



ST MARY'S CALNE

KITCHEN PORTER

St Mary's Calne is a leading independent boarding and day school for girls aged 11-18. St Margaret's Prep, which is part of the family, is a preparatory school for boys and girls aged 2-11. As a community, we thrive amidst a culture of high expectations and the education and extra-curricular opportunities we provide enable our pupils to develop into well-rounded individuals who are equipped to excel as adults. We also cater for the needs of the local community with a Sports Centre that offers excellent facilities for all.

JOB DESCRIPTION

The Kitchen Porter acts as invaluable support to the day to day running of a very busy school catering department. During the course of a day, the St Mary's kitchen provides, breakfast, lunch, supper, snacks, teas and event food for students, staff and visitors at both St Mary's and St Margaret's schools, 7 days per week. The kitchen porter works Monday – Friday from 07.00-14.30 and takes care of all the deliveries, stock distribution, organisation of the walk-in freezer and cold room and management of kitchen refuse and recycling.

KEY RESPONSIBILITIES

Duties, as directed by the Catering Manager, Head Chef or Senior Chef on duty, include (but are not limited to):

- To take in deliveries, liaising with drivers/suppliers as necessary
- Stock distribution to storage areas, stock room, freezer or fridges
- To organise and maintain good storage practice in one walk-in freezer and one walk-in cold room
- To manage kitchen refuse and recyclable materials
- To ensure that the loading bay area is safe and tidy
- To assist, if required, at special functions which may be held off-site and out of normal working hours, including at weekends (with prior agreement).
- To attend in-service training appropriate to both the department and to working in schools, and to keep necessary skills up to date.
- Manage the lunch time requirements for staff unable to eat in the dining room (answering the kitchen bell and attending to staff needing packed food)
- Attend to staff collecting supplies for boarding houses
- Attend to or supervise service contractors where necessary
- To carry out any other duties that are within the scope, spirit and purpose of the job and its title as requested by the Catering Manager or School Bursar.

PERSON SPECIFICATION

- A positive disposition to deal with colleagues in a busy kitchen and the wider staff who call for food and supplies
- Solid communication skills to deal with deliveries and service contractors, with a polite manner
- A good level of fitness for lifting and being able to manage to manual tasks required of this role
- A presentable appearance, being aware of cleanliness and good hygiene practices for a kitchen environment
- A 'can-do' attitude and willingness to be part of the team

TERMS AND CONDITIONS

Salary Range:	National Living Wage, £10.42 as of April 2023 (rising in April 2024) Annual salary equates to £14,806.82 per year (divided and paid equally each month)
Normal Hours:	Monday to Friday. 07.00-14.30 with a 30-minute unpaid break from 11.15-11.45 – lunch provided – paid for 7 hours per day Term time weeks (35 weeks per year)
Weekend Rota:	None
Overtime:	Not regular, but if required, paid at flat rate and agreed beforehand. Periods of school lets during the summer holidays can increase income, available where Porter duties are required.
Pension:	Scottish Widows scheme with generous employer contributions
Holidays:	5.6 weeks paid holiday entitlement is included as part of the annual salary calculation. Term time only staff work 35 full weeks per year and cannot take holiday in term time.
Line Manager:	Catering Manager, or most Senior Chef on duty
Benefits:	Uniform provided, discounted membership of the St Mary's Calne Sports Centre, complimentary daily meal during term time, membership to an Employee Assistance Programme (with shopping benefits, health and financial advice) and free parking on site

St Mary's is committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, the successful applicant will be required to undertake an enhanced DBS check. All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including undertaking up-to-date training. Extracts from the school's policy are appended as the final page of this document.

Appendix 1: Extract from St Mary's School Child Protection Policy

St Mary's Calne fully recognises its responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education "Keeping Children Safe in Education 2023" and are aware of our obligations under the Human Rights Act 1998 and Equality Act 2010. Our policy takes full regard to "Working Together to Safeguard Children 2018" (WT), "What to do if you are Worried a Child is Being Abused (2015)" and the National Minimum Boarding Standards (2023).

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

September 2023

