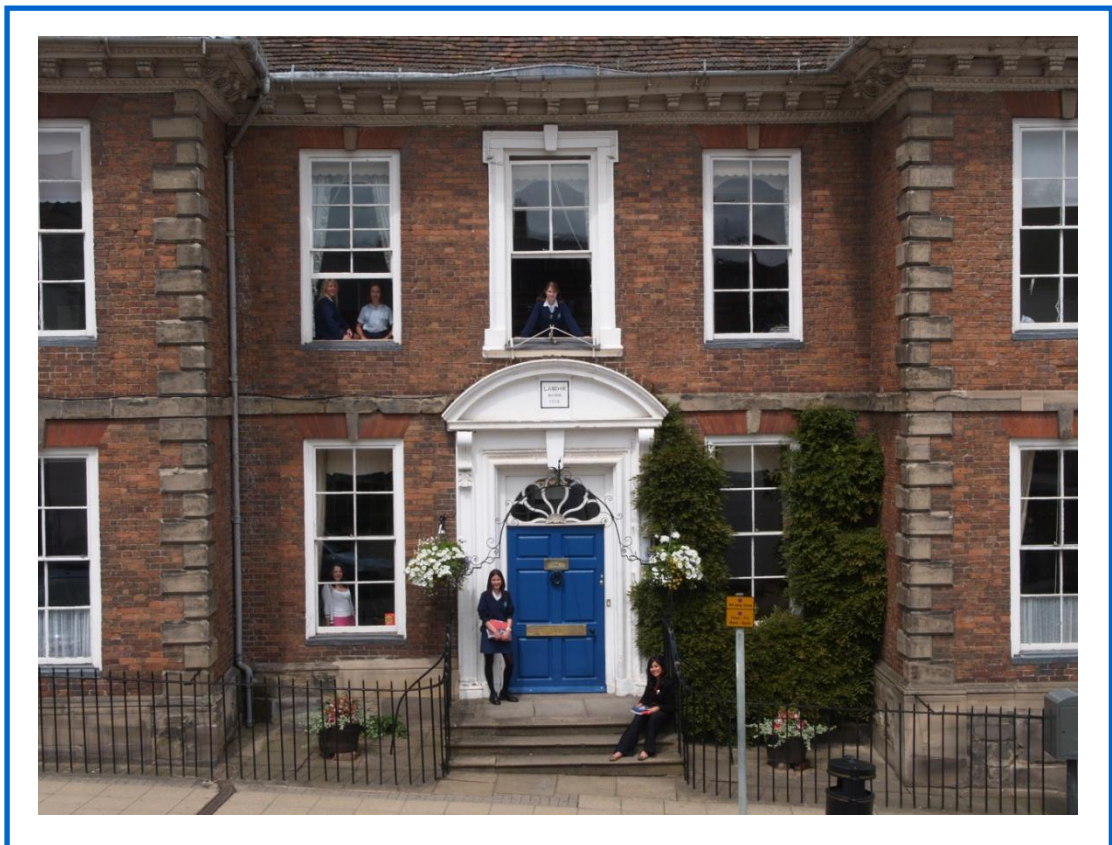




King's High School

Appointment of
Kitchen Porter
(Part-time)



Information for Applicants

Warwick Independent Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

King's High School

We are seeking to appoint a part-time Kitchen Porter as soon as possible.

The School

Founded in 1879, King's High School provides independent, single sex, day education for approximately 650 girls aged 11 to 18. The school is renowned for its friendly and welcoming atmosphere. We pride ourselves on the outstanding academic and creative performance of our pupils, founded on a distinguished academic tradition tailored to individual girls' needs by a highly qualified and motivated staff.

We value friendship, involvement, intellect, creativity, spirit and maturity. Girls are encouraged to follow their interests and excel in subjects they enjoy. Our aim is for our girls to develop into happy, confident and compassionate young women with the ability to reason, analyse, learn independently and exercise good judgement.

The school has remained on the same town site for 130 years in the heart of Warwick. The main building, Landor House, is of historical interest. It is the birthplace of the writer Walter Savage Landor and remained in his family for 80 years before being given to the school in the late 19th Century.

The most recent addition to our site is the £3.5 million Creative Arts Centre. In 2006, Dame Judi Dench opened our splendid, ultra-modern Sixth Form Centre and St Mary's Building.

