

## **Job Description for a Kitchen Porter (part-time)**

### **The Ladies' College**

The Ladies' College was founded in 1872. It operates as a direct grant school within the Bailiwick of Guernsey and the Principal is a member of the Girls' School Association (GSA). There are approximately 579 pupils between the ages of 2 ½+ and 18. The Junior School, The Ladies' College, Melrose, (177 pupils) occupies a separate building with its own staff and includes our Pre-Preparatory Department. The Ladies' College, Senior School and Sixth Form (402 students) occupies purpose-built premises opened in 1963 and has recently been both refurbished and extended. "The Wessex Wing", which includes dedicated teaching spaces for Mathematics, English, Music, and a modern Library and Refectory was opened in September 2016. We have a rolling programme of refurbishment which has included an additional laboratory being created and the upgrading of two other laboratories, with further refurbishment planned for this summer.

In our Pre-Preparatory Department our girls follow the early years curriculum in small groups, the maximum at any one time being 28. In Melrose we are a one form entry school, with a maximum of 20 girls in the Preparatory Department and 24 in the Junior Department. In the Senior School we have a three-form entry at Year 7 and most classes comprise 18 to 24 girls. Our students take ten (I)GCSEs, on average, and the vast majority proceed on to the Sixth Form. The College operates a Sixth Form (100 students) partnership with Elizabeth College (HMC boys' direct grant school).

In our last ISI Inspection, the College was judged as excellent in all categories, most notably: in the quality of the students' achievement and their learning, attitudes and skills; their spiritual, moral, social and cultural development; curricular, co-curricular and community links and arrangements for welfare, health and safety.

We believe that a young person will achieve their best if they are happy and inspired to do well by experienced and enthusiastic adults who care about them as individuals. We care as much about our girls' well-being and happiness as we do about their academic progress.

### **Candidate Criteria**

We are looking for an energetic, team player to join our busy team in the Senior School's Refectory, 'The Core'.

1. The role would suit a candidate with some experience of working in a catering environment, however full training will be given.
2. The duties of the role require the post holder to work well under pressure and be physically fit, as there is a high level of moving and handling involved.

3. A hygiene certificate is required and can be arranged through the College.
4. The successful candidate will be expected to maintain a clean and tidy appearance and will be provided with a uniform which must be worn at all times.
5. A pleasant and patient manner with children would be advantageous.

### **Duties**

- Be responsible for loading and operating the dishwasher and washing up (pots/pans/utensils)
- Assist with the general cleaning of The Core as required, equipment and structural
- Clear away plates and utensils.
- Clear the kitchen & disposal of rubbish and recycling
- Other duties as assigned to proactively support The Core team

This job description gives an outline of the duties which the post holder will be expected to undertake, but it is not intended to be comprehensive as other duties may arise from time to time.

### **Hours**

10:30-14:30 Monday to Friday.

Term time only, plus 3 INSET days of 7 hours (one per term)

There will be some additional hours required for out of hours' events, to be agreed with the Chef Manager/Bursar on a termly basis.

### **Line Management**

Reports to the Chef Manager.

### **Remuneration**

The remuneration for this post will be on the States of Guernsey Public Service Employee (PSE) scale, A1-A3; which equates to £10.1861/hour through to a maximum of £10.5389/hour at the time of writing. The level of remuneration will be commensurate with experience.

### **Pension**

All colleagues employed on permanent contracts are automatically enrolled in the States of Guernsey Public Servants' Pension scheme, a contributory defined benefit pension scheme on a Career Average Revalued Earnings (CARE) basis. The current employer contribution rate is 14.1% of salary at the time of writing. The current employee contribution rate is 7.5% of salary at the time of writing. This is fully transferable into and out of the DfEE Teachers' Superannuation Scheme.

## **Other benefits**

All colleagues employed on permanent contracts are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

## **Living and working in Guernsey**

Residence in Guernsey is controlled by the Committee for Home Affairs who have political responsibility for “The Population Management (Guernsey) Law, 2016”. The College is required to apply for either a Short-Term Employment Permit (STEP), duration up to 1 year, a Medium-Term Employment Permit (MTEP), duration up to 5 years, or a Long-Term Employment Permit (LTEP), duration up to 8 years, on behalf of employees who are not locally qualified residents.

Please note that there is no Employment Permit associated with this role and therefore applicants must have, and be able to provide evidence of, permission to reside and work in Guernsey.

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## **Equal Opportunities**

*The Ladies’ College is an equal opportunities employer and does not discriminate against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying.*

## **Safeguarding**

*The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening including an enhanced criminal records bureau check and be able to prioritise the well-being of young people in our care.*

*As part of the recruitment process, and once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise. There is also a requirement for all employees to seek permission for and disclose details of additional employment, and to disclose details of personal business interests (or those of a member of their immediate family or some other close personal connection) which may conflict with their role at the College. All requests and disclosures should be made in writing to the Principal in a timely manner, with permission being sought prior to any additional employment being taken up.*

## **Data Protection**

*This data has been requested by The Ladies’ College exclusively for the purpose of recruitment. The Ladies’ College will ensure that this is processed in compliance with its Privacy/Data/General Data Protection (GDPR) policy and Data Protection (Bailiwick of*

*Guernsey) Law, 2017, and will ensure that any information disclosed within this form is not passed to anyone who is not authorised to have this information.*