

About the role

We are looking to appoint an outstanding Kitchen Porter to assist with the catering service to students, staff, parents and visitors to Halliford School. The ideal candidates will be enthusiastic and a hardworking team player, willing to join a busy and vibrant department.

The successful applicant must have previous catering experience and have worked within a dedicated and highly motivated catering team. The core student and staff catering service operates daily term-time only, with additional catering / hospitality required to support the wide range of events organised by the School during the school day, in the evening and sports events at weekends.

Successful candidates should have proven skills within a catering setting teamed with an interest in promoting healthy eating for all. You will also have a very strong empathy for working with young people and be fully supportive of the aims & ethos of Halliford School

The hours of work may vary but the **core hours are 9am to 4pm, in term time including 3 Saturday mornings for sports fixtures (4 hours)**. The ideal candidate will need to be flexible during term time as there will be an additional expectation to assist with marketing events in the evening and weekend events such as, Open Days (October & February), concerts and PTA events. Saturday events are included in the core salary and evening events as overtime. Salary is competitive and dependent on experience.

Process of Application:

Along with this pack you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Zoe Fazackerley, who will be delighted to assist you.

Telephone: 01932 234920

E-mail: hr@hallifordschool.co.uk

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the HR and Recruitment Officer to arrive no later than 14th March 2025. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

On the day of interviews, all applicants will be asked to provide proof of identity and address along with any original certificates pertaining to their qualifications. Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.

Lines of Responsibility

The Kitchen Porter is responsible to the Chef Manager.

Main Duties

- Undertake a variety of fetching, carrying, preparation and other manual tasks in the kitchen and School buildings.
- Carry out cleaning of kitchen/ dining room & Forum / School areas and equipment and undertake general porterage duties as directed.
- Maintain compliance with School Hygiene, Health and Safety standards at all times.
- Cleaning across the whole school site.
- To include cleaning of school toilets for both students and staff.
- Restocking hygiene materials in classrooms.
- Ensuring all cleaning stores are replenished and well stocked.
- Opportunity to work on a Saturday to clean after events /sports fixtures.

Catering Responsibilities

- Wiping down and sanitising food preparation areas & work surfaces
- Preparation of basic food – including washing, peeling, chopping, cutting and cooking
- Assist with plating up of food as and when needed.
- Sorting, organising, storing and distributing ingredients as well as ensuring all storerooms are kept tidy.
- Unloading equipment and food deliveries from suppliers
- Collecting and washing cutlery, crockery from the student and staff tray areas.
- Washing all utensils, pots, pans and dishes and making sure they are stored appropriately
- Cleaning the food preparation equipment, kitchen appliances, floors and walls
- Report any fault or defect with kitchen equipment and/or unsafe practices to the Head Chef
- Carry out any general dining room duties if required i.e. laying, clearing tables
- Assisting with the cleaning of the dining room after lunch, sweeping and mopping the floor, wiping tables/chairs in preparation for the following school day.
- Waste bin removal, waste food removal and recycling removal.
- Carry out any other general dining room duties as required by the Catering Team.
- Carry out any other general school duties outside of the kitchen as required by the Premise Team.

Other

- Support the Chef Manager at other events and functions, the majority of which will be outside of the normal working hours i.e. evenings and weekends. An example of the events are Open Days (October & February), Taster Days, PTA Evenings and Summer Concert.

Health & Safety

- Report all accidents in accordance with school procedures
- Ensure compliance with regard to all catering aspects of health and safety legislation
- Ensure appropriate control of substances hazardous to health
- Ensure that preparation and delivery of all food is in accordance with known allergy conditions within the school community
- Carry out cleaning according to the schedule provided by Chef Manager & Chef.

Personal Specification:

Qualifications and Experience (can be provided during probation)

- Level 2 Food Safety
- Level 2 Health & Safety
- Recent qualifications on Allergen training, HACCAP would be beneficial.

Attributes

- Flexibility in approach to people and working arrangements
- To be thorough and pay attention to detail
- Excellent verbal communication skills
- Well presented at all times
- Ability to work independently and as part of a team
- High standards of 'customer service'
- Enthusiastic and willing to go 'above and beyond'
- Patience with the ability to remain calm and good humour
- Empathy with young people
- Fully supportive of the aims & ethos of Halliford School.

Safeguarding

- To ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.
- To adhere to school policy on safeguarding and updating training as required.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

Additional Information

Non-contractual benefits to Staff Pension

Membership of the Support Staff 16% non-contributory pension upon completion of a successful probationary period.

School Fee Reduction

Children of staff at Halliford School may, subject to passing the entrance examination, be eligible for a 50% remission on fees at the discretion of the Governing Body. This is prorated according to working days.

Meals and Refreshments

All staff are entitled to eat free of charge each day during term time where delicious home cooked meals are served each lunchtime. In addition, hot drinks and biscuits are provided daily in the staff common room with cakes on special occasions. Speciality tea and coffee are also available daily from the Sixth Form Café.

Sports Facilities

Members of staff are permitted to use the School gym and fitness facilities subject to approval from the Director of Sport.

Travel and Visits

Those staff wishing to organise suitable trips and visits for our students are strongly encouraged and supported to do so. These can provide invaluable opportunities for staff as well as students including the opportunity to travel and visit new countries.

Private Vehicles

Free on-site parking is available to all staff, subject to availability. In addition, subject to approval, staff can use their private vehicles for school journeys during working hours. The insurance will be under the school's insurance scheme and staff may claim suitable mileage.

Professional Development and Postgraduate Study

Staff are encouraged and supported to undertake a wide variety of professional development opportunities both within and beyond the School. Those staff wishing to undertake professional qualifications may seek financial support from the Governing Body.

Other Benefits including

- Ability to register with cyclescheme.co.uk
- Personal accident insurance through the school insurers
- 24 hour counselling helpline service
- Enhanced sickness
- Staff socials
- Opportunities to join worldwide educational trips
- Occupational Health Service

Disclosure and other pre-employment checks

Halliford School is committed to safeguarding the welfare of all students at the School.

Therefore, this appointment will be subject to a successful enhanced disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available from the Headmaster's PA. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience of qualifications. A medical questionnaire will be required to be completed by the successful candidate.