



**'Let us be United by Knowledge'**



## **Kitchen Porter Information Pack**



## **‘Let us be United by Knowledge’**

Please find enclosed:

- Letter from the Headteacher
- Reasons to join Mercia School
- The Role
- Job Description
- Person Specification
- Mercia Learning Trust
- How to Apply





Dear Applicant,

Thank you for your interest in our vacancy for a Kitchen Porter. This is a unique opportunity for an able, committed, and ambitious professional to join our exceptional school and support us on the next phase of our exciting journey.

Mercia School opened in September 2018 and has grown incrementally each year since then. It now has pupils in years 7-12, has published its first GCSE results this summer and opened its Collegiate Sixth Form this September 2023.

The school has secured a strong reputation for educational excellence. It has been the most over-subscribed school in the city during the last three years. In February 2023 Ofsted inspected the school and graded all aspects of provision and its overall effectiveness to be outstanding.

As we continue to grow, it is crucial that we sustain our culture and effectiveness, and this role is central to our continued success.

What is Mercia School like?

Mercia is a traditional school, with aspects of its approach and practice like other highly effective schools across the country. We believe in the following:

1. All pupils deserve an exceptional education.
2. Extremely high and explicit expectations of everyone.
3. Consistency and predictability.
4. A longer school day, family lunch and silent corridors.
5. Exemplary pupil conduct and behaviour.
6. Delivery of an ambitious, carefully considered, skilfully sequenced knowledge-rich curriculum, expertly delivered by teachers to all pupils.
7. A coherent and fully accessible enrichment offer for all pupils.
8. The development of character so that pupils are kind and work hard every day.
9. Exceptional pupil outcomes and the development of pupils as rounded and ambitious citizens.
10. Education as the vehicle to drive social mobility.

Our school is a warm and welcoming place where all pupils feel happy and safe and can flourish. Staff are free to teach without distraction and deliver exceptional lessons, and leaders focus persistently on what matters.

Our aim is to provide all pupils, no matter what their background or starting point, with a rich, coherent, and demanding education, facilitated by a longer school day. This ultimately equips and inspires them to progress to university or a high-quality alternative. We care about every pupil and want the absolute best for them.

We wish to recruit, develop, and retain the best staff, and have a strong commitment to reduce workload for Teachers.

**Mr Dean F Webster**

**Headteacher**



### Reasons to join Mercia School:

1. **Outstanding School** - Mercia is one of a small number of schools that is graded as outstanding. You will have access to sector-leading practice.
2. **Team** - You will join an ambitious, talented and positive team of leaders and staff.
3. **Support** - Leaders and teachers have fantastic initial and on-going support to fulfil their roles. Senior Leaders work hard to support teachers and ensure their time is protected.
4. **Exceptional behaviour** - Pupils at Mercia behave impeccably. We believe teachers should be able to teach and pupils should have an appetite to learn. Our centralised and consistent behaviour systems improve wellbeing for all.
5. **Workload** - We remove all unnecessary tasks that take time away from supporting pupil learning. We have reduced data and administration tasks. Teachers have lower contact ratios compared to most schools, so they have more time to prepare great lessons. Teacher time is focussed on teaching and supporting pupils throughout the day.
6. **Time** - We have a longer school day which is designed to support pupils and staff. Within this time all pupils receive great lessons, access a full enrichment programme and undertake homework in assisted 'self -study'. This is especially beneficial to disadvantaged pupils. All staff tasks, teaching, curriculum planning, CPD and meetings are timetabled within the school day or training days. Staff do not take work home to complete. Senior Leaders manage all other aspects of school.
7. **High retention** - Staff retention is high as staff are happy and proud of their school. They have a good work life balance and have a sense of belonging. We are all driven and motivated by our mission.
8. **Family dining** - Family dining is special. We all eat together as a family and collectively show gratitude to our community. Teachers are catered for free of charge.
9. **Enrichment** - Teachers teach and lead pupils in their areas of interest or expertise outside of the 'normal' curriculum. Teachers offer sport, STEM, music, drama, the arts and much more. Strong relationships are built and forged in these moments.
10. **Pupils and Parents** - Our pupils and parents are incredible and they offer us lots of support. The appointed leader will work hard to maintain strong relationships in our community.
11. **Mercia Learning Trust** - The school is part of the local and successful six school 2-18+ cross-phase partnership of Mercia Learning Trust (MLT). MLT is one of the most successful MATs in the region and you will enjoy the many benefits and advantages of being part of this.

