READ SCHOOL
DRAX

Read School, Drax

Salary: FTE salary: £18,161.22 pro rata £12,349.63 per annum (including holiday pay)
Hours: 25.5 hours per week – Term Time Only
Contract: Permanent, Part-time

About the Role

Read School is a friendly independent day and boarding school for boys and girls aged 4–18. We are looking for a reliable, enthusiastic and hardworking Kitchen Porter to join our busy in-house catering team.

This is an important role within our catering department, helping to ensure the kitchen runs smoothly and that high standards of cleanliness, hygiene and organisation are maintained.

Working alongside our chefs and catering team, you will play an important part in supporting the preparation and delivery of meals for our pupils and staff.

Working Hours

The role is Monday to Friday, term time only, working the following shift pattern:

Day	Working hours
Monday	10.00am – 4.00pm
Tuesday	10.00am – 4.00pm
Wednesday	10.00am – 2.30pm
Thursday	10.00am – 2.30pm
Friday	10.00am – 2.30pm

Salary is paid in 12 equal monthly instalments throughout the year, with holiday pay included in the annual salary.

Additional hours may occasionally be available to support the school's catering requirements.

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Key Responsibilities

- Washing up and ensuring all pots, pans, crockery, cutlery and kitchen equipment are cleaned and stored appropriately.
- Maintaining high standards of cleanliness and hygiene throughout the kitchen and associated areas.
- Supporting the chefs with general kitchen duties and food preparation when required.
- Assisting with clearing tables and cleaning dining areas.
- Ensuring kitchen work surfaces, floors and equipment are kept clean and tidy.
- Supporting with the receipt and storage of food deliveries when required.
- Following all food hygiene and health and safety procedures.
- Working collaboratively with the catering team to ensure the smooth running of daily food service.

What We Are Looking For

- A reliable, hardworking and positive individual.
- Good communication and interpersonal skills.
- The ability to work effectively as part of a team.
- A flexible and helpful approach to work.
- Good attention to detail and pride in maintaining high standards.
- Previous experience in a kitchen or similar role would be an advantage, although training and support will be provided.

What We Offer

- £12,349.63 annual salary, including holiday pay.
- Permanent, part-time position.
- 25.5 hours per week, term time only.
- Salary paid in 12 equal monthly instalments.
- Free on-site parking.
- Free lunch during term time.
- Generous discount on school fees for children attending Read School.
- A friendly and supportive working environment.
- Opportunities for training and development.

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Safeguarding and Safer Recruitment

Read School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to appropriate pre-employment checks, including an enhanced DBS check and the receipt of satisfactory references.

How to Apply

If you are enthusiastic, reliable and would enjoy being part of our friendly catering team, we would love to hear from you.

Please email **roberts@readschool.co.uk** to request an application form.

Location: Read School, Drax
Job Type: Permanent, part-time
Work Location: In person