



Kitchen Porter



ST HELEN &
ST KATHARINE

Welcome from the Headmistress

Hello and thank you for showing an interest in working at St Helen and St Katharine. I am enormously proud of this great girls' school, and I know that this sentiment is shared by colleagues across the staff body.

The students are at the heart of this energy and positive ethos. They are wonderful to work with; enthusiastic, clever, funny, kind, silly, earnest and possessed of an unselfconscious enjoyment of learning and the pleasure of finding out more. They are excited by subjects and delight in their teachers demonstrating their ongoing love of a specialist discipline. They, and their parents, also look to us to work in support of personal development and we continue to evolve our pastoral systems to meet the challenges that the students will encounter in school, in Higher Education and in the world of work and adult life.

Our extra- and supra- curricular programmes are busy and exciting. There is an expectation that students will be busy and that opportunities will be created to harness their enthusiasm. Opportunities to learn beyond the classroom are vital and staff involvement in trips and expeditions is expected.

We have a fantastic support team in these endeavours, and all staff members are valued in whatever role they play in keeping things on track, happy and purposeful. Each staff team reflects the pride we feel collectively in our school.

Our work takes place on a beautifully developed and maintained campus and we are fortunate in the working environment we occupy. The stunning Benedict Building, which houses our sixth form, has further enhanced the site and provides space for even more opportunities for both students and staff, as we develop these for ourselves and in partnership with local schools.

We are fortunate to be over-subscribed and, therefore, selective at each student entry point, but we are not a place that likes to rest on laurels and our departments continually reflect on how they can develop things further. The staff community is very supportive.

We enjoy a very positive relationship with our parent body and don't take for granted their advocacy for St Helen's as a school of choice for a daughter. We have a broad catchment area for a day school with a transport network that spans six counties.

Our Board of Governors is very supportive and interested in the work that we do. They ask challenging questions and delight in our many successes. They have overseen a significant development of the estate and provision in recent years and want to ensure that momentum continues. To that end, we welcome ambitious and energetic applicants who share in the excitement of our mission and who want to develop their careers, working with outstanding students and colleagues.

I do hope that you will apply. St Helen's is a school which both builds on the finest elements of great girls' education and challenges itself to deliver an education that allows our students to encounter their 'now' with confidence and pleasure.

It is a great place to work.



Mrs Rebecca Dougall
Headmistress





The School

As one of the leading independent schools in the country, St Helen and St Katharine is an exciting place to work and appointing the very best staff is integral to our success.

St Helen's School was founded in 1903 and was then joined in 1938 by St Katharine's in Wantage. The School is located on a single campus-style site of beautiful Edwardian and modern buildings set in 22 acres of grounds, on the outskirts of Abingdon, some six miles from Oxford. An extensive school bus network facilitates a large student catchment area that includes Oxfordshire, Berkshire, Buckinghamshire and Gloucestershire.

St Helen's is a school where success is celebrated but not revered. Our students achieve excellent academic results, and our goal is to ensure that every girl achieves success as she defines it, so that she can believe in herself, her talents and abilities, and so that she will feel prepared and equipped for life beyond school.

The School is a thriving community of girls and young women aged 9 to 18 years including a small Junior Department comprising one Year 5 and one Year 6 class. St Helen's offers students an outstanding academic education and a rich and varied life beyond the classroom including excellence in sport, the creative and performing arts and a superb range of extracurricular clubs and societies.

Whilst there is a strong commitment to girls' education, close links with Abingdon School add a co-educational dimension. These links include some subjects taught jointly in the Sixth Form and much collaboration in music, drama, extracurricular activities and socially at all ages.

In January 2023, St Helen's opened its brand new sixth form centre, the Benedict Building. The new building is a physical articulation of the School's vision for Sixth Form: to create an environment for students that will spark their intellectual spirit and imagination. It anticipates the design ethos of higher education, smoothing the transition from school to university. The building features nine spacious classrooms, a range of individual and group study spaces, a higher education library, a flexible lecture and performance hall, a café and a large common room.

The staff

St Helen and St Katharine is a very special place to work.

Our students are at the heart of everything we do, we celebrate our powerful sense of community, and we take pride in our very high standards and the strength of our performance. We enjoy a working environment and a culture within the School which focuses on development, inclusion and the pleasure of working all together.

We are always looking at ways to develop our people – students and staff. We look to be progressive, imaginative and respectful; we combine the best of long tradition with a commitment to readying our people for the challenges of the 21st Century. We also firmly believe that a diverse workforce is a better workforce which will help us develop ideas, solve problems and ultimately grow St Helen and St Katharine. Our campus is beautiful and an inspiring place to work. The young people we work with are remarkable and the staff community is welcoming, committed and compassionate.

Every day is different at St Helen and St Katharine. It's fast-paced but never loses sight of the value of individualised conversations and the need for support. We take our commitment to the well-being of staff very seriously and we offer the resources and training to allow people to flourish professionally.

