



# Lead Kitchen Porter at More House School (Term-time-only)

Permanent, non-residential, term-time-only position with specified school holiday working, ideally commencing September 2024, or as soon as possible thereafter.

**We seek a Lead Kitchen Porter to perform and assist in a variety of tasks including cleaning, washing, carrying and other manual duties as requested by the kitchen team and the Catering Manager, as well performing supervisory tasks on behalf of the Catering Manager.**

**The person we seek will be able to show evidence of a diligent work ethic and have a sound and flexible approach to the tasks required of them. We are looking for a good team player to work in the Catering team. The successful applicant will have a happy and flexible disposition with a caring and patient attitude towards others. They will have good communication skills and be vigilant and detailed in their approach. The flexibility to provide cover for absences, or work extra time through an emergency, would be advantageous.**

[www.morehouseschool.co.uk](http://www.morehouseschool.co.uk)

## The School:

Nationally celebrated, More House School provides an exceptional, mainstream education for intelligent boys with Specific Learning Difficulties and weakness in their developmental language skills. Providing a transformative education repeatedly recognised as 'Outstanding' by Ofsted over more than a decade, we offer a specialised learning environment for day and boarding boys from Year 4 to Year 13. Our pupils are taught to recognise their strengths and develop their self-belief so that they achieve independence and extraordinary results at GCSE, BTEC and 'A' Level, above the national averages. A majority progress to university.

The School has an 85-year history of supporting boys with additional challenge in their educational experience. Now with 500 pupils, the School has grown significantly in recent years and has the largest number on roll ever. It is recognised as being the largest SEND-specialist provision in the United Kingdom and is heavily involved in outreach work. More than half of pupils have their places funded by their local authorities.

Delivering a mainstream independent-school experience, both academically and socially, the very broad curriculum affords all pupils the opportunity to discover their strengths, challenging them to fulfil their academic and extra-curricular potential. Pupils benefit from classroom teaching which recognises that each pupil is individual in his profile of skill strengths and weaknesses, and which focuses on adaptive strategies which look beyond pupils' individual diagnoses and prioritises the support of the four core elements of language, attention, processing and working memory. All teachers are supported to develop their understanding and professional practice in this respect, both on arrival and throughout their employment, through high-quality, nationally-accredited training delivered in-house.

Class-sizes are small, with a maximum of 15 pupils, and almost all pupils receive timetabled support through the on-site Learning Development Centre which comprises Speech and Language Therapists, Occupational Therapists and specialist Dyslexia-qualified Literacy and Numeracy Tutors.

Judged 'Outstanding' by Ofsted in its last five School inspections, our most recent inspection (March

2023) graded More House School 'Outstanding' overall, and 'Outstanding' in each of the six sub-sections of the report. The School's provision for residential boarders was most-recently inspected in November 2023 and likewise graded Outstanding in every respect. More House is CReSTeD approved, listed in their Specialist Schools category, and is an active member of the Independent Schools Association and the Boarding Schools' Association.

The School is set on a wooded hillside in nearly thirty acres on the Hampshire/Surrey border and within the Surrey Hills Area of Outstanding Natural Beauty. Attractive modern facilities lie above the playing fields. London Waterloo is one hour away by train from close-by Farnham railway station, and there is easy access to the M25, M3 and A3 major routes. Guildford is twenty minutes' drive away, Basingstoke twenty-five, and Southampton an hour.

In recent years, the School has built its School of Engineering and CAD facilities, opened a new Humanities block and School Chapel, completed our brand-new library and Media Studies centre, and grown our learning support facilities. 2018 saw the expansion of the campus and the conversion of a large domestic building into our new Sixth Form centre, which was opened in January 2019, improving further the facilities for both teaching and independent study. In December 2022, we installed a new Strength and Conditioning fitness gym for students and employees. Future plans include an ambitious building project improving further our Science laboratory facilities, extending the School's medical surgery and improving facilities for therapeutic counselling. We are also seeking planning permission for another project which will realise increased resources for Sports.

Adults with a genuine wish to develop their skills in making learning opportunities successful for neurodiverse learners thrive at More House School. The School provides a high level of support and training for all teaching and support staff, affording the development of confidence, skill and qualifications in helping pupils to overcome the potential barriers to achievement posed by their difficulties. The School also provides training for many other external professionals and other schools, and on behalf of the Independent Schools Association.

The School is characterised by a continuous pursuit of excellence and improvement in all aspects of its provision, in order to realise the best possible experiences and outcomes for all pupils. All our staff are united by a shared commitment to the School's vision and mission, and by our values of Kindness, Spirit and Responsibility.

