



AMESBURY SCHOOL
HINDHEAD

JOB DESCRIPTION



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KITCHEN PORTER

Part Time

ABOUT US

Amesbury is an independent co-educational day preparatory school catering for pupils between the ages of 9 months and 13 years.

The main catchment areas for the school include Godalming, Haslemere, Midhurst, Petersfield and Farnham. The area is marked with outstanding nursery and school provision. Despite intense competition Amesbury has continued to be one of the strongest preparatory schools in the area and features in the Good Schools Guide. The School was last fully inspected by ISI in September 2017 and compliance inspected in July 2022. It was judged to be excellent in all categories and subcategories and fully compliant.

Children left the school in July 2023 for over 21 different senior schools, reflecting Amesbury's independence, and there have been over 50 scholarships awarded to Amesbury pupils in the last three years. Since 2017 the school has invested over £3m in capital expenditure projects.

Amesbury is a day school, Monday to Friday. Registration is at 8.15am and school closes at 6pm. 5.45pm.

The school has a special energy and the people who work here are completely committed to both Amesbury as a school and as a place.

SCHOOL AIMS

Our principal purpose is quite straightforward. It is simply that we want every child to enjoy his or her time at school; to feel valued as individuals, in an environment where their talents can prosper to the benefit of the community, so that when the time comes to leave us, each child will do so with confidence high, skills sharpened and personalities rounded.

More specifically we aim to:

- Develop in every child the necessary skills, aptitudes and abilities to enable them to become emotionally resilient independent learners.
- Develop a caring community within the school by encouraging commitment, courtesy, cooperation, tolerance and compassion towards one another whilst understanding that each individual is a member of a wider community.
- Promote and nurture a close relationship between home and school in the partnership of education.
- Provide all stakeholders with a model of organizational excellence.
- Create the circumstances in which all members of staff have the opportunity for personal development and feel able to make the fullest of contributions to school life.
- Fulfil our social and environmental responsibilities to society.

PERSONAL INFORMATION

This is a job share term time position on rolling weeks – week 1 Monday to Friday 9.00am – 1.30pm – week 2 1.30pm – 6.00pm.

You will also be required to help with the kitchen deep clean in the first week of the school holidays, as agreed with the Catering Manager.

Ideally you will have worked in a kitchen previously; however, this is not essential.

Specifically, you will:

- Be the opposite of a clock watcher and want to go the extra mile
- Understand that relationships, not rules, make schools successful
- Have a sense of humour
- Be an energizer rather than an energy sapper
- Be willing to roll up your sleeves and 'pitch in'
- Dive head first into a very busy, creative school
- Be committed to working hard every day in order to develop something incredible

- Work well under pressure and use initiative to achieve deadlines
- Be a strong communicator and team worker
- Be reliable and punctual.

Job Responsibilities

Your duties would include the following:

- Washing up by hand and operating a dishwasher
 - Cleaning of the kitchen and associated areas including removal of rubbish, sweeping and mopping floors.
 - Be responsible for putting away deliveries, checking items against delivery notes and ensuring stock rotation
 - Assisting with deliveries of catering supplies to areas of the school site
 - On occasions assisting with food preparation primarily peeling and preparing vegetables and making sandwiches
 - Attend training sessions as and when required
 - Follow the company procedure in maintaining standards relating to food hygiene
 - Comply with company standards on personal hygiene and appearance
 - Comply with any reasonable requests from the Catering Manager, or their deputies
- It is the job holder's responsibility for promoting and safeguarding the welfare of children for who s/he is responsible, or with whom s/he comes into contact, to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the role, the job 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 or Deputy Designated Safeguarding Lead.

Child Protection / Safeguarding

Amesbury is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximize opportunity, minimize risk and continuously promote a culture of safeguarding amongst our workforce.

All successful applicants will be required to complete an enhanced DBS check which must be maintained throughout the period of employment.

Accountability

The Kitchen Porter reports to the Catering Manager.