



## ST PAUL'S ACADEMY

51 Finchale Road, Abbey Wood, London SE2 9PX

Tel: 020 8311 3868 Fax: 020 8312 1642

[www.stpaulsacademy.org.uk](http://www.stpaulsacademy.org.uk)

### **House Keeper (Cleaner)**

The Academy is looking for a reliable/motivated person to join our Housekeeping Team.

This is a split shift (6am-8am/3.30pm-5.30pm) 52 weeks appointment with a 3 month trial period.

Salary £10,000 per annum pro rata.

If you are interested in this post, please complete the attached Application Form and return it to School.

St Paul's Academy is committed to safeguarding and promoting the welfare of children and young people; it expects all members of staff to share this commitment. This post is subject to a Disclosure and Barring Service (DBS) check.

**Closing date: Monday 9<sup>th</sup> October 2017**



**Job Description:** Kitchen Porter

**Responsible to:** Head Chef, Sous Chef, SMT and Premises Staff

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**Purpose of Job:**

The role is to directly back up the chefs in the day to day running of the kitchen, general cleaning and food prep duties to the day-to-day business needs, and to provide personal care that is second to none in the industry.

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**Main Activities and Responsibilities:**

1. Daily cleaning of the kitchen and equipment in it.
2. Daily laundry needs whites, cloths, tea towels ECT.
3. Safe and correct use of all kitchen equipment.
4. Make sure all relevant daily paper work and cleaning schedules are completed.
5. Check all deliveries off thoroughly before signing for them; also ensure the first in first out rule is adhered to.
6. The daily upkeep of the back yard, clean floor, covered bins clean and tidy.
7. Organised dry stores clean and tidy surrounding areas.
8. Perform any other requests asked of you by any of the persons you a directly responsible to.
9. To provide a high standard of personal hygiene and appearance.
10. To attend meetings and training as may be necessary from time to time.
11. To sign in and out including lunch breaks honestly.
12. To be at work changed and ready to work at the time stated on the rota.
13. You must adhere to the Company Health and Safety Policy statement and manual. A summary of this will be given to you upon joining in your induction pack along with a training leaflet.

**General**

1. The Company reserves the right to amend this document at any time and you will accordingly be given an updated version.
2. As a member of the Team at St Paul's Academy, you may be requested from time to time to carry out duties other than those detailed above.



13 November 2014

Dear Applicant

**Kitchen Porter**

Thank you for indicating an interest in the above post. I do hope you will find the time to carefully consider all the documentation in the pack and if you are interested by what you read we would be delighted to receive your formal application.

The Academy moved to its new campus in Abbey Wood in January 2010. St Paul's was an already successful school and will achieve even greater success through the opportunities being offered by the development of the Academy.

The Archdiocese of Southwark, whose vision of a Catholic School for the future has shaped this project, sponsors the Academy. The Academy intake gives priority to children from practicing catholic backgrounds and also reserves a number of places for children of other and no faiths.

It officially opened in September 2005 with approximately 660 students and will increase in number, year on year up to a maximum of 1200 students by 2014.

The Academy has specialisms of Sports and Enterprise which is reflected in the excellent sporting and learning facilities in the new building. An important aspect of your role will be to ensure that the specialism underpins the whole curriculum and that all students have the opportunity to develop and apply their knowledge and skills.

You will note in the pack that there is also a strong emphasis on developing and implementing new approaches to learning so that students of all abilities will be continually motivated and challenged to achieve their full potential. For this to happen we require a committed staff who are able to deliver the very latest and the very best practice in teaching and learning strategies.

The successful applicant will be working within the Creativity & Technologies Learning Zone which is led by Eileen Bryan.

If you would like to be part of a unique educational project providing you with high challenge and high reward and if you feel you have the prerequisite skills, experience and qualities, please do not hesitate to apply.

I look forward to meeting with those applicants invited for interview and to sharing ideas about turning the vision into reality.

**Patrick Winston**  
Principal



## **Information for Applicants**

### **Kitchen Porter**

**Closing date:** Friday 21 November 2014

**Interviews:** w/b Monday 24 November 2014

**Interviews will be held at:** St Paul's Academy  
51 Finchale Road  
Abbey Wood  
London SE2 9PX

### **Job Specification**

This tells you the main responsibilities of the job and details the knowledge, skills and experiences we are looking for. These 'criteria' will be used to make the appointment.

### **Applying**

If you decide to apply for this post would you please complete the application form and enclose a letter in support of your application. It should also include the names of two referees and their email addresses.

**FAO Patrick Winston, Principal**  
**St Paul's Academy**  
**51 Finchale Road**  
**Abbey Wood**  
**SE2 9PX**