## **About this post:**

### Specific responsibilities

- To clean and wash up all kitchen and service items in an efficient manner.
- To assist in the preparation of food as required.
- To keep the kitchen and refectory areas in a clean and tidy state at all times.
- To operate heavy equipment according to manufactures instructions.
- To be customer-focused at all times, approachable and quick to exceed expectations in fulfilling customer needs.
- To treat your team members as you would expect to be treated.
- To co-operate with all team members and undertake duties in the kitchen / service areas as requested to ensure an efficient and effective service is delivered at all times.
- To attend health and safety and food safety training courses as required.
- To ensure cleaning areas under your control are maintained to the School and COSHH standards.
- To rigorously follow the unit cleaning schedules.

### Supervisory responsibilities

- To be the go-to person, and delegate work to your team, as requested by the Catering Manager or Head Chef.
- To organise the wash-up team's daily duties.
- To supervise the completion of the necessary daily cleaning rotas and documentation.

The list of duties above is not exhaustive, and you may be asked to carry out other reasonable duties which are part of, and incidental to, this type of work.

### **Relationships:**

- The post holder will be responsible to the Catering Manager and ultimately the Chief Operating Officer for the efficient running of the school kitchen, whilst following best practice of Health and Safety.
- The successful applicant must interact effectively on a professional level with colleagues and seek to establish and maintain productive relationships with all.

### **Person Specification:**

<b>Essential</b>	<b>Desirable</b>
<b>Qualifications, Skills and Experience</b>	
Customer Service experience	Food hygiene certificate
Ability to communicate in basic written and spoken English	Understanding of COSHH
Able to undertake all the physical requirements of the post which includes a certain amount of lifting and use of equipment, according to health and safety guidelines.	Team leadership or supervisory experience.
Good organisational skills and the ability to work on own initiative.	
<b>Personal Attributes</b>	
Smart, clean appearance	

Friendly personality	
Able to work as part of a team of 5 kitchen porters, in a faced-paced environment	
Reliable	
Personal commitment to the school's ethos and aims in promoting the best possible outcomes for pupils.	

### Hours:

6.00 am to 2.00 pm Monday to Friday during term-time, plus 8 additional cleaning days during School holidays. All staff are required to attend INSET days, and Founders' Day on the Saturday immediately following the end of the summer term.

### Remuneration and support:

- **Annual salary**, paid in monthly instalments: extremely competitive in accordance with qualifications, experience and recognised skills;
- **Pension** [there is a contributory](#) pension scheme in operation specifically for non-teaching personnel. As governed by pension legislation you are automatically opted into the scheme and once enrolled, need to complete an 'Opt Out' form not to be included. Contributions are paid by the School at the Governors discretion and directed by Government legislation. Contributions towards your own personal pension plan may be made, but again this will be at the discretion of the Governors with the forementioned restrictions. Details about the scheme can be found at <http://www.nestpensions.org.uk>
- **Sick-pay**;
- **Employee Assistance Programme**;
- **Cycle to Work Scheme**;
- **Parking** – free on-campus parking within the School's beautiful grounds;
- **Meals** – excellent meals whilst working, at no cost in the School's refectory;
- **Fitness gym** – free use of the School's fitness gym facilities;
- **Comprehensive induction programme** offered, and ongoing professional development supported through INSET days and training opportunities.

### Safeguarding:

This role is deemed to be one of working in regulated activity, meaning that the post-holder may expect to come into unsupervised contact with children and young people frequently in the

discharge of their duties on-campus. As such, the expectations of conduct, required of all adults working at More House School, apply to this position, as does a full Safer-Recruitment vetting process of any appointee. A key responsibility of all adults working within the School is that of ensuring the effective safeguarding of all children and young people, through adherence to the School's policies; full training is given.

### **Diversity statement:**

More House School is committed to being an inclusive employer with a diverse workforce. We encourage applications from people from the widest possible diversity of backgrounds, cultures and experiences – including people with disabilities and ethnic minority candidates. Our aim is that our employees will be representative of all sections of society and each person feels respected and able to give of their best.

### **To Apply:**

Please visit our website [www.morehouseschool.co.uk](http://www.morehouseschool.co.uk), and complete the online application form:

[More House School - Support Staff Application Form](#)

**Closing date for applications:** 27<sup>th</sup> August 2024

**Interviews expected to be held on:** TBC

Interested candidates are welcome to make an appointment to visit the school for an informal visit. The School reserves the right to interview appropriate candidates in advance of the above-named dates, and to appoint. Interested candidates are therefore strongly urged to submit their application as soon as possible.

**This post is subject to an Enhanced DBS clearance and the receipt of satisfactory references before a formal job offer is confirmed.**

**More House School is firmly committed to safeguarding and promoting the welfare of children and young people.**