



MERCHANT TAYLORS'
School

Job description	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	
The School	Merchant Taylors' School is a large Independent Boys' School, situated in 286 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 340 boys, while the Senior School has some 930 pupils. The School employs over 140 teachers and 160 Support staff across Merchant Taylors' School.
Job title	Kitchen Assistant
Function	Support Staff
Reports to	Catering Manager
Line management duties and responsibilities for	N/A
Summary of role	To provide general support to the Catering department.
Main duties and responsibilities	<ul style="list-style-type: none">• Basic food preparation• Communicating with customers• Setting up food service counters prior to service time.• Service of food to boys and staff and visitors• Recovery of left over foods• Cleaning of service counters, dining room, kitchen equipment, furniture and floors etc.• Use of dishwashers, Pot Wash and cutlery polisher• Buffet work in all parts of the School

	<ul style="list-style-type: none"> • Required to wear protective clothing and safety footwear • Service and cleaning in Tuck Shop (when needed) • Other related duties as detailed by your line managers. • Working across all other areas within the Catering Department providing cover during periods of absence as and when required. The areas will include Pot Wash and Veg preparation.
Safeguarding responsibilities	<p>It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head Master</p>

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

	Essential	Desirable	Method of assessment
Qualifications			Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience		<ul style="list-style-type: none">Experienced in working in a catering and/or food hygiene environment desirable but not essential	Contents of the Application form Interview Professional references
Skills	<ul style="list-style-type: none">Willingness to work as part of a team.		Contents of the Application form Interview Professional references
Knowledge			Contents of the Application form Interview

			Professional references
Personal competencies, qualities, attitude and behaviours	<ul style="list-style-type: none"> • Hard working and self-motivated • Reliable and punctual • Well presented with good personal hygiene 		Contents of the application form Interview Professional references

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

General Conditions

Start date	Monday 2 nd September 2024
Hours	Monday – Friday, 11.30am – 3.00pm 17.5 hours per week Term time only
Salary	£7,808 per annum
Holiday	Statutory holiday entitlement paid within salary and taken during School holidays.
Other benefits	15% employer contribution to a defined contribution pension scheme (Contributory) Life cover 4 x annual salary and income protection. Access to a cash flexible benefit in lieu of pension contribution Access to a number of lifestyle benefits including Cycle to Work, ULEV cars, and retail discount vouchers via our benefit provider (all of the above subject to eligibility criteria) Use of School leisure facilities, including pool, gym and lake. Lunch provided free of charge when the School Catering Department is open Free parking on site, with access to electric vehicle charging (payable via app)
Closing date for applications	Tuesday 23 rd July 2024 at 4pm
Interviews to be held	Friday 26 th July 2024 Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early

Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

