



CHRIST'S COLLEGE  
FINCHLEY



# Recruitment Pack

## Kitchen Porter

## ADVANCE YOUR CAREER

At Christ's College Finchley we value our staff by providing a positive school climate. Our aim is to ensure a balanced, secure and healthy workplace where our teaching and support staff can flourish. We do this because we know that our staff are central to the success of our pupils.

Your passion for nutrition and food education will be evident along with essential qualities such as the ability to communicate effectively, the ability to listen and the ability to collaborate and work with others. You will have that unique skill of motivating and inspiring our young people and in return we will provide you with every opportunity for a rewarding career.

Christ's College Finchley has a high performing workforce and staff talent which is evident by the low levels of staff absence and turnover. Our staff wellbeing approach is a priority and, along with our focus on promoting from within, is central to our staff retention strategy. We place great emphasis on reviewing individual workloads and time pressures to ensure there are flexible work routines; workplace support and integration; individual and team recognition; and positive working relationships to maintain and improve the mental and physical health wellbeing of our staff.

In the same way that we have high expectations of our pupils, we have high expectations of our staff but the benefits and rewards are multitudinous – from job satisfaction and career development to professional and lifestyle benefits.

### CAREER, HEALTH AND WEALTH BENEFITS

- New members of staff can expect a thorough induction programme.
- You will receive a personal career and training plan.
- A dedicated member of staff will act as a mentor and will assist with identifying training needs and development opportunities.
- Pensions contributions.
- Enhanced parental leave.
- A free, confidential staff advice and counselling service is available 24 hours a day, 365 days a year to all members of staff.
- Each department has its own work space for every subject area.
- An annual flu vaccination clinic.

### LIFESTYLE AND CULTURE BENEFITS

- A life-enhancing wellbeing programme through the Schools Advisory Service (SAS): staff (and their immediate families) have access to GP appointments, counselling, some operations, physiotherapy, weight loss courses and menopause support.
- A designated Staff Welfare Team and an enthusiastic Staff Wellbeing Committee arrange team building and rewarding activities for staff including free staff social events throughout the year: summer barbeques and sports activities in the summer and Christmas socials in the winter.
- Free access to the onsite school fitness suite.
- Inset days with a strong focus on wellbeing.

**Tradition | Aspiration | Success**

“Pupils value the great level of care that the staff provide. They say that they experience an environment which develops their character, interests and passions.”

**Ofsted 2020**



“The Leaders have constructed a curriculum that provides pupils with strong foundations.”

**Ofsted 2020**

Are you passionate about providing high quality nutrition for children and playing a key role in educating the next generation on how they can develop and sustain a high-quality diet?

This exceptional school seeks passionate individuals for this pivotal role highly talented individual for this new and pivotal role.

We are looking to transform the food provision for our pupils and expect the very highest standards to inspire young minds to make the right choices for their health now and in the future.

Christ's College has been pursuing excellence in education since 1857. The modern academy combines the most enduring aspects of the CCF traditions (including high academic standards, excellent behaviour and a commitment to the personal and social development of our students) with effective innovative approaches to learning and teaching. The successful candidate will be committed to our vision of high standards of nutrition and food education for all children.

<b>POST TITLE:</b>	Kitchen Porter
<b>CONTRACT:</b>	11am-3pm, term-time only
<b>SALARY/GRADE:</b>	£22,431, full time full year equivalent
<b>RESPONSIBLE FOR:</b>	Washing dishes, equipment and utensils, Cleaning/ sanitizing the kitchen area Assisting with food preparation and portioning, Supporting the kitchen staff and manager
<b>RESPONSIBLE TO:</b>	Head Chef, Sous Chef, School Business Manager, Headteacher
<b>LIAISING WITH:</b>	Head Chef, Sous Chef, Pupils, Parents, Suppliers, Chefs in Schools, Catering Staff, Headteacher, Senior Leadership Team, All Relevant Staff.

