

Academy:	Wardle Academy
Section:	Associate Staff
Location:	Birch Road, Wardle, Rochdale. OL12 9RD
Job Title:	Kitchen Porter
Hours:	11am to 2:30pm per day, 17 ½ hours per week, term time only
Grade/Salary:	Scale 2, point 13 (currently £16,491 per annum. Actual salary £6,736 per annum)
Accountable to:	Headteacher, Catering Manager
Accountable for:	N/A
Special Conditions of Service:	All posts require enhanced DBS clearance prior to appointment. Requirement to undertake First Aid Training and provide first aid cover as necessary.

Wardle Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Organisational Chart:

HEADTEACHER
Catering Manager
Kitchen Porter

PURPOSE AND OBJECTIVES OF THE ROLE

To ensure the kitchen and dining hall are kept clean, hygienic and tidy before, during and after lunchtime service. Maintaining hygiene in the main catering areas while adhering to all Health & Safety and Food Safety Regulations.

Control of Resources

Personnel

If appropriate, any staff as directed by the Headteacher.

Safeguarding

Fulfill responsibilities and obligations in relation to the safeguarding of children.

Financial

N/A

Equipment/Materials

To be responsible for the safe use of equipment/materials used by self, colleagues and students accountable to the post holder.

To adhere to the school/Trust rules and regulations relating to the use of ICT, email and intranet/internet access.

Health/Safety/Welfare

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Wardle Trust.

Equality and Diversity

To work in accordance with Wardle Trust's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with Wardle Trust's Appraisal Framework.

Relationships (not exhaustive)

Headteacher
Senior Leadership Team
Colleagues
Associate Staff
Students
Parents
Visitors
Contractors

Values and Behaviours

ACCOUNTABILITY - Aiming for excellence, taking responsibility and being answerable for actions.

STRENGTH – Having the courage to take risks, be innovative and embrace change.

PASSION – Enjoying an enthusiasm for learning and living.

INTEGRITY – Knowing and doing what is right regardless of influence.

RESPECT – Valuing and caring for the environment, self and others.

ENDURANCE – Maintaining efforts in order to maximise success.

Wardle Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

Principal Duties

- To clean all kitchen and food preparation areas, including sweeping and mopping floors.
- To dispose of rubbish in line with the Catering area requirements.
- To clean all kitchen equipment. This includes washing used pots, pans and dishes, and putting away clean items.
- Maintain high standards of cleanliness and hygiene in the kitchen and dining hall areas.
- Assist with basic food preparation as required.
- Clean all kitchen equipment as per schedule provided.
- Assist with deliveries as required.
- Maintain standards of safety and hygiene according to legislation and any other statutory requirements.

Secondary Duties

- To attend and participate in meetings as required
- To participate in programmes of training as a trainee and when required as a trainer facilitator.
- To undertake training to provide First Aid cover as required.
- Ensure that the School's commitment to public orientation and care of customers is provided.
- Be able to render regular and efficient service to undertake the duties of this post.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description Prepared by: _____ Date: _____

Postholder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.

Wardle Trust Person Specification

Academy :	Wardle	Post:	Kitchen Porter
Section :	Associate Staff	Scale:	Scale 2, scp 13

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from both paid or voluntary work. Do not leave gaps in employment.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Qualifications		
Good standard of education	E	AF, I, certificates of education
Skills and Experience		
Experience of working within a similar environment	D	AF, I
Knowledge and Ability		
Understanding of the importance of safeguarding/child protection when working in a school setting	E	AF, I
Understand the importance of hygiene and high kitchen standards	E	AF, I
Able to move heavy equipment safely within guidelines	E	AF, I
Able to stand for long periods (this is a very physical role)	E	AF, I
Able to work efficiently unsupervised	E	AF, I
Able to identify what needs to be done without constant supervision	E	AF, I
Able to read and understand instructions	E	AF, I
Able to work under pressure	E	AF, I
Values and Behaviours		
<p>Approach the job at all times using the values and behaviours of the ASPIRE ethos:</p> <p>ACCOUNTABILITY - Aiming for excellence, taking responsibility and being answerable for actions.</p> <p>STRENGTH – Having the courage to take risks, be innovative and embrace change.</p> <p>PASSION – Enjoying an enthusiasm for learning and living.</p> <p>INTEGRITY – Knowing and doing what is right regardless of influence.</p> <p>RESPECT – Valuing and caring for the environment, self and others.</p> <p>ENDURANCE – Maintaining efforts in order to maximise success.</p> <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I

Special Working Conditions		
Enhanced DBS clearance	E	
Requirement to undertake First Aid Training and provide first aid cover as necessary.	E	
Undertake annual Safeguarding training	E	