

**Kitchen Porter**

St Mary’s School
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**St Mary’s Ethos**

St Mary’s School, Cambridge is an independent day and boarding school for girls aged 3 to 18. We have a school roll of approximately 650 pupils. A fifth of the girls are boarders. Reflecting the cosmopolitan community of Cambridge, approximately 12% of students are from overseas, from 34 countries.

A Christian school in the Catholic tradition and founded on the principles of our 17th century foundress, Mary Ward, we have a unique approach to education and an atmosphere which fosters a love of life and learning, while growing the academic talents and spiritual wellbeing of each individual girl, from within. We warmly welcome girls – and staff - of all Christian denominations and other faith and secular backgrounds to join our thriving community.

At St Mary’s School, Cambridge, we don’t offer a one-size-fits-all education: we provide renowned pastoral care, understanding and individual support which, coupled with dedicated academic learning opportunities, encourages girls to look beyond themselves, so that they enter adulthood aspiring to be more and to give more, not just to have more.

Recently the School celebrated its 120th anniversary year. Building on our 400-year tradition, St Mary’s School, Cambridge belongs to an international network of just under 200 Mary Ward schools worldwide, presenting the possibility of exciting and innovative opportunities for our students.

**Cambridge Location**

The School offers a secure and welcoming learning environment for girls: we are delightfully situated in the heart of the academically and culturally vibrant city of Cambridge, with the Senior School and boarding house overlooking the University of Cambridge Botanic Gardens.

Cambridge is an outstanding place to live and work. As a University centre, the city has the cultural advantages of a much larger settlement but with a population of just 128,000 it is a safe, clean and attractive location. The city with has an international reputation owing to its world ranking University with which the school has multiple and growing links. As the heart of Silicon Fen, the school benefits from the digital and enterprise communities in the various high-tech science parks and enterprise hubs. Addenbrookes is a key teaching hospital and again the school has excellent links. We are within easy travelling distance of London (50 minutes by train) and 30 minutes from Stansted Airport.

**School facilities**

There has been major investment in new facilities at the School over the past decade: a new Junior School; a new Sixth Form Centre; new provision of Art & Photography; the creation of our Science Hub and our new boarding facility, Mary Ward House. We are investing in our playing fields through an ambitious collaboration with Homerton College, University of Cambridge and have invested in a new boat house in a joint partnership with a city rowing club and Homerton College.

**Digital Strategy at St Mary’s**

St Mary's is a digital school. Technology is a means of underpinning St Mary's core purpose and values. It supports the School in its goals through:

* Developing a community of staff and students which learns in, responds to and engages with an ever-changing digital world
* Preparing students for their future by giving them the confidence to work in a digital environment
* Establishing creative teaching and learning environments
* Employing teaching staff who are trained and supported to be technologically and digitally skilled.

All members of St Mary's work digitally using Microsoft 365 as a platform. This is further organised into an interactive learning and working platform through a system called St Mary’s Cloud. All students in the Senior School and Sixth Form have access to an individual device - either an iPad or Chromebook. This is used in lessons and at home.

**High Performance Learning at St Mary’s**

We empower all our students to aim high which is why we have chosen to become a High Performance Learning (HPL) school. Academic year 2021-22 marks the fifth year of our HPL journey and there has never been a more exciting time to join our team.

High Performance Learning (HPL) is a research-based, pedagogy-led philosophythat responds to our growing understanding of human capability. It sees all students as potential high performers who are not limited by ‘ability’. Some may take longer to reach high performance, but most are capable over time. HPL makes the goal of high performance the expectation for all students and uses a unique teaching and learning framework to systematically grow minds and develop the cognitive skills, values, attitudes and attributes needed to reach success.

HPL significantly improves student academic outcomes, creates students who have the values, attitudes and attributes that enable them to meet the challenges of adult life and enables school to achieve these outcomes consistently. HPL provides a shared philosophy and language for teaching and learning which smooths transition and enables professional collaboration.

Based on research from across cognitive psychology, gifted education and neuro-science, and on 30 years of practical experience of educators in over 16 countries, the HPL philosophy stems from the following key principles:

* High performance is an attainable target for everyone
* We can systematically teach students how to succeed in school
* The best schools produce students that are intellectually and socially confident, work-place and life-ready with a global outlook and a concern for others
* There are 20 generic characteristics which students need to develop if they are to be high performers in cognitive domains (ACPs) and 10 values, attitudes and attributes (VAAs) that develop the wider learner dispositions needed for cognitive and lifetime success
* Schools can only become really strong by fostering a professional community of practice among their educators

Here at St Mary’s, we are proud to be developing our own approach to HPL and welcome applications from like-minded colleagues who are ambitious for their students and committed to research-based approaches to teaching and learning.