## JOB DESCRIPTION

The postholder's responsibility for promoting and safeguarding the welfare of children and young people for whom they come into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Child Protection Officer.

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be carried from time to time at the discretion of the school in consultation with the postholder.

To work with a team whose aim is to serve fresh, interesting and nutritious school meals within budget which meet Government and the School's standards at all times.

To work with chef team to deliver a food and cookery curriculum for the whole school and food related projects and have high aspirations for the future of food at School

### KEY OBJECTIVES/ACCOUNTABILITIES:

#### Purpose of the post

- To work in a team to serve fresh, interesting and nutritious school meals within budget and which meet Government and the Schools standards at all times.
- To maintain high standards of cleanliness and hygiene in the kitchen area.

### Main duties and responsibilities

- Basic food preparation including, but not limited to, chopping, peeling, slicing, etc. as per request of the head chef and sous chef.
- Prepares service and dining areas as instructed by the head chef and sous chef.
- Prepares light refreshments and beverages as instructed by line manager
- Receives and stores products properly
- Actively seeks to improve skills and achieve personal development
- Ensure minimum food wastage
- Ensure all equipment is clean and put away correctly
- Emptying bins, sweeping and mopping floors
- Operate catering equipment
- Prepare and participate in special functions (which may be outside normal working hours) and 'theme days' (and dishes) as required
- Attends training sessions as required
- Unloading and putting away deliveries
- Deep cleaning fridges kitchen, store rooms and service areas as well as changing rooms and bathroom to maintain sanitary and kitchen safety standards.
- Complies with all statutory and company health and safety practices and procedures, including manual handling and safeguarding
- Adheres to all company rules, regulations, policies, procedures and provisions of contract
- As and when required, carries out additional tasks concerned with the operation of the establishment
- Use of vegetable preparation machine, with appropriate training, for basic food preparation.
- Cleaning of food preparation and cooking machinery, with appropriate training, to maintain hygiene standards
- Operate a washing machine to ensure that there are clean cloths and kitchen towels available for each shift

### Health and Safety (in collaboration with the Head Chef)

- To ensure that policies and procedures with regard to health and safety and hygiene are adhered to
- To just carry out cleaning schedules are carried out.
- To wear the correct uniform at all times.
- To keep all kitchen equipment is maintained in good condition and any faults are reported to the Head Chef.

### Conduct

- To be familiar with all relevant School policies, rules and procedures and any changes to these.
- To set a standard of behaviour to colleagues which is polite, honest and friendly.
- To deal with children in a polite, professional and friendly manner at all times and to seek guidance where necessary from the Head Chef, Business Manager and the Headteacher.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

## PERSON SPECIFICATION

### Experience

- Level 1 food safety award
- Experience of kitchen equipment
- Awareness of manual handling techniques
- Knowledge of kitchen health and safety
- Awareness of Control of Substances Hazardous to Health Regulations (COSHH) and chemical safety
- Basic understanding of English

### Knowledge and Skills

- Level 2 Health and Safety in the Workplace Award (desirable)
- Level 2 Food Safety Awards (desirable)
- Any relevant experience in a commercial kitchen environment
  - Experience of dangerous equipment such as knives
  - Demonstrate a willingness and enthusiasm for training and progression.
  - Able to encourage children to select a balanced meal.
  - Able to communicate and relate well with all kitchen, school staff and pupils.
  - Able to work on own and within a team.
  - Display and maintain a high standard of personal hygiene.
  - Work effectively in a busy and hectic environment.

## FURTHER INFORMATION

### Compulsory declaration of any convictions, cautions or reprimands, warnings or bindovers

It is the School's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

### Online Searches

After shortlisting, Christ's College Finchley will conduct an online search as part of our due diligence and compliance with KCSIE. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore further with the applicant at interview.

