as manually scrubbing, sweeping, and mopping surfaces to ensure cleanliness and safety.</li> <li>• Receiving, unpacking and storage of kitchen deliveries with attention to detail.</li> <li>• Managing stock rotation and maintenance of kitchen stores, cupboards, fridges and freezers, ensuring that items are organised, properly labelled, and stored according to their expiry dates.</li> <li>• To operate and clean after use the Food Waste Systems.</li> <li>• Removal of rubbish, recycling items and food waste to designated collection points.</li> <li>• To undertake duties outside the normal routine but within the scope of the position and the department's activities</li> <li>• To clean both designated areas of the School and providing additional cleaning support across the whole School as required (to include the cleaning of toilet facilities as and when required)</li> <li>• To dispose of waste from across the School following the required procedures and safe use of the waste and cardboard compactors.</li> <li>• To perform all reasonable duties to support the department as requested by the Catering Manager.</li> <li>• To support the Cleaning and Portering Team during periods of high surge activity, especially during the school holidays.</li> <li>• Regularly complete both online and in-person training on catering practices and school compliance requirements.</li> </ul>
<b>Safeguarding responsibilities</b>	<p>It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head Master.</p>

## Person Specification

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	Essential	Desirable	Method of assessment
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>GCSEs grade 4 or above (or equivalent) in English &amp; Maths</li> <li>Food hygiene qualification or equivalent would be desirable.</li> <li>Relevant qualifications in Working at Heights, Manual Handling and Evacuation Chair.</li> <li>A relevant qualification, including NVQ's, BIC's or COPCS or COSHH</li> </ul>	Production of the Applicant's certificates  Discussion at interview  Independent verification of qualifications
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a multitask environment.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of a similar role within a school is desirable</li> <li>Experienced in working in a catering and/or food hygiene environment is desirable but not essential</li> </ul>	Contents of the Application form  Interview  Professional references
<b>Skills</b>	<ul style="list-style-type: none"> <li>Basic literacy and numeracy skills to help with understanding safety</li> </ul>	<ul style="list-style-type: none"> <li>A full clean driving licence.</li> </ul>	Contents of the Application form  Interview

	<p>instructions and handling stock</p> <ul style="list-style-type: none"> <li>• To possess the ability to communicate well and liaise with members of staff at all levels.</li> <li>• Ability to work sometimes under stressful and challenging conditions within strict deadlines</li> <li>• Reliable and punctual</li> <li>• Ability to work in a flexible manner</li> <li>• Willingness to work as part of a team.</li> </ul>		Professional references
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>• Health &amp; Safety</li> <li>• Food allergens</li> <li>• Food hygiene</li> <li>• COSH</li> <li>• Manual Handling</li> </ul>	<p>Contents of the Application form</p> <p>Interview</p> <p>Professional references</p>
<b>Personal competencies, qualities, attitude and behaviours</b>	<ul style="list-style-type: none"> <li>• Hard working and conscientious</li> <li>• Good level of physical fitness (the job involves standing for long periods and lifting heavy items)</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity and compliance with sanitary and hygiene regulations, although relevant training will be provided</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

	<ul style="list-style-type: none"> <li>Reliable and punctual</li> </ul>		
<p>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</p>			
<b>General Conditions</b>			
<b>Start date</b>	ASAP		
<b>Hours</b>	Monday - Friday, 8am – 4pm 37.5 hours per week This will include half an hour unpaid lunch break		
<b>Salary</b>	£23,810 per annum (dependent on skills, qualifications and experience).		
<b>Holiday</b>	25 days per annum		
<b>Other benefits</b>	15% employer contribution to a defined contribution pension scheme (Contributory) Life cover 4 x annual salary and income protection Access to a cash flexible benefit in lieu of pension contribution Access to a number of lifestyle benefits including Cycle to Work, ULEV cars, and retail discount vouchers via our benefit provider Staff fee remission on school fees (subject to admissions criteria)  (all of the above subject to eligibility criteria)  Use of School leisure facilities, including pool, gym and lake. Lunch provided free of charge when the School Catering Department is open Free parking on site, with access to electric vehicle charging (payable via app) Support for professional development and professional membership fees		
<b>Closing date for applications</b>	Friday 23 <sup>rd</sup> May 2025, 9am <b>Please apply as soon as possible as shortlisting/interviews will progress up until the closing date.</b> <b>Should a suitable candidate be appointed, we reserve the right to close the advert early.</b>		

<b>Interviews to be held</b>	w/c 26 <sup>th</sup> May 2025
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*Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).*

*How we use your information*

*We will use the information which you provided, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children ).*

*Further information on how the School uses personal data is set out in the School's Staff Transparency Notice, which can be found on the Vacancy page of the School Website.*