

## Job Description

### Morning School Gatekeeper & Kitchen Assistant



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<b>Reports to:</b>	School Bursar & Head Chef
<b>Responsible to:</b>	School Bursar
<b>Contract:</b>	Permanent and term time (38/39weeks)
<b>Salary:</b>	Minimum wages
<b>Contracted hours:</b>	Monday to Friday for School Gatekeeper 38 weeks per year 7.50 to 8.50 Monday to Friday for Kitchen Assistant 39 weeks per year including Staff Inset Day 9.00 to 13.00

We are looking for an enthusiastic a Morning School Gatekeeper & Kitchen Assistant to join our welcoming and friendly Kitchen Team. We are a private independent school in Manchester.

The position will be working under the direction of our very supportive and friendly Head Chef. Experience of a busy kitchen is an advantage but all training can be given.

#### **Morning School Gatekeeper - Term time 38 weeks Part Time – 7.50 to 8.50**

Main Duties and Responsibilities:

- To maintain a presence and kept charged at the gate to monitor student's arrival at all times
- Open the student gate at 8.00 sharp
- Gate attendant duty from 8.00 – 8.50; lock the gate
- To control the security of the school gate entrance
- To keep the school gate entrance areas tidy and clean
- To maintain Health & Safety awareness at all times, taking control to avoid hazardous situations occurring for example, by stopping the movement of vehicles around the school entrance if there are a lot of students in the area
- To raise the emergency alarm when required

#### **Kitchen Assistant- Term time (including staff Inset) 39 weeks Part Time – 9.00 to 13.00**

Main Duties and Responsibilities:

- Undertake all duties as directed by the Head Chef to ensure the cleanliness and correct storage of the Kitchen and its equipment.
- Assist as directed in basic food preparation under the direct supervision of Head Chef ie: salads and sandwiches
- Assist with deliveries into the Kitchen, storing items as necessary.
- Dispose of waste in accordance with procedure, ensuring bin areas and storage areas are kept clean and tidy.
- Ensure all surfaces and floors are cleaned at appropriate intervals during the day.
- Prepare the tuck shop before break time and lunch time; keep them back to store room after that
- Serving during break time and lunch time
- Kitchen equipment ie: oven, fridge, steamer, grill, cooker cleaning on daily/weekly/monthly basis as directed by the Head Chef
- Washing pots and pans as directed by the Head Chef
- Washing dirty clothes using washing machine

#### **Other Duties**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.
- This job specification is current at the date shown. It will be reviewed from time by the Bursar to ensure that it remains current and the School reserves the right to make reasonable changes.

PERSON SPECIFICATION		
JOB TITLE	Morning School Gatekeeper & Kitchen Assistant	
DEPARTMENT/SECTION	Health & Safety and Kitchen	
CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS:</b>		
Level 2 Food Safety Hygiene Certificate	X	X
Health & Safety at work certificate		X
First Aid at work certificate		X
<b>EXPERIENCE:</b>		
Experience of working in a school/similar role and setting		X
Experience of working in a customer facing role		X
<b>KNOWLEDGE &amp; SKILLS:</b>		
Basic understanding of Health & Safety Legislation (eg: COSHH, manual handling)	X	
Excellent communication skills, orally	X	
Excellent communication skills, written		X
Flexible approach and readiness to respond to individual student needs		
<b>PERSONAL ATTRIBUTES:</b>		
Commitment to safeguarding children and young people	X	
Ability to work well as part of a team, and to build trust and openness, to show independent initiative	X	
Discretion, courtesy, honesty and integrity	X	
Reliable, punctual, diligent and well-organised	X	
Commitment to safeguarding and the welfare of students	X	
Willingness to commit to the School's aims and values	X	
The ability to be flexible in working hours to meet the demands of the position	X	

## Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

## Holiday

You will not be required to work outside of the School term. Paid holiday entitlement is equivalent to four weeks per year (pro rata to hours/weeks worked) plus bank holidays (although please note that bank holidays which occur during term time may well be working days for which time off in lieu will be given).

## Probationary period

The appointment is subject to a probationary period of three months

## Safeguarding Recruitment Statement:

We are fully committed to safeguarding and promoting the welfare of children and vulnerable adults and we expect all staff and volunteers to share the same commitment. The successful candidate must be willing to undergo an Enhanced Disclosure and Barring Service (DBS), including checks with past employers.

Please note that since the new guidance in Keeping Children Safe in Education 2022 came, we also have to carry out an online search as part of our due diligence on shortlisted candidates. This is to enable us to identify any incidents or issues which have happened and are publicly available online which we might want to explore at interview. Once shortlisting has taken place, this search will be carried out for all candidates who confirm they will attend an interview.

All applicants must be permitted to work in the UK and hold a relevant Passport / work permit where necessary. If you have lived or worked outside of the UK in the last 5 years, the Trust will also require additional information and a Certificate of Good Conduct /Police Clearance from the country abroad you worked/ stayed at, in order to comply with safer recruitment requirements. Any job offer will be conditional on the satisfactory completion of all the necessary pre-employment checks and receipt of satisfactory references.

This post will be exempt from the provisions of the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 provides that when applying for certain jobs and activities certain convictions and cautions are considered protected. This means that they do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found in 'Changes to the Criminal Records System November 2020.docx Page 2' on the Ministry of Justice Website and the websites of charities NACRO and UNLOCK.

At the shortlisting stage candidates will be required to complete a self- declaration form regarding their criminal record (unless 'protected') and will also be required to submit any information that would make them unsuitable to work with children. Any such information will be treated in strictest confidence and used only in consideration of the suitability of the post. Criminal convictions will not automatically exclude you from being considered unless they fall within the threshold of being relevant and unsuitability, and will be considered on a case by case basis or as defined by the Department for Education.

It is an offence to apply for a post engaging in regulated activity relevant to children if you are barred from working with children.

We retain the right to close the advert before the listed closing date based on application volumes.

Please note we will only contact shortlisted applicants.