



MERCHANT TAYLORS'  
School

<b>Job description</b>	
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	
<b>The School</b>	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.
<b>Job title</b>	Kitchen Assistant
<b>Function</b>	Support Staff
<b>Reports to</b>	Catering Manager
<b>Line management duties and responsibilities for</b>	N/A
<b>Summary of role</b>	To work within our Catering department to assist with all aspects of basic food production and service, kitchen hygiene and other duties associated with the running of the School's kitchen.
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"><li>• Basic food preparation</li><li>• Communicating with customers</li><li>• Setting up food service counters prior to service time.</li><li>• Service of food to boys and staff</li><li>• Recovery of left over foods</li><li>• Cleaning of kitchen pots pans and other kitchen equipment in the Pot Wash</li><li>• Unpacking and storage including stock rotation of deliveries.</li></ul>

	<ul style="list-style-type: none"> <li>• Use of dishwashers and cutlery polisher.</li> <li>• Cleaning of service counters, dining room, kitchen equipment, furniture and floors etc.</li> <li>• Use of dishwashers, Pot Wash and cutlery polisher</li> <li>• Buffet work in all parts of the School</li> <li>• Required to wear protective clothing and safety footwear</li> <li>• Service and cleaning in Tuck Shop (when needed)</li> <li>• Other related duties as detailed by your line managers.</li> <li>• 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.</li> </ul>
<p><b>Safeguarding responsibilities</b></p>	<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

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	Essential	Desirable	Method of assessment
<b>Qualifications</b>		<ul style="list-style-type: none"><li>Hygiene qualifications or equivalent would be desirable</li></ul>	Production of the Applicant's certificates  Discussion at interview  Independent verification of qualifications
<b>Experience</b>		<ul style="list-style-type: none"><li>Experienced in working in a catering and/or food hygiene environment desirable but not essential</li></ul>	Contents of the Application form  Interview  Professional references
<b>Skills</b>	<ul style="list-style-type: none"><li>To possess the ability to communicate well and liaise with members of staff at all levels</li><li>Ability to work sometimes under stressful and challenging conditions within strict deadlines</li></ul>		Contents of the Application form  Interview  Professional references

	<ul style="list-style-type: none"> <li>• Reliable and punctual</li> <li>• Ability to work in a flexible manner</li> <li>• Willingness to work as part of a team.</li> </ul>		
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>• Health &amp; Safety</li> <li>• Food allergens</li> <li>• Food hygiene</li> <li>• COSH</li> <li>• Manual Handling</li> </ul>	<p>Contents of the Application form</p> <p>Interview</p> <p>Professional references</p>
<b>Personal competencies, qualities, attitude and behaviours</b>	<ul style="list-style-type: none"> <li>• Hard working and self-motivated</li> <li>• Reliable and punctual</li> <li>• Well presented with good personal hygiene</li> </ul>		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

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### General Conditions

<b>Start date</b>	Monday 2 <sup>nd</sup> September
<b>Hours</b>	Monday – Friday, 09.30am – 3pm 27.5 hours per week Term time only
<b>Salary</b>	£12,269 per annum
<b>Holiday</b>	Statutory holiday entitlement paid within salary and taken during School holidays.
<b>Other benefits</b>	<p>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)</p> <p>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)</p>
<b>Closing date for applications</b>	Tuesday 23 <sup>rd</sup> July 2024 at 4pm
<b>Interviews to be held</b>	Friday 26 <sup>th</sup> July 2024

*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).*