### References

Referees will be asked about all disciplinary offences which may include those where the penalty is "time expired" if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance

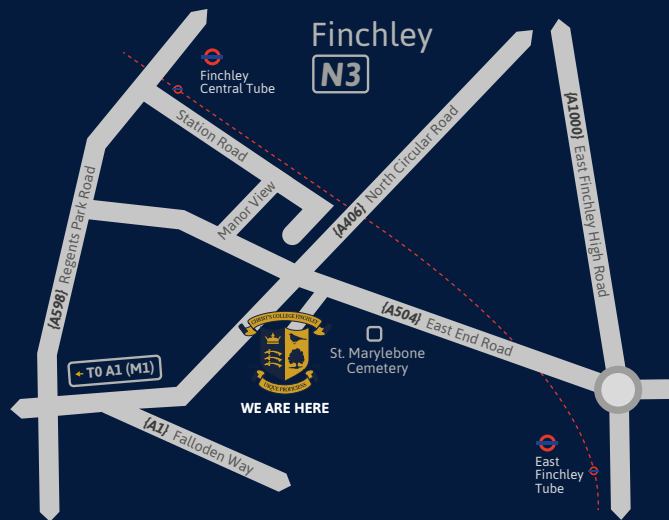
### Privacy Notice for Job Applicants

This can be found on the Academy website on the Recruitment page.

Providing false information will result in the application being rejected or withdrawal of any offer of employment, or summary dismissal if in post and possible referral to the police. Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

## Food Policy Statement

- We aim to equip all of our pupils with the skills and knowledge required to lead a healthy and fulfilling life. One that will be educating our children about the importance of high-quality provision
- All pupils will need to understand the link between what they put into their bodies and how healthy and effective their bodies are likely to be.
- We seek to ensure that the nutrition received in schools is consistent with them being able to lead a healthy life and also to be able to learn effectively in the classroom.
- As a school we are committed to prioritising the health of our pupils above profit margins of the canteen/food service. We aim to ensure there is consistency between the learning objectives of our curriculum (particularly in Food Technology, Science, PHSE and assemblies) and the food that children consume whilst on our site.
- Fluid intake is also of vital importance and our expectation is that pupils should only consume water or milk on our site. The majority of fizzy and sweet drinks have very limited nutritional value and have also been linked to the high levels of tooth decay in UK school children.
- High caffeine/high energy drinks are not permitted as these have a number of adverse physiological effects in the short and long term. E.g. they can interfere with healthy sleep patterns which are vital for all people, particularly children.
- The school will work hard to educate pupils about the importance of eating the right proportions of fruit and vegetables every day. These are important for providing children with the nutrition they need to develop, to stay alert, learn and attend school on a regular basis.
- We want to ensure that there is consistency between our principles on food and nutrition, the curriculum we deliver and what is served and eaten on our school site.
- CCF also recognise the evidence of the clear link between diet and good mental health and are committed to help children build healthy relationships with food, nutrition and body image.
- We seek to adopt and promote sustainable food initiatives to reduce the negative environmental impact of the food we eat.
- Our new food policy and offering will be available to all pupils, including those on free school meals.
- Food Technology here at CCF is in line with The National curriculum aims and objectives, proceeding to provide all pupils with the knowledge and skills to make better-informed choices regarding healthy lifestyles and food consumption.
- Growth mindset - This is vital to the experience that pupils have within the subject exploring reasons for food choices, cultures and a wide range of dishes. Opportunities are given for pupils to be exposed to educational concepts that inspire, teach and support a growth mindset in relation to food.
- Knowledge and understanding - Pupils are taught about the importance of healthy eating and making better-informed choices through the UK Government Framework 'The Eat Well Guide'.
- Sustainable food initiatives are put in place to reduce the negative environmental impact of the food we eat; we recycle & dispose of biodegradable food responsibly, currently looking at other initiatives to support eco-friendly systems.



## CHRIST'S COLLEGE FINCHLEY

### Christ's College Finchley

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