



NORTHAMPTON SCHOOL



JOB DESCRIPTION

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

NAME:

POST: Catering Assistant/Porter

Point (Support Scale range 2-3)

20 - 27.5 hours, 39 weeks

Hours confirmed on appointment Mon-Fri

Line Manager: Cook/Supervisor NS / Catering Manager NSB

All staff are expected to:

- uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- treat students with dignity and at all times observing proper boundaries appropriate to a professional position
- have regard for the need to safeguard students' well-being, in accordance with statutory provisions
- uphold school policy and practice, promote actively the agreed policies of the school and implement the Code of Behaviour and Dress Code as a matter of routine
- follow agreed school policies for communications within the school
- ensure that accommodation is treated with respect and in line with any Health & Safety procedures
- play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example
- comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate
- be thoroughly professional and demonstrate consistently high standards of personal and professional conduct
- maintain high standards in their own attendance and punctuality
- work as a member of the support staff team and to contribute positively to effective working relationships
- communicate effectively with fellow members of the team
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The main roles and responsibilities of the Catering Assistant/Porter, under the direction of the Catering Manager and/or the Cook Supervisor, will include:

- the preparation and serving of food;
- operating the tills;
- cleaning kitchen equipment;
- washing up, both manual and using the dishwasher;
- putting away of equipment;
- keeping the kitchen area clean and tidy;
- sweeping and cleaning the floors daily;
- checking in new stock, stock rotating, and putting away of deliveries;
- taking temperature of fridges and freezers;
- ensuring that relevant Health and Safety Procedures are followed;
- any other duties as requested by the Head or his agent from time to time.

(Job Descriptions are not exclusive or exhaustive and the nature of the role entails that the postholder may be required to carry out additional duties as reasonably required.)

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Catering Staff are actively encouraged to undertake First Aid training in order to ensure that adequate first aid cover is always available in the school.

The school has a strict uniform policy with office dress code for Sixth Form students. It is therefore expected that staff will also follow the same high standards. Catering staff are provided with a uniform, including hat, which must be worn.

This post is subject to an Enhanced Disclosure and Barring Service (DBS) check.

July 2025

HEALTH & SAFETY PROCEDURES

1. Food handlers must ensure the following:
 - take all precautions which are necessary to prevent food from becoming contaminated;
 - wear suitable clothes and keep themselves, their work clothes and any utensils as clean as possible;
 - cover all wounds, cuts and abrasions with suitable waterproof dressings;
 - refrain from spitting or smoking in food areas;
 - report infectious diseases.

2. Particular care must be paid to the following:
 - floors are clear from obstructions;
 - spills and leaks should be cleared away immediately;
 - food is stored and stacked in an appropriate manner;
 - signs must be placed in position prior to commencing cleaning;
 - care must be taken to reduce the hazards of tripping on trailing cables etc at all times;
 - risk assessment cards must be held locally to the cleaning operation in accordance with COSHH regulations;
 - wear protective clothing as issued;
 - read all instructions on containers;
 - label all food and non-food containers clearly and correctly;
 - lock chemicals away following use; never leave unattended;
 - ask the Catering Manager or Cook Supervisor if at all uncertain on how to use a product or piece of equipment;

3. Machinery:
 - inspect machinery before use to ensure that it is safe;
 - use machinery only for its designated purpose;
 - following use, if necessary clean machine;
 - ensure manufacturers guidelines are adhered to when using or cleaning machinery;
 - report any faults to the Catering Manager or Cook Supervisor in the first instance.