For further information please visit <https://www.highperformancelearning.co.uk/>

**St Mary’s Community**

Above all, St Mary’s School, Cambridge is a very happy place. We have an excellent local reputation for being very friendly and nurturing and yet ambitious for the young women in our care enabling strong progress to next steps at university, the world of work or a GAP year. Our girls are genuinely delightful, the teachers and support staff are exceptionally dedicated: we are a very close-knit, loving, joyful and purposeful community.

**Job Description**

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| **Job Title:** | Kitchen Porter |
| **Reporting to:** | The Kitchen Porter is ultimately accountable to the Operations Manager but day-to-day reporting will be to the Chef Manager. |
| **Key Objectives:** | To work as part of a small team, you will assist the chefs in the provision of a high standard of cleanliness and hygiene in the School kitchens. This will involve daily operation of the dishwasher machine and general cleaning duties and setting up/cleaning down the servery and dining room. |
| **Hours of work:** | 47 hours per weekMonday to Friday, Term-time only12-8pm. Time will be divided between Mary Ward House (Boarding house) and St Mary’s Senior School site. With additional hours every other weekend at Mary Ward House including;Saturday: 10am-1pmSunday: 4pm-8pm |
| **Salary:** | £18,835 per annum Weekday hourly salary: £9.50Saturday hourly rate: £10.50Sunday hourly rate 11.50 |

**Key Responsibilities:**

* Prepare and load the dishwashing machine. Operate, unload and stack items in a safe manner. Use appropriate cleaners and maintain the dishwashers in a serviceable condition
* Empty food waste bins and kitchen rubbish at the end of each shift, ensuring a high level of hygiene is maintained in the kitchen at all times
* Provide an excellent standard of customer service at all times.
* Ensure the cleanliness of the stores and that all purchases are stored in strict rotation.
* Relieving and assisting the catering staff from time to time with duties as requested such as vegetable preparation, furniture moving etc.
* Report any faulty equipment to the Chef Manager
* Assisting in the checking of deliveries to include temperature checks
* If required, ensuring that staff room drinks machines are operational at all times, carrying out the required checks and replenishment before the busy periods.
* Preparing tables for lunch service.
* Clearing and cleaning of all service, floors, preparation and eating areas, utensils and equipment
* Maintaining high standards of hygiene and service, including personal appearance and dress, as appropriate to a food hygiene area.
* Maintaining professional standards and conduct throughout the kitchen.
* Attend all Health and Safety meetings and ensure H&S standards are followed throughout.
* Co-operating with all catering staff and undertaking such duties in the kitchen/service areas as requested, to ensure an efficient and effective service is delivered consistently.

**General Requirements:**

* Maintain confidentiality in all areas of work at St Mary’s School, Cambridge.
* Ensure that your conduct within and outside school does not conflict with organisational expectations.
* Co-operate with all staff in maintaining harmonious inter-personal relationships, internally and externally. St Mary’s School, Cambridge expects all staff to treat others with respect and courtesy.
* Attend staff meetings and training as required.
* Participate in supervision sessions and appraisals with your line manager.

This is an outline job description and may be subject to change, according to the needs of the school, in consultation with the post holder.

**Food Service Assistant - Person Specification**

This role will involve direct contact with children, including preparing and serving meals for them and answering questions regarding food at meal times. You will work as part of a team in the kitchen and dining halls.

**Experience / Qualifications**

* Previous Catering experience an advantage – although we will provide training for the right person
* Certificate in Food Hygiene or the willingness to train and gain this qualification
* Good understanding of food safety and relevant Health and Safety legislation

**Skills and Qualities**

* Good team worker, confident and willing to learn
* Reliable and committed
* Enthusiastic, friendly and approachable manner
* Flexible and adaptable to changing requirements
* Diligent and conscientious
* ‘Can do’ attitude and proactive approach
* Ability to work with people at all levels
* Good food handling and food hygiene awareness and skills
* Maintain high standards of personal hygiene and be careful about appearance
* Awareness of the need to observe child protection safeguarding at all times

We are all members of one community and must therefore endeavour, at all times, to maintain positive working relationships with all colleagues, treating others with the same level of professionalism, respect and politeness that we would wish for ourselves. In addition, you are required to work in pursuit of our core aim, which is to ensure every student’s aspirations, capabilities, interests and talents are recognised, nurtured and celebrated. We pride ourselves on our academic standards, extra-curricular provision and pastoral care. Your performance in this regard will be judged by your outcomes relating to work, attitudes and professional behaviours.

**Child Welfare and Child Protection Issues**

The interview for this post will include exploring issues relating to safeguarding and promoting the welfare of children including:

* Motivation to work with children and young people.
* Ability to form and maintain appropriate relationships with children and young people.
* Emotional resilience in working with challenging behaviours.
* Attitudes to the use of authority and maintaining discipline.

Any relevant issues arising from the take up of references will be discussed at interview.

The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an Enhanced Disclosure and Barring Check.