The contribution of every member of the staff team is valued at St Helen and St Katharine, and teaching and support staff work closely together, appreciative of the positive difference everyone can make in their varied roles.





The role

Job Title:	Kitchen Porter
Reporting to:	Head Kitchen Porter
Hours of work:	Monday to Friday, 6.45am to 2.45pm, with a 20 minute unpaid lunch break. Full-time hours of 37.5 per week. Term-time plus 3 weeks (approx. 34.6 weeks per year), permanent contract For the right candidate we may be able to offer some flexibility over the timing of the hours worked.
Rate of Pay:	£12.57 per hour

Scope and general purpose

We are seeking to appoint a conscientious, service-orientated individual to join our excellent Catering team to support the busy lunchtime service at the School. Each day, the team prepares and serves approximately 900 hot and cold meals to students and staff during the lunch period from 12:00 noon to 1:15 pm. Our Kitchen Porters play a vital role in the smooth and efficient delivery of this service. They carry out a wide range of essential duties, contributing not only to daily lunch operations but also to hospitality events as required.

All staff share the responsibility for promoting and safeguarding the welfare of the students, in accordance with the School's safeguarding policies.

Key responsibilities

- Basic food preparation, i.e., vegetables - peeling and chopping, as directed by the Chefs.
- To dispose of all waste and recyclable material on a "clean as you go" basis.
- To help check and put away deliveries, especially dry goods and cleaning products.
- Provide general 'front of house' assistance during the service period, including stocking food counters, tidying/cleaning serving areas, replenishing cutlery, plates, trays etc.
- To work on the plate wash/pot wash sections, ensuring all equipment is kept scrupulously clean at all times.
- To keep the kitchen tidy and clean at all times and take part in the general clean up following service.
- To scrub and polish the floors at the end of the day.
- To provide help with any hospitality preparation or cleaning request, as directed either by the Executive Chef or the Hospitality Assistant.
- To ensure that all cleaning chemicals are stored appropriately and that the storage room for cleaning supplies is neat and tidy at all times.
- To observe a timely work schedule, maintain a neat and professional appearance and be scrupulous about personal hygiene.
- To comply with food safety, health and hygiene requirements and follow the HACCP process.
- To attend to any reasonable request of the management.
- A commitment to safeguarding our students in line with the School's Safeguarding policies.



The person

The ideal candidate will have/be:

- Experience of portering in a busy commercial kitchen.
- Fluent enough to be able to work well in an English speaking environment.
- Dedicated and willing to join the team as a fully participating member.
- Capable of initiative and willing to take on responsibility for their station.
- Tidy, with a good sense of organisation.
- Very neat and smart in appearance.
- Able and willing to lift and carry reasonably heavy loads.
- Cheerful, positive and service oriented.
- Flexible; willing and able to work additional hours in order to cover staff absence and to staff special functions.
- A commitment to safeguarding our students in line with the School's Safeguarding policies.

St Helen and St Katharine is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and overseas Police checks, if applicable. Employment is subject to these checks.

Salary and benefits

- Rate of pay is £12.57 per hour.
- The full-time equivalent salary is £24,592 pro rata per annum. Salary is paid in equal amounts each month and includes paid annual leave during school holidays.
- This is a full-time permanent position to commence on 1 September 2025.
- Hours are 37.5 per week 6.45am – 2.45pm Monday – Friday during term-time plus 3 weeks to work during school holidays, in line with the published term dates. For the right candidate we may be able to offer some flexibility over the timing of the hours worked.
- Employees are entitled to free lunches when the kitchens are operating during their 20 minute unpaid lunch break.
- Paid pro-rata holiday entitlement of 6.4 weeks for a term time plus 3 weeks for a full academic year. . This is based on a full-time equivalent amount of 7.6 weeks per year inclusive of public holidays), to be taken during the School Holidays
- Employees may join a staff Pension Scheme.
- The School currently operates a cycle to work scheme.
- There is free car parking on site.
- Employees may use the fully equipped gymnasium/sports facility on site.
- Employee Assistance Program via confidential telephone service.

The process

These job details should be read in conjunction with our Safeguarding policies, available within the Working at St Helen's section of our website.

Please then complete an application form (available within the Working at St Helen's section of our website). The completed and signed application form, along with a brief supporting letter addressed to **Mrs Rebecca Goodwin, Deputy Director of Operations** should be submitted via email (recruitment@shsk.org.uk) in the first instance and then sent to:

Human Resources Department
St Helen and St Katharine
Faringdon Road
Abingdon
Oxfordshire
OX14 1BE

Please note that any application form submitted electronically must be completed in the existing application form format, within Adobe.

The closing date for this post is **Tuesday 19 August at 09.00am**

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who attend an interview.

We look forward to receiving your completed application.



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ST HELEN &
ST KATHARINE

Independent day school for girls aged 9–18
Faringdon Road, Abingdon, Oxfordshire OX14 1BE