



# ROEDEAN

An independent 11 – 18 girls' day and boarding school in Brighton



## *The post of Kitchen Porter*

### ***The Role***

Reporting to the Head Chef, the Kitchen Porter will keep the kitchen clean, tidy, safe and hygienic as per the cleaning rota.

### ***Main Duties***

- To clean all kitchen and food preparation areas including sweeping and mopping floors.
- To dispose of rubbish in line with department requirements.
- To clean all kitchen equipment. This includes washing used pots, pans and dishes and putting clean items away.
- To lift and move heavy equipment safely in accordance with health and safety training.

### ***Person Specification***

- An understanding of the importance of hygiene and high kitchen standards
- The ability to move heavy equipment safely
- Sound teamwork ethic
- Ability to work unsupervised
- Good communication skills
- Ability to work under pressure
- Willingness to undertake training in line with role is essential

## ***Package***

**Salary:** Roedean NTS Point 10 (£8.37 per hour). Actual salary £12,767 per annum.

**Hours:** 12:00 – 19:15 (with half an hour unpaid lunch), Monday – Friday, term time plus (40 weeks in total).

Other benefits include:

- **Pension** - Contributory pension scheme for administrative staff
- **Wellbeing** – free use of the swimming pool, fitness suite and tennis courts (subject to availability). Weekly yoga classes are available after work at no cost. Staff have access to a free confidential counselling service. Subsidized staff bar and social events each half term.
- **Remission of fees** for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40 %)
- **Free school meals** whilst on duty
- **Death in service benefit**
- **'Cycle to Work' scheme**
- **Library** – all staff are able to borrow books and DVD's without charge
- **Free parking on site**

## ***Safeguarding***

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 will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection 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 School's Designated Safeguarding Lead.

Roedean is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding interview.

## ***Appointment details and how to apply***

Applicants must complete the application pack and return it to [vacancies@roedean.co.uk](mailto:vacancies@roedean.co.uk) or via post to Louisa Butler, Roedean School, Roedean Way, Brighton BN2 5RQ.

Due to the need to appoint quickly we reserve the right to interview and appoint at any time.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.