



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	
The School	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.
Job title	Kitchen Porter
Function	Support Staff
Reports to	Catering Manager
Line management duties and responsibilities for	N/A
Summary of role	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.
Main duties and responsibilities	<ul style="list-style-type: none">• Cleaning of kitchen, machinery and equipment using instructions and cleaning materials.• To operate industrial dish washers.• To transport provisions, equipment and other catering related items as required requiring lifting and carrying.• To maintain clean working environment at all times, with special regard to hygiene.• Mechanical and manual Floor Maintenance

	<ul style="list-style-type: none"> • Receiving, unpacking and storage of kitchen deliveries • Stock Rotation and maintenance of kitchen stores & cupboards • Removal of rubbish, recycling items and food waste to designated collection points. • To undertake duties outside the normal routine but within the scope of the position and the department's activities • To support the Cleaning and Portering Team during periods of high surge activity, as and when required.
Safeguarding responsibilities	<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
Qualifications		<ul style="list-style-type: none"> Hygiene qualification or equivalent would be desirable 	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience		<ul style="list-style-type: none"> Previous experience of a similar role within a school is desirable Experienced in working in a catering and/or food hygiene environment is desirable but not essential 	Contents of the Application form Interview Professional references
Skills	<ul style="list-style-type: none"> To possess the ability to communicate well and liaise with members of staff at all levels Ability to work sometimes under stressful and 		Contents of the Application form Interview Professional references

	<p>challenging conditions within strict deadlines</p> <ul style="list-style-type: none"> • Reliable and punctual • Ability to work in a flexible manner • Willingness to work as part of a team. 		
Knowledge		<ul style="list-style-type: none"> • Health & Safety • Food allergens • Food hygiene • COSH • Manual Handling 	<p>Contents of the Application form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies, qualities, attitude and behaviours	<ul style="list-style-type: none"> • Hard working and conscientious • Good level of physical fitness in order to lift awkward and heavy items • Reliable and punctual 		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

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General Conditions

Start date	31 st August 2022
Hours	Monday - Friday, 8am – 4pm 37.5 hours per week 35 weeks term time only
Salary	£13,894 per annum
Holiday	Statutory holiday accrual paid within salary and taken during School holidays.
Other benefits	15% employer contribution to a defined contribution pension scheme (Contributory) Life cover 4 x annual salary and income protection. Access to a flexible benefits in lieu of pension contribution (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.
Closing date for applications	Wednesday 20 th July 2022, 12pm
Interviews to be held	Monday 25 th July 2022

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).