King's High School is part of the Warwick Schools Foundation, alongside Warwick School (boys 7 – 18) and Warwick Preparatory School (boys and girls 3 – 7; girls 7 – 11).

A prospectus will be sent to shortlisted candidates. In the meantime you can find out more about the school from the website on www.kingshighwarwick.co.uk.

The Department and The Post

The catering team consists of the Catering Manager Executive Head Chef, Pastry Chef, and four Kitchen Assistants.

JOB DESCRIPTION

<i>Job title</i>	Kitchen Porter
<i>Responsible to</i>	Catering Manager

Key purpose of post:

To support the Catering Manager and Head Chef with the provision of a high quality catering service.

Key Duties and Responsibilities

These duties include the following but are not exhaustive of other functions required by the Head Chef, the Catering Manager or their delegated supervisor:

- The completion of cleaning tasks as designated by the Catering Manager /Head Chef.
- Cleaning large equipment /operating dishwasher /washing up of all tins etc.
- Ensuring that all chemicals and non-consumables are stored and labelled correctly.
- Responsibility for recording the above tasks using appropriate record sheets.
- Ensuring that all storage areas are clean and well maintained.
- Assisting the Head Chef or his delegated supervisor with any reasonable tasks pertaining to the preparation of food.
- To ensure the correct storage, labelling and rotation of all foodstuffs.
- Responsibility for checking, receiving and monitoring all deliveries.
- Sweeping/mopping kitchen floor at the end of the day.
- Cleaning of dining room including sweeping, mopping, wiping down walls, window sills, cleaning bases of tables.
- To undertake COSHH training and participate in any other training as required and performance development.
- To comply with Health & Safety policies and procedures.
- To assist other members of staff generally and contribute to the overall ethos and aims of the School.
- Any other reasonable duty as required by Catering Manager/Head Chef/delegated supervisor.

Warwick Independent Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	Literacy and numeracy skills	Health and safety training Food safety training Manual handling COSHH training	Contents of the Application Form Copies of qualifications
Experience	In a catering environment	In a post or posts where excellent service, trustworthiness and the highest standards are required In a school kitchen	Contents of the Application Form Interview Professional references
Skills	Cleaning Food handling and production technique Customer care	Catering knowledge of food production	Contents of the Application Form Interview Professional references
Knowledge	Cleanliness and hygiene standards Health and safety at work requirements	Child Protection; security of premises, statutory regulations. Fire safety procedures Food safety procedures	Contents of the Application Form Interview Professional references
Personal competencies and qualities	Trustworthiness Highest standards of customer care Highest standards of appearance Loyalty to organisation Excellent interpersonal skills Attention to detail Good communication Flexibility Initiative Responsiveness Dependability Team player Pride in work		Contents of the Application Form Interview Professional references

Warwick Independent Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Additional Information

The Employer is Warwick Independent Schools Foundation.

Holidays

Holidays are taken outside of term time.

Hours

Working hours are 27.5 hours per week, to be worked from 10.30 am until 4.30pm, with a 30 minute unpaid lunch.

These are to be worked during term time (36 weeks per year/180 days) and will include some additional days outside of term time.

Responsible to

Catering Manager.

Remuneration

£7,135 per annum, point 4 of the support staff pay scales.

Pension

Applicants will normally be eligible to join the Local Government Pension Scheme. This is currently a final salary scheme. Full details will be provided to the successful candidate.

Start Date

As soon as possible.

Child Protection

The school's Child Protection Policy is included in this pack. An interview will include questions about safeguarding children. The appointment will depend on satisfactory CRB clearance at the enhanced level.

Appointment Timetable

The closing date is 17 February 2012 at 12 noon.

Short listing of the applicants will take place week commencing 20 February 2012.

Interviews will be held week commencing 27 February 2012.

The Application Form

This must be completed in full before the application can be considered. Any discrepancies or anomalies in the information provided or issues arising from references will be discussed at the interview.

If you have any queries about the completion of the form, please contact the Human Resources Department on 019266 735411 or email: hr@warwickschools.co.uk

How to apply

To apply please complete the enclosed application form and send to:

Human Resources Department
Warwick Independent Schools Foundation
Warwick School
Myton Road
Warwick
CV34 6PP

Or email: hr@warwickschools.co.uk

Enclosures

- Application Form
- Equal Opportunities Policy
- King's High School Child Protection Policy
- Recruitment of Ex-Offenders Statement

February 2012