



Candidate brief for the position of
Kitchen Porter

Bancroft's
Independent Co-educational Day School 7-18

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Independent Co-educational Day School 7–18



Contents

The Role

Responsibilities

The Person

The Department

Background

Remuneration

How to Apply

Bancroft's School High Road Woodford Green Essex IG8 0RF

Senior School T. 020 8505 4821 E. office@bancrofts.org

www.bancrofts.org

Reg. Charity No. 1068532. Registered as a company in England and Wales No. 3513962



The Role

This role requires

Assisting in the kitchen with deliveries, washing up and general cleanliness.

To carry out all work in an industrious manner so that work is completed in a timely manner.

To ensure the job responsibilities are carried out in line with Bancroft's standards.

This role reports to Sous-Chef / Deputy Catering Manager.



Key Responsibilities

CLEANING

- To carry out cleaning duties in accordance with cleaning rota or as directed.
- To carry out all washing up, drying and putting items in correct place such that dishwasher area is kept clear and clean.
- To assist with plate wash and return of clean crockery/cutlery etc. to service area as required.
- To assist with the general cleanliness and tidiness of all areas in the kitchen, service and dining areas as directed or on a cleaning rota.
- To remove and carefully dispose of all rubbish to the designated area.

FOOD PREPARATION



- To assist with any food preparation as directed.

HYGIENE HEALTH AND SAFETY

- To adhere to all hygiene, health and safety requirements as required by law and outlined in our training and procedures.
- To bring to your line manager's attention of any shortfalls in your area of work or anything else you see.
- To ensure you work safely with regard to yourself, colleagues and pupils in your nominated area.

DELIVERIES

- Deliveries and/or collections of buffets or other items to other parts of the site as directed.
- Ensure that all goods being delivered or collected are maintained in a safe and undamaged condition.
- To demonstrate a commitment to improving and developing the organisation's processes and facilities.
- To carry out such duties that may be reasonably required by your line manager.
- To receive goods and check deliveries as directed.
- To put away all goods received being mindful of safe practices, tidy storage and stock rotation.
- Bring stock into kitchen or serving area as required.

PERSONAL

- Your appearance and manner reflect the Bancroft's School and site uniform requirements.

OTHER

- To carry out all duties in an industrious and timely manner.



- To work with all catering team members in a harmonious and co-operative manner to maintain a good working and professional atmosphere.
- To adhere to any School rules and requirements including, but not limited to, signing in and out of work.
- To carry out any other duty that may be reasonably requested.
- To attend training courses and/or meetings as may be reasonably required and notice given.
- To take an active part in meetings, training and promotions.
- Work in different outlets/sections of the catering as required.



Additional Work Elements:

This job description is not an exhaustive list of all responsibilities or duties but reflects the major core of the role.

The organisation reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Bancroft's School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School expects all staff, contractors, Governors and volunteers to share this commitment.



OTHER

- To carry out all duties in an industrious and timely manner.
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- To attend training courses and/or meetings as may be reasonably required and notice given.
- To take an active part in meetings, training and promotions.
- Work in different outlets/sections of the catering as required.



Additional Work Information

- This job description is not an exhaustive list of all responsibilities or duties but reflects the major core of the role
- The organisation reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared for such events
- To demonstrate a commitment to improving and developing the organisation's processes and facilities
- To carry out such duties that may be reasonably required by your line manager

Safeguarding

Bancroft's is committed to safeguarding and promoting the welfare of children and young people and expects all staff, contractors, Governors and volunteers to share this commitment. Successful candidates are required to undergo child protection screening appropriate to the role, including checks with past employers and the Disclosure and Barring Service (DBS).





The Person

Essential Criteria:

- Speaking fluent English.
- Flexibility with working hours.
- Team worker.
- Adaptive to change.
- Punctual.
- Ability to cope under pressure, in a calm and efficient manner to set deadline.
- Hard worker.

Desirable Criteria:

- Worked in similar environment.
- Experience in catering busy, large scale operation.
- HACCP, Risk Assessments and Manual Handling experience.
- Intermediate food hygiene certificate.



The Department

The Catering Department

Food is our passion sitting at the heart of the school. We ensure the quality and variety of our ingredients and use local produce wherever possible. All our menus are based on homemade food. The same level of care and dedication is applied by our chefs and supporting front of house service teams.

The role of FSA Dishwasher is an essential link in ensuring the smooth running of the catering operation. Working to tight timescales whilst being flexible and understanding of school activities, the role requires a team player but also someone that can work with all catering team members in a harmonious and co-operative manner to maintain a good working and professional atmosphere.



Background

The School

Bancroft's School was founded by the Drapers' Company in 1737 on the Mile End Road as a day-school for local boys from a diverse range of backgrounds; the School has come a long way geographically and institutionally since then but remains committed to pupils from a wide range of backgrounds and has a long tradition of excellence.

We are now a co-educational independent day school for around 1200 pupils from 7 to 18 and an unashamedly aspirational school, devoted to scholarship and intellectual inquiry. We aim to provide an atmosphere in which each child can flourish and we believe that children succeed when they take full advantage of the huge range of different opportunities we provide – whether immersed in academic research, being out on the sports fields, taking part in charitable activities, acting on the stage, playing music and attending some of our numerous clubs and societies, our pupils challenge themselves and learn by taking part wholeheartedly in school life.

We have the highest expectations for every child in the School and we support, encourage and nurture each individual; we want our pupils to enjoy life to the full, make enduring friendships and grow up in a friendly, safe but challenging environment.

At Bancroft's we continually strive to ensure that all our pupils leave here with the confidence, self-awareness and knowledge to thrive in the world beyond, as well as taking with them an awareness of others and an abiding curiosity about the world.

Bancroft's has a selective 5 or 6 form entry at 11+, with just under half the pupils



coming from the Preparatory School. The school uses its own entrance exam and admits boys and girls in equal proportions. There is a further small entry at 16+, and most pupils stay into the Sixth Form. Public examination results are very strong and place Bancroft's among the top co-educational schools in the country.

In 2020 the vast majority of our Upper Sixth (year 13) have obtained university places. Some students will sit the exams in the autumn.

We are delighted for all pupils who have gained places at university and for those who have received grades that match their aspirations.

We wish all pupils leaving Bancroft's the very best for the future: after the challenges they have faced and overcome they will be very well placed to navigate life's usual uncertainties, as well as whatever new ones might emerge, with great confidence and a broad perspective.

Bancroft's is a forward-looking, modern school; a centre of excellence for the twenty-first century.

Working at Bancroft's

The successful applicant will receive an attractive salary package according to experience and expertise. Benefits include free school lunch and refreshments during the day, private medical insurance, pension and concessionary fees for children attending the school (dependent upon academic assessment). We have a generous CPD budget and staff are encouraged to look for opportunities to develop their skills and expertise either to further their career or to support their enjoyment of their role. We have a Staff Wellbeing Group, and an active Senior Common Room who organise a



range of social events. Staff have access to various sporting facilities such as the gym and the swimming pool at allocated times. We also have a staff group working on Diversity and Inclusion and are founding members of the Schools' Inclusion Alliance.



How to apply

An application form is available to download from the School website, <http://www.bancrofts.org/about-us/employment-opportunities> or by emailing recruitment@bancrofts.org

Bancroft's School is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of children and applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

