



Welcome to Colne Valley High School where we are currently looking to appoint a new Kitchen Porter. This is an exciting time to join the Colne Valley Journey.

At Colne Valley High School we are a warm, welcoming community that works together to achieve the best possible outcomes for every single child in our community.



Kitchen Porter

CANDIDATE INFORMATION PACK

▶ Welcome

Dear Colleague

I am delighted that you are considering the position of Kitchen Porter at Colne Valley High School.

We are seeking to recruit a Kitchen Porter for our secondary school who has the inspiration, drive and motivation to make a difference to the lives of young people. It is a unique moment in time to join our wonderful team.

I am excited to start my role as Principal at Colne Valley High School and I am keen to build a highly effective, wider team in order to make further improvements and secure excellent progress for all of our students.

I strongly believe Colne Valley High School has an inspirational, positive, caring, and welcoming environment, where all students can achieve their full academic, personal, spiritual and social potential.

Everyone at Colne Valley High School strives to 'achieve excellence together' and this role is integral to fulfilling the school's vision and supporting the shared RITA values.

We look forward to reading your application, best of luck to all.

Yours sincerely

Ms. Kate Smith

Principal



▶ Overview of the Position

Colne Valley High School are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and staff at all levels.



Job Description: Kitchen Porter

Position: Kitchen Porter

Department: Catering

Pay range: Grade 3.3

Hours of work: 22.5 term time only

Responsible to: Catering Manager

Purpose of the post:

To be responsible for accepting and correctly storing deliveries. To clean and wash up equipment in the kitchen and assist the Head Chef and Section Chefs to maintain high standards of hygiene and safety.

KEY AREAS:

1. Service delivery
2. Acceptance of supplies
3. Daily routine
4. Hygiene and safety
5. Miscellaneous

DUTIES AND RESPONSIBILITIES

1. Service delivery

- 1.1 To ensure that all equipment used is washed and stored away.
- 1.2 To organise and take responsibility for their own workstations.
- 1.3 To clean tables, walls, floors, and storerooms throughout the day.
- 1.4 To clear and clean counters of debris during service.
- 1.5 To clear and clean food production areas.
- 1.6 Some general kitchen preparation may be required.

2. Acceptance of supplies

- 2.1 To be responsible for the acceptance of deliveries and ensure that these are correctly issued, stored, and accounted for.
- 2.2 To carry out stock checks and food rotation procedures daily.
- 2.3 To carry out temperature checks on the delivery vehicles and kitchen fridges/freezers.

3. Daily routine

- 3.1 It is important that the cleaning of the kitchen is carried out to a high standard.
- 3.2 The Kitchen Porter will be trained in the use of machinery and chemicals.

4. Hygiene and safety

- 4.1 To comply with statutory regulations concerning the hygiene and safety of staff, food, and equipment.
- 4.2 To wear protective clothing as necessary whilst engaged on work duties.
- 4.3 To give a meaningful commitment to Hygiene and Safety at work, including COSHH regulations and always ensure strict adherence to all Hygiene and Safety procedures.
- 4.4 To ensure that all activities concerning the use of cleaning chemicals are carried out in accordance with COSHH regulations.

5. Miscellaneous

- 5.1 To ensure that you take care of your own health and safety and that of your colleagues in line with the Academy's Health and Safety Policy.
- 5.2 To undertake any other duties as may be reasonably required by your line manager.
- 5.3 To play a full part in the life of the Academy community, supporting its distinctive mission and ethos actively promoting its policies and practices.
- 5.4 To play a part in marketing and liaison activities such as Open Evenings, Parents' Evenings, and other similar events as appropriate.
- 5.5 To work as a member of a designated team and contribute positively to effective working relations within the school by attending all appropriate meetings.
- 5.6 To engage actively in the Performance Management Review process.
- 5.7 To participate in the Academy's Staff Development Programme by attending INSET, meetings and opportunities for further training and professional development as outlined in your Performance Review and whole school training plan.
- 5.8 To carry out your duties in accordance with the Academy's Equal Opportunities Policy.

Safeguarding:

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal.

Person Specification: Kitchen Porter

Key to identification: A = Application I = Interview E = Exercise R = Reference

| Qualifications/Training | Essential | Desirable | A/I/R |
|--|------------------|------------------|--------------|
| Numeracy, literacy, and ICT skills equivalent to Level 2 or above | ✓ | | A/I |
| Relevant professional training or development | ✓ | | A/I |
| Recent safeguarding training | | ✓ | A/I |
| First Aid Training | | ✓ | A/I |
| Experience | Essential | Desirable | A/I/R |
| Working with or caring for children of relevant age. | ✓ | | A/I/R |
| Collaborative and supportive work with colleagues within the organisation | ✓ | | A/I/R |
| At least one year of experience operating and maintaining cooking equipment | ✓ | | A/I/R |
| Experience of working in a commercial kitchen environment | ✓ | | A/I/R |
| Experience of working with kitchen equipment | ✓ | | A/I/R |
| Experience of food handling and food safety and current health regulations | ✓ | | A/I/R |
| Knowledge and understanding | Essential | Desirable | A/I/R |
| In-depth knowledge of kitchen safety and health regulations. | ✓ | | A/I/R |
| Good understanding of how to communicate with Catering Managers, Catering Assistants, and students. | ✓ | | A/I/R |
| Understand how to relate well to young people and adults. | ✓ | | A/I/R |
| Effective time management. | ✓ | | A/I/R |
| Effective and efficient organisation skills. | ✓ | | A/I/R |
| Thorough attention to detail. | ✓ | | A/I/R |
| Good understanding and ability to follow instructions. | ✓ | | A/I/R |
| Committed to continual personal and professional development. | ✓ | | A/I/R |
| Personal Qualities | Essential | Desirable | A/I/R |
| Work constructively as part of a team. | ✓ | | A/I/R |
| Willing to work within organisational procedures, processes and to meet required standards for the role. | ✓ | | A/I/R |
| Be resilient and demonstrates ability to work well under pressure. | ✓ | | A/I/R |

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| Able to adopt a flexible working practice. | ✓ | | A/I/R |
| Excellent record of attendance and punctuality. | ✓ | | A/I/R |
| Excellent communication skills | ✓ | | A/I/R |
| Commitment to the Academy's Equality and Safeguarding policies | ✓ | | A/I/R |

Reasons to work at Colne Valley High School



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