# Kitchen Porter



**Start Date:** As soon as possible

**Contract Term:** Permanent

**Contract Type:** 20 hours per week, 39 weeks per week

**Salary:** Grade 2 (£20,812 to £21,189 FTE)

**Actual Salary:** £9,676 to £9,851 (with under 5 years' service)

Mercia School (11-18) opened in 2018 in a brand-new purpose-built building. Leaders and governors have an ambitious vision for the school and are determined that all pupils, irrespective of background will thrive and achieve well.

The school has secured a strong reputation for educational excellence and has been the most over-subscribed school in the city during the last three years. In February 2023 Ofsted inspected the school and graded all aspects of provision and its overall effectiveness to be outstanding. It has published its first GCSE results this summer and opened its Collegiate Sixth Form this September 2023.

As the school continues to grow, it is crucial that we sustain our culture and effectiveness, and this role is central to our continued success.

## The role

As part of our dedicated catering team, we are seeking a dedicated and motivated Kitchen Porter to join our team. As a Kitchen Porter in our school's kitchen, you will play a crucial role in supporting our daily meal preparation and ensuring the smooth operation of our family dining. You will collaborate closely with our head chef and kitchen staff to uphold the highest standards of food safety and hygiene. Your efforts will contribute to providing nutritious meals for our students and promoting a healthy and efficient family dining environment within the school.

Working hours will be Monday to Friday 11:30am to 3:30pm, term time only.

## Responsibilities:

- Ensure all food items are stored, handled, and cooked in compliance with food safety regulations and hygiene standards.
- Help with the organisation and cleanliness of the kitchen, including cleaning workstations, equipment, and utensils.
- Collaborate with the head chef and other kitchen staff to maintain an efficient workflow in the kitchen.
- Assist in the plating and presentation of dishes to ensure they meet school standards.
- Participate in staff training and development programs related to culinary skills and food safety.
- Adhere to health and safety guidelines, including the proper use of kitchen equipment and fire safety procedures.

## Requirements:

- Willingness to participate in training and professional development

- Have the ability to work using their own initiative.
- Have an alignment to a can-do culture.
- Excellent organisational skills with the ability to manage multiple tasks efficiently.
- Good communication skills, both written and verbal, with the ability to work collaboratively with teachers, pupils, and colleagues.
- A proactive and flexible approach to work, with the ability to adapt to changing priorities.
- A genuine passion for catering and a commitment to supporting pupils' learning experiences.

This a unique opportunity to join one of the best schools in the country and make a difference to the life chances of its pupils.

Please continue to read through our recruitment pack for further information on how to apply.

# Job Description



<b>Post Title:</b>	<b>Kitchen Porter</b>
<b>Salary:</b>	<b>Grade 2 (£20,812 - £21,189 FTE)</b>
<b>Responsible to:</b>	<b>Head Chef</b>
<b>Responsible for:</b>	<b>N/A</b>

**The post holder must always carry out their responsibilities within the spirit of Mercia Learning Trust and School policies and within the legislative framework applicable to academies.**

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## **PURPOSE OF THE POST**

- To work as part of a team providing a catering service to the school.

## **KEY RESPONSIBILITIES**

- Maintain the school's food standards
- Serve staff, pupils and visitors at service time to the required standard and promote a warm, friendly atmosphere.
- Ensure correct use of materials and equipment, and ensure walking areas are kept clean and tidy.
- Maintain highest levels of cleanliness and hygiene within the kitchen area, and ensure that the cleaning schedule is completed on a daily basis.
- Carry out a deep clean as directed by the Chef Manager.
- Ensure compliance with the School's Health & Safety policy, COSHH regulations and all statutory health and safety requirements, and ensure that these are observed by all members of staff and visitors.
- Report immediately any machinery faults to the Chef Manager.
- Co-operate with the employer on all issues relating to health, safety and welfare.
- Maintain a high standard of personal cleanliness and hygiene.
- Assist in the production and service of special functions, as required.

