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| **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 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 960 pupils. The School employs over 110 teachers and 160 Support staff across Merchant Taylors’ School. |
| **Job title** | Kitchen Assistant |
| **Function** | Support Staff |
| **Reports to** | Catering Manager |
| **Line management duties and responsibilities for** | N/A |
| **Summary of role** | To work within our Catering department to assist with all aspects of basic food production and service, kitchen hygiene and other duties associated with the running of the School’s kitchen. |
| **Main duties and responsibilities** | * Basic food preparation * Communicating with customers * Setting up food service counters prior to service time. * Service of food to boys and staff and visitors * Recovery of left over foods * Cleaning of service counters, dining room, kitchen equipment, furniture and floors etc. * Use of dishwashers, Pot Wash and cutlery polisher * Buffet work in all parts of the School * Required to wear protective clothing and safety footwear * Service and cleaning in Tuck Shop (when needed) * Other related duties as detailed by your line managers. * Working across all other areas within the Catering Department providing cover during periods of absence as and when required. The areas will include Pot Wash and Veg preparation. * To perform all reasonable duties to support the department as requested by the Catering Manager. * Regularly complete both online and in-person training on catering practices and school compliance requirements. |
| **Safeguarding responsibilities** | 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 |

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| **Person Specification**  **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** | | | |
|  | **Essential** | **Desirable** | **Method of assessment** |
| **Qualifications** |  |  | Production of the Applicant’s certificates  Discussion at interview  Independent verification of qualifications |
| **Experience** |  | * Experienced in working in a catering and/or food hygiene environment desirable but not essential | Contents of the Application form  Interview  Professional references |
| **Skills** | * Willingness to work as part of a team. |  | Contents of the Application form  Interview  Professional references |
| **Knowledge** |  |  | Contents of the Application form  Interview  Professional references |
| **Personal competencies, qualities, attitude and behaviours** | * Hard working and self-motivated * Reliable and punctual * Well presented with good personal hygiene |  | Contents of the application form  Interview  Professional references |

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| **General Conditions** | |
| **Start date** | ASAP |
| **Hours** | Monday – Friday, 11.30am – 3.00pm  17.5 hours per week  Term time only |
| **Salary** | £8,436 per annum |
| **Holiday** | Statutory holiday entitlement 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 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 |
| **Closing date for applications** | Friday 26th September 2025, 9am |
| **Interviews to be held** | w/c 29th September 2025  Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early |

*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.*