



OUNDLE

School

Front of House Porter

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has 840 boarding and 300 day pupils, with a further 260 day pupils aged 4 – 11 attending Laxton Junior School. The School has a turnover in the region of £40m and a staff of 600. The School prides itself on being associated with the best in modern independent school education. This would not be possible without the invaluable contribution made by the dedication, hard work and professionalism of the support staff functions.

The Catering Department consists of approximately 110 staff who support all internal dining for 14 boarding houses (either in house or in joint dining rooms), the senior day house and the junior school, all hospitality events and the catering requirements for the external Lets business during School holiday periods. There is also an expectation that shifts should be altered to oversee service in the evenings and outside of normal service periods.

The Assistant Stores Manager role focuses on deputising for the Stores Manager and the receipt, safe storage and transportation of food and catering items within the Catering Department and across the School Campus.

Oundle School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.



Role details

Working within the Catering Department team, the role holder will report to the Stores Manager.



The main duties and responsibilities of the role are listed below. Please note these are not exhaustive but highlight the main tasks.

To work alongside the Stores Manger and catering management team to provide an efficient and professional delivery/hospitality service for the catering department. Using the school's vehicle to deliver and set events, delivery of food/stock around site whilst always following food safety and health and safety legislation. To deputise in the absence of the Stores Manager.

1. Duties and Responsibilities

- To provide additional support to the Hospitality and Catering management team.
- To assist in the co-ordination and distribution of all deliveries/stock/equipment to the necessary kitchens and hospitality areas including staff working in multiple areas.
- To deliver, set and serve hospitality functions as required.
- To check deliveries and distribute accordingly in adherence with the current HACCP principles.
- To assist catering managers with the upkeep of caternet.
- Help to manage stock levels and stock rotation in main storage areas.

- Control and monitoring of the outgoing and return of all catering equipment from holding store.
- To collect specific orders from local suppliers as instructed by the Management team.
- To keep all necessary paperwork up to date and to follow food safety legislation and school Polices. Including food transportation logs, FS policy, H&S policy, Allergen policy.
- Promote efficiency, budget awareness, and School standards.
- To demonstrate a positive working style with an enthusiastic, committed and flexible attitude. Providing an excellent service to our customers at all times.
- To complete cleaning schedules to ensure that the stores area and vehicles are kept spotlessly clean.
- Assist with termly inspections for opening and closing of all catering areas as required.
- To follow the guidelines for the waste management system.
- To notify the Catering Managers if there are any health and safety issues.
- Assist the store's manager with risk assessments.
- To regularly interact with the Catering Team including regular meetings.

2. **Outlet Communication**

- To be a part of an effective communication strategy across the Catering Department.
- Attend meetings when required.

3. **Legislative**

- To ensure you are suitably trained in the correct and safe operation of all equipment and chemicals used to store and deliver goods.
- To undertake food storage in line with legal requirements and in relation to HACCP.
- To keep records including temperature controls/waste and all other food and health and safety documents required by law.

4. **Purchasing**

- Assist to ensure all stock levels are at an operational minimum, stock is rotated and stored properly and legally, order sheets are completed daily and regular monthly stock sheets are completed and costed to calculate consumption.

5. **Time Keeping**

- Complete timesheets accurately and appropriately

6. **Safeguarding, Health and Safety and Welfare**

- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.

- To carry out any other duties commensurate with the post as may be reasonably required by the line manager.

To carry out any other duties commensurate with the post as may be reasonably required by the line manager.

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
Full Driving Licence	•		Application Form Interview
Level Two Award in Food Safety in Catering.	•		
Level Three Supervising Food Safety in Catering award.		•	
First Aid		•	
Basic COSHH qualification		•	
Manual Handling Qualification		•	
Skills and Experience	Essential	Desirable	Method of assessment
Good working knowledge of COSHH	•		Application Form Interview References
Correct manual handling knowledge.	•		
Stock control experience.	•		
Pest control knowledge.	•		
Good record keeper.	•		
Ability to implement HACCP.	•		
Computer Literate		•	
Personal qualities	Essential	Desirable	Method of assessment
Willing to work hours which include un-social and weekend hours	•		Application Form Interview References
Able to stand for protracted periods, some medium and heavy lifting.	•		
Ability to organise own time efficiently.	•		
Clean and tidy appearance.	•		
Good communication skills.	•		
Ability to multi-task.	•		
A team player	•		

Every job description in the organisation will be subject to a review on an annual basis at the time of the annual appraisal meeting and may be reviewed as a result of a change in strategic direction or operational requirements.

It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

How to Apply: Candidates should complete the online application form at:
www.oundleschool.org.uk/vacancies

Candidates should familiarise themselves with the School's recruitment and associated policies on the School website.

Information for applicants

Start date	As soon as possible (allowing time for pre-employment checks)
Hours of work	80 hours worked across a 2-week rota, working every other weekend. All meal breaks are non-working hours and unpaid.
Working weeks	This role is to work term time plus 42 days, which is 41.4 weeks per annum (paid for 46.4 weeks, to include entitlement to holiday pay).
Contract term	Permanent, subject to a six-month probationary period.
Remuneration	FTE £27,971, £24,963 pro rata. You will be paid each month through the year.
Annual leave	21 days' paid holiday in each complete holiday year, plus seven public holidays. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).
Other	<p>We also offer:</p> <ul style="list-style-type: none"> • Excellent working conditions • Group Personal Pension Plan • Life Assurance scheme • BUPA Wellbeing Expenses Plan • Employee Assistance Programme • Access to some discounted tickets to the Stahl Theatre and Music Productions • Discounted membership of the Sports Centre and Swimming Pool • Cycle to Work scheme • Free light lunch available for staff during School term times • Free car parking (subject to availability) <p><i>Some of the above are non-contractual</i></p>