## **General Responsibilities**

- To maintain confidentiality relating to the staff and pupils of the school at all times.
- To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances.
- To undertake all duties with full regard to the Health and Safety at Work Act.
- To contribute to the overall ethos, work and aims of the School and Trust.
- To participate in training and other learning activities and performance development as required.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- To be aware of and support difference and to ensure equal opportunities for all.

A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that it is dealt with discreetly and with integrity.

#### **WORKING ENVIRONMENT AND CONDITIONS OF THE POST**

- Due to the routine of the schools and the terms and conditions of the sector, the workload may not be evenly spread throughout the year.
- In order to deliver the service effectively, a degree of flexibility is needed, and the post holder may require some evening work (time off in lieu in school holiday periods for work outside of working hours will be given for such events), or some duties not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.
- The post may be required to travel and work within any school in the Mercia Learning Trust.

#### **GENERAL DUTIES**

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

#### **PROMOTION OF TRUST VALUES**

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all pupils. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, pupils and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher/CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

**Issue Date: Sept 2023**

## Person Specification



<b>Post Title:</b>	<b>Kitchen Porter</b>
<b>Salary:</b>	<b>Grade 2 (£20,812 - £21,189 FTE)</b>
<b>Responsible to:</b>	<b>Head Chef</b>
<b>Responsible for:</b>	<b>N/A</b>

SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Qualifications/ Training</b>	Willing to undertake any in-service training offered which is relevant to the duties of the post	Catering qualification  Basic Food Hygiene Certificate
<b>Experience</b>	None – full training will be given	4-5 years' experience
<b>Knowledge/Skills (Ability to)</b>	<p>The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role</p> <p>Demonstrate patience when working with and serving food to young people</p> <p>Able to work in a busy and demanding environment</p> <p>Ability to take initiative</p> <p>Ability to follow instructions</p> <p>Willing to undertake training as required</p>	Previous food handling experience
<b>Personal Qualities</b>	<p>Flexible</p> <p>Punctual</p>	

	<p>Honest and Reliable</p> <p>Calm under pressure</p> <p>Patient</p> <p>Empathetic with young people</p> <p>Team player</p> <p>High personal and professional standards</p>	
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### **What is Mercia Learning Trust?**

The school is part of the local and successful six school 2-18+ cross-phase partnership of Mercia Learning Trust (MLT). MLT was formed in 2012 and has established itself as one of the most successful MATs in the region. Currently we support nearly 5000 pupils and employ over 650 staff.

Each school has its own unique identity. However, all share the same mission to ensure that *every child* receives an exceptional education. We know that this is a child's passport to a better future, and we take this responsibility very seriously.

### **What are the benefits of working for MLT**

An opportunity to:

1. Work in an exceptional sector leading trust with six great and different schools.
2. Work alongside and in partnership with talented colleagues in other schools and different phases who have a wealth of best practice to share.
3. Support exceptionally ambitious, hardworking, and well-behaved pupils.
4. Receive rigorous induction and on-going, tailored coaching and exceptional professional development.
5. Accelerated career progression and opportunity.
6. Be supported by an exceptional central improvement team.
7. Be supported by an exceptional business management team who ensure all aspects of finance and business functions effectively operate each day.
8. Work in an exceptional learning environment which is maintained to an exceedingly high standard.
9. Work for an organisation that cares deeply about its staff, their development, progression, retention, and well-being.



## How to apply



Details about the role can be found in the Information Pack alongside the application form. Information about the school (including videos from staff and children) and Trust can be found on our website [www.merciastrust.co.uk](http://www.merciastrust.co.uk). The recent Ofsted Inspection Report can be found [here](#).

Please contact the school directly if you wish to arrange a visit [gdarlow@merciaschool.com](mailto:gdarlow@merciaschool.com)

**Completed applications should be submitted to the Central Recruitment team at [recruitment@merciastrust.co.uk](mailto:recruitment@merciastrust.co.uk) by midnight on Wednesday 4 October.**

Mercia School and Mercia Learning Trust are committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. Successful candidates will need to undertake Enhanced Disclosure via the DBS and / or provide police checks from other countries, where appropriate.

In accordance with DfE Keeping Children Safe in Education 2022, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

Mercia Trust is an equal opportunities employer. We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone. Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.

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