

Application Pack

for the position of

Kitchen Porter

40 weeks per year

To start as soon as possible

About St George's

St George's is an independent boarding and day school with approximately 270 pupils aged from 11-18 years about 45% of whom are boarders (both full and tailored) and with a Sixth Form of approximately 80 pupils. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA), Boarding Schools Association (BSA), and is ISC accredited.

We are a welcoming school with a warm sense of community and visitors often comment on the perceptible supportive and cheerful atmosphere. We believe that a happy and successful school is one where all pupils have the opportunities to develop their strengths. The richness of opportunities within and outside the classroom are fundamental elements of the St George's experience and this allows the girls to foster the confidence, independence and academic curiosity that lead to success. Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest.

Over the past two years at GCSE, St George's has been placed in the top 5 to 10% of schools nationally for value added.



#SGACapable
#SGAConfident
#SGAConnected



@stgeorgesascot

Our location

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street. We are close to Windsor, Eton and Bracknell and equidistant from the M3 and M4 motorways. Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

All facilities are on site and include, amongst others, a state-of-the-art 350 seat theatre, three boarding houses, a sports hall, squash courts, gym, dance studio, spacious library, Science centre, photographic, textiles and art studios, 6 floodlit netball/tennis courts, extensive grass sports pitches and a new 25m 6 lane indoor swimming pool.



Academic Results

We aim to get the very best from each girl and Georgians are encouraged to work conscientiously and to the best of their ability as well as get involved in the wider school community and all the activities that are on offer in the busy co-curricular programme. This, combined with committed and inspirational teaching, delivers excellent GCSE and A Level results. Our pupils achieved the following results in 2020:

A Level: 77% A*-A, 100% pass rate

GCSE: 60% 9/8, 78% 9-7, 100% 9-4

The Role.

The role of the Kitchen Porter is to provide efficient and effective support to the School's catering team, ensuring that all stores are accounted for correctly whilst also maintaining high standards of cleanliness throughout the catering area in accordance with school policy and legislation.

The Kitchen Porter is required to undertake the following duties, which are not exhaustive and will be the subject of periodic review:

- Receiving and storing all foodstuffs, monitoring quality, temperature and checking for deficiencies;
- Maintaining stock rotation (which may involve some heavy lifting);
- To undertake general cleaning activities, including pot washing as directed by the management and chef team;
- Using chemicals supplied as instructed and in accordance with COSHH regulations;
- Reporting to management, any repairs or replacements as required;
- Assisting with additional Hospitality support, including assistance with transporting equipment, foods and set up of events across the School site;
- Assisting in the preparation of food as required;
- Duties to include cleaning and sanitizing of utensils, crockery pots, pans and all working areas within the , Kitchen and Food Service areas;
- Preparing packed lunches and other items for the School as required;
- Emptying of recycling bins or similar waste receptacles;
- Transporting of waste materials to designated collection points;
- Participating in training courses as required by the School;
- Carrying out other reasonable duties or requests as deemed appropriate by the Domestic Bursar.

Person Specification

Essential:

The Kitchen Porter must:

- Be self motivated;
- Have a good eye to detail;
- Have good organisational skills;
- Have the ability to communicate in basic written and spoken English;
- Be capable of working alone and as a team member, taking instruction and direction;
- Be enthusiastic, punctual and reliable;
- Be computer literate.

Desirable:

Food Hygiene Certificate.

Salary and Benefits

- a. **Start date:** As soon as possible.
- b. **Normal Hours of Work:** The normal hours of work are 7.00am to 3.00pm, Monday to Friday, 40 weeks per year (term time, plus additional weeks to be worked during the School Lets as directed by the Domestic Bursar). Some additional hours may be available in the School's holiday periods. There will be a requirement to work occasional evenings or weekends to support the business needs of the School.
- c. **Remuneration:** The hourly rate of pay for this role will be £10.10. This includes an element to cover statutory holiday entitlement. Your pay is based on you working 40 hours per week for 40 weeks per academic year. Pay for these annualised hours will be spread over twelve months and paid on a monthly basis in arrears.
- d. **Probationary and Notice Periods:** The first year of employment will be a probationary period. During this period, performance and conduct will be monitored. The School may extend the probationary period at its discretion. In the probationary period, the notice required to terminate the employment will be one week, increasing to one calendar month by either side on the successful completion of the probationary period.
- e. **Pension:** The successful candidate will be auto-enrolled into the School's pension scheme providing they are eligible to join the scheme.
- f. **Facilities:** A meal is provided free of charge during term time. Members of staff can use the School's sports facilities at allocated times. There is free on-site parking.

The Process

Letters of application together with a completed application form (available to download from the School's website) should be emailed to recruitment@stgeorges-ascot.org.uk and marked FAO Mrs A Craciun, Domestic Bursar.

Any queries about this post may be made in the first instance to the Resources Officer, Mrs T Barber on 01344 629 979 or by email to tbarber@stgeorges-ascot.org.uk.

The vacancy will close once a suitable candidate has been recruited.

The School reserves the right to interview and / or appoint at any time during the recruitment process.

St George's School is committed to safeguarding the welfare of children at the School. Therefore, this appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.

