



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

Kitchen Porter

To start as soon as possible

CONTENTS

- Welcome
- The School
- Commitment to Safeguarding
- The Department
- Duties and Responsibilities
- Person Specification
- Terms and Conditions
- Method of Application
- Notes



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Welcome

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding [HMC school](#). All our staff, regardless of role, play an important part in the provision of our first-class education.

Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, “Safeguarding Children – Keeping Children Safe in Education Sept 2023, specifically Part 3”, as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our Policies page to read our Safe Recruitment Policy at www.kimbolton.cambs.sch.uk/policies.

You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.



Job Description

Kitchen Porter

To start as soon as possible.

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 400 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimbolton.cambs.sch.uk.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Department

The Kimbolton catering team, under the guidance of the Catering Manager and Executive Chef, deliver meals for around 1,100 pupils and staff on a daily basis during term time. The team also deliver breakfast, lunch, and dinner for the school boarders, to include weekends (term time only).

Whilst catering for the school is the primary focus during the working day, there are also hospitality and fine dining dinners within the Castle State rooms. Once the school term finishes, the kitchen team host weddings and other celebratory parties to the public in the Castle State rooms and within the fabulous grounds.

Duties and Responsibilities

You will be responsible for maintaining the cleanliness of the kitchen area to include ice areas and utensils as well as assisting the Chefs in collecting, carrying and other manual tasks within the kitchen. You will also be required to transport food or kitchen equipment as required across both sites.

- To adhere to all relevant Health and Safety legislation policies and procedures to ensure legal requirements regarding Health and Safety are upheld at all times.
- Have knowledge of policies and procedures to include COSHH and Basic Food Hygiene.
- Upon receipt of all goods, check temperature on arrival of high-risk foods and check for any non-conforming products or discrepancies and inform the Head Chef of any changes.
- Store all goods following correct procedure. (First IN, First OUT)
- Assist the Executive Head Chef with the stocktakes.
- Work in a safe and tidy manner at all times.
- Ensure clean and safe working practices are being carried out by staff at all times.
- Frequent disposal of all rubbish throughout the day to prevent accumulation in the kitchen.
- Assist, when necessary, with the cleaning items of kitchen equipment.
- Deep clean the wash up area/ walk in fridge/ storerooms once a week.
- To report punctually for duty with a clean and tidy appearance, dressed according to the School's requirements and to abide by all regulations laid out in the staff handbook.
- To report, and where possible, take action for any incidents or accidents, fire, loss, theft, damage or other occurrences.
- Report any equipment and/or building fabric faults and any hygiene, health and safety hazards to the General Manager.
- Wear protective clothing when required and ensure that it is in good repair and stored correctly.
- Inform the Front of House Manager when cleaning materials and personal protective clothing need to be re-ordered.
- Delivery of food and material supplies to the Prep School and other Departments on site.
- Ensure the School Catering Van is kept clean at all times, to include refueling (All-star Card supplied).
- Drive the Tuk Tuk around the site on Saturdays and Sport Events.
- Ensure the yard area is kept clean and accessible at all times.
- Work to the Rota displayed in kitchen.
- Assist in preparations for any special functions which may sometimes occur outside normal working hours.
- Attend meetings and/or training sessions as required.
- To comply with the School's Code of Conduct and Safeguarding and Child Protection policy.
- Any other duties as deemed reasonable by Management.

In addition to the above duties, there is the opportunity to support Kimbolton School Enterprises Limited to assist at functions held at Kimbolton School. This may include the following duties for which overtime payment at standard rate is paid:

- To support at any special functions which may sometimes occur outside normal working hours.
- Porter duties at functions which are scheduled outside of term time.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of English and Maths • Full UK Driving Licence (CAR) 	<ul style="list-style-type: none"> • Food Hygiene Certificate. • Manual Handling training • Health & Safety Awareness training.
Skills and Experience	<ul style="list-style-type: none"> • Effective communication skills. • Excellent customer service skills. • An appreciation of the need for safeguarding when working with children. 	<ul style="list-style-type: none"> • Awareness of hygiene systems. • Knowledge of stock rotation. • Knowledge of hazard awareness.
Personal Qualities	<ul style="list-style-type: none"> • Able to work as part of a busy team. • Self-motivated, reliable and punctual. • Enthusiastic and professional attitude towards work. • Flexible approach to work duties. • Proactive. • Organised. • Ability to work under pressure while maintaining a positive, professional attitude. • Commitment to high standards 	

Terms and Conditions

Accountable to:	The Bursar
Responsible to:	General Catering Manager, Deputy Catering Manager, Front of House Manager
Hours of Work:	Monday to Friday 12.30 pm to 6.15 pm (no break) and alternate Saturdays 8.00 am – 5.00 pm (30 minutes unpaid break) Term time only – 36 weeks
Remuneration:	£ 10.60 per hour
Probationary Period:	6 months
Pension:	The School offers a contributory pension scheme.
Additional benefits:	Free onsite car parking; free access to a fully equipped Gym and Swimming Pool; cycle to work scheme.
Referees:	The names, addresses and telephone numbers of two professional referees are required. Referees will not be contacted without the permission of the applicant.

Method of Application

Please email a letter of application, together with the completed Application Form to:

Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at recruitment@kimbolton.cambs.sch.uk

The closing date for applications is: 9.00am Monday 27th November 2023.
Interviews may take place before the closing date.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age-related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands, or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy and other policies can be found on the website www.kimbolton.cambs.sch.uk/policies.