



MERCHANT TAYLORS'  
School

<b>Job description</b>	
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 286 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 340 boys, while the Senior School has some 930 pupils. The School employs over 140 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/Head Porter
<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.</li><li>• To transport provisions, equipment and other catering related items as required requiring lifting and carrying.</li><li>• To maintain clean working environment at all times, with special regard to hygiene.</li></ul>

	<ul style="list-style-type: none"> <li>• Mechanical and manual Floor Maintenance</li> <li>• Receiving, unpacking and storage of kitchen deliveries</li> <li>• Stock Rotation and maintenance of kitchen stores &amp; cupboards</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> </ul>
<p><b>Safeguarding responsibilities</b></p>	<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>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>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>To possess the ability to communicate well and liaise with members of staff at all levels</li> </ul>	<ul style="list-style-type: none"> <li>A full clean driving licence</li> </ul>	Contents of the Application form  Interview  Professional references

	<ul style="list-style-type: none"> <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>		
<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 in order to lift awkward and heavy items</li> <li>• Reliable and punctual</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>

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### General Conditions

<b>Start date</b>	May/June 2024
<b>Hours</b>	Monday - Friday, 8am – 4pm 37.5 hours per week This will include half an hour unpaid lunch break
<b>Salary</b>	£22,308 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  (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)
<b>Closing date for applications</b>	Monday 29 <sup>th</sup> April 2024, 9am
<b>Interviews to be held</b>	w/c 29 <sup>th</sup> April 2024

*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).*