

THE ROLE

Reporting to the Head Chef, the Kitchen Porter will be responsible for ensuring that all Catering areas are cleaned and maintained to a high standard. They will be expected to manage deliveries, organise the catering storage facilities, and to manage heavy loads. They will also be available to assist with the preparation and service of food and beverages throughout the School and its offsite buildings when required.

This is a permanent position, offered on a part-time basis, 35 hours per week, term time (35 weeks) plus 10 days. The working hours will be 7.30am – 2.30pm Monday – Friday with a 20-minute paid lunch break.

The start date for this position is 26 August 2025.

This position involves contact with children and will amount to regulated activity as defined by Keeping Children Safe In Education (KCSIE) for safeguarding children and safer recruitment.



RESPONSIBILITIES

The key responsibilities for this post are detailed below:

KEY RESPONSIBILITIES

- To maintain high standards of safety and food hygiene in the kitchen and satellite areas in accordance with current environmental health standards and always adhere to the requirements of the Level 2 award in Food safety and Hygiene.
- To provide support and general assistance to all areas of the catering function when required.
- Ensure the highest possible standards of presentation by ensuring that displays, fixtures, fittings and premises are maintained in accordance with the cleaning schedule. Comply with all aspects of Allergen awareness, storage, displaying of and labelling.
- Adhere to stock rotation and stock storage and safe keeping of items waiting to be returned guidelines. Use relevant labels to display best before and use by dates, storing all dry, fresh, frozen, beverage, chemical and non-food supplies, ensuring that the dates are rotated.
- Supervise students during lunchtime sitting as well as queue management when required. Spot abnormal eating habits amongst students.
- Manage deliveries and storage of items into correct temperature zones. Delivering food to all relevant serving areas, loading, transporting and unloading food and equipment to on-site and off-site venues.
- Manage the cleaning of kitchen equipment including daily pot washing, cleaning of bins, kitchen cookers, fryers and other equipment as necessary. To manage the collection and disposal of all waste product and any other cleaning associated with the catering function, use of dishwasher and all cleaning products in line with COSHH guidance.
- Reporting to the Head Chef all waste food products at the end of service when required.
- Control credit notes and invoices and pass on to Catering administrator.
- Contribute towards the delivery of hospitality and events around the site including the set-up, service and clear down as required under the direction of the Head Chef.
- Contribute towards occasional evening and weekend overtime, to ensure all aspects of the catering function is adhered to.
- Deal with customer queries or requests in a polite and efficient manner.
- Attend meetings and training sessions as required.
- Report any incidents of accident, fire, theft, loss or damage and act as appropriately.

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RESPONSIBILITIES (continued)

Professional Development

- Participate in training and undertake any performance development activities as required for the position.

Additional Information

- Support for the School's mission, vision and values and strategic direction.
- Participate actively in the wider aspects of school life.

In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head, Principal or COO.

The High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

PERSON SPECIFICATION

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none">• Level 1 or 2 Food Hygiene and Safety• Previous experience in manual labouring role or similar is preferred• Experience of procedural, legal and regulatory requirements when undertaking work duties
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none">• Attains and maintains appropriate skills and professional knowledge/accreditations required for the role• Ability to manage expectations clearly by monitoring own progress against objectives and planning to ensure delivery• Ability to Identify common problems or weaknesses in policy, procedure or protocol that affects service, and escalates these or puts in place solutions• Ability to think through wider consequences of own actions when assessing multiple demands and completing priorities
PERSONAL QUALITIES	<ul style="list-style-type: none">• Warm, welcoming, and professional, behaving with discretion, integrity, honesty and always acting with due consideration of others within the STAHS community• Responds effectively to emergencies or last-minute demands on time. Flexible, in approach when dealing with changing situation or priorities• Team worker, appreciates contribution of colleagues• Takes personal accountability and ownership for their work, decisions and actions and demonstrates commitment to accomplish work efficiently and to the required standard• Willing to take on extra responsibility/use initiative to overcome obstacles and ensure timely delivery of service
PHILOSOPHY AND ETHOS	<ul style="list-style-type: none">• A commitment to safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the School's safeguarding policy• Ability to form and maintain appropriate relationships and personal boundaries with children• Contribute positively to the overall ethos, objectives and aims of STAHS
HEALTH AND SAFETY	<ul style="list-style-type: none">• Support Health and Safety training initiatives and to actively participate in them