

KITCHEN PORTER



St Mary's School
C A M B R I D G E

November 2025

Salary: £19,295 (FTE £25,459)

Full Time hours during Term Time only

St Mary's School
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Welcome from the Head

Thank you for showing interest in this role at St Mary's School, Cambridge.

We are an independent day and boarding school for girls aged 3 to 18. We have a school roll of about 600 students. Approximately 10% of the students are boarders. Reflecting the cosmopolitan community of Cambridge, on average 25% of students originate from overseas, from 30 countries.

The School offers a secure and welcoming learning environment for girls: we are delightfully situated in the heart of the academically renowned and culturally vibrant city of Cambridge. The Junior School is adjacent to the famous backdrop of Coe Fen, and the Senior School and Boarding House overlook the University of Cambridge Botanic Gardens.

Cambridge is an outstanding place to live and work. As a university city, Cambridge has the cultural advantages of a much larger settlement but with a population of approximately 145,000, it is a safe, clean and attractive location. The city has an international reputation owing to its world ranking university and the school benefits from its proximity to the digital and enterprise communities in the various high-tech science parks and enterprise hubs. We are within easy travelling distance of London, less than an hour by train and a short hop from London Stansted Airport.

There has been major investment in new facilities at the School over the past decade: a new Junior School; a new Sixth Form Centre; new provision of Art & Photography; the creation of our Science Hub; and our new boarding facility, Mary Ward House. We have developed our sporting facilities through an ambitious collaboration with Homerton College, University of Cambridge and have invested in a new boat house in a joint partnership with City of Cambridge Rowing Club and Homerton College. We are proud to be opening our Mary Ward Educational Suite in January 2024 which will provide new state of the art teaching spaces.

High quality facilities are only as good as the people who work in them, so we invest heavily in our staff, who we know are our greatest asset. We encourage staff to develop themselves through training and facilitate bespoke CPD opportunities for all.

Above all, St Mary's School, Cambridge is a very happy place. We have an excellent local reputation for being very friendly and nurturing, and yet ambitious, for the young women in our care, enabling strong progress to next steps at university, the world of work or a gap year. Our girls are genuinely delightful, the teachers and support staff are exceptionally dedicated; we are a very close-knit, loving, joyful and purposeful community.

St Mary's really is a warm and welcoming environment for all staff, whatever their role, and we look forward to receiving your application.

Hannah Helliar

We are proud to be a Christian school in the Catholic tradition and founded on the principles of our 17th century foundress, Mary Ward, our vision is that 'By God's grace, women in time will do much' (Mary Ward 1585-1645). The challenge for women is not over, and whilst there are now more opportunities for 'women to do much' there are still considerable barriers and so our work continues via our mission to develop curious, creative and compassionate young women with the aspiration, confidence and integrity to shape a better world for the common good. Our approach is based on the core values of Freedom, Joy, Justice, Love and Truth and we live these values in school through our HEART habits of

H – Hard work	We show perseverance and sustain focus.
E – Empathy	We are kind, joyful, generous, value friendship and celebrate diversity.
A – Adaptability	We adjust to difficult situations, are open minded, discerning and take calculated risks.
R – Responsibility	We act justly and strive to uphold truth and lead by example.
T – Thoughtfulness	We are creative, reflective, attentive, show gratitude, hear others and disagree well.

Our unique approach to education fosters a love of life and of learning, while growing the academic curiosity and spiritual wellbeing of each individual girl so that they can look beyond themselves and enter adulthood aspiring to be more and to give more, not just to have more. We warmly welcome girls, and staff, of all Christian denominations and other faith and secular backgrounds to join our thriving community.

Last year the school celebrated its 125th anniversary. Building on our 400-year tradition, St Mary's School, Cambridge belongs to an international network of approximately two hundred Mary Ward schools.

Innovative Learning at St Mary's

We empower all our students to aim high. As an accredited High Performance Learning World Class School there has never been a more exciting time to join our team.

High Performance Learning (HPL) is a research-based, pedagogy-led philosophy that responds to our growing understanding of human capability. It sees all students as potential high performers who are not limited by 'ability'. HPL makes the goal of high performance the expectation for all students and uses a unique teaching and learning framework to systematically grow minds and develop the cognitive skills, values, attitudes and attributes needed to reach success.

Here at St Mary's, we are proud to be developing our own approach to HPL and welcome applications from like-minded colleagues who are ambitious for their students and committed to research-based approaches to teaching and learning.

For further information please visit <https://www.highperformancelearning.co.uk/>

Digital St Mary's

St Mary's is a digital school which supports the School in its goals through

- developing a community of staff and students which learns in, responds to and engages with an ever-changing digital world;
- preparing students for their future by giving them the confidence to work in a digital environment;
- establishing creative teaching and learning environments;
- employing teaching staff who are trained and supported to be technologically and digitally skilled.

All members of St Mary's work digitally using Microsoft 365 as a platform. All students in the Senior School and Sixth Form have access to an individual device (Microsoft Surface Pro) which are used extensively in lessons and for home learning.

Job Description

Job Title:	Kitchen Porter
Reporting to:	The Kitchen Porter is ultimately accountable to the Operations Manager, but day-to-day reporting will be to the Chef Manager.
Key Objectives:	Working as part of a small team, you will assist the Chef with food preparation, set up the dining room, serve food to pupils and ensure that the kitchen and service stations are clean and tidy. You will also be responsible for cleaning down the kitchen area and dining room following food service. Uniform and free lunch provided.
Hours of work:	Monday to Friday, 40 hours a week, Term-time only 12pm-2pm at the St Mary's Senior School and 2.30pm-9pm at Mary Ward House site, with 30 minutes break.
Salary:	£12.24 per hour

Key Responsibilities

- To help with serving, washing up and tidying away after lunch/dinner at Senior School and for boarders.
- To help with regular cleaning of MWH wash up area and storage areas and dining rooms
- Prepare and load the dishwashing machine. Operate, unload and stack items in a safe manner. Use appropriate cleaners and maintain the dishwashers in a serviceable condition
- Empty food waste bins and kitchen rubbish at the end of each shift, ensuring a high level of hygiene is always maintained in the kitchen.
- Always provide an excellent standard of customer service.
- Ensure the cleanliness of the stores and that all purchases are stored in strict rotation.
- Relieving and assisting the catering staff from time to time with duties as requested such as vegetable preparation, furniture moving etc.
- Report any faulty equipment to the Chef Manager.
- Putting deliveries away and assisting in checking of deliveries to include temperature checks.
- If required, ensuring that staff room drinks machines are operational at all times, carrying out the required checks and replenishment before the busy periods.
- Preparing tables for lunch service.
- Clearing and cleaning of all service, floors, preparation and eating areas, utensils and equipment.
- Maintaining high standards of hygiene and service, including personal appearance and dress, as appropriate to a food hygiene area.
- Maintaining professional standards and conduct throughout the kitchen.
- Attend all Health and Safety meetings and ensure H&S standards are followed throughout.
- Co-operating with all catering staff and undertaking such duties in the kitchen/service areas as requested, to ensure an efficient and effective service is delivered consistently.
- Occasional functions if necessary i.e. weekends, Speech Day or Open Mornings.

General Requirements:

- Maintain confidentiality in all areas of work at St Mary's School, Cambridge.
- Ensure that your conduct within and outside school does not conflict with organisational expectations.
- Co-operate with all staff in maintaining harmonious inter-personal relationships, internally and externally. St Mary's School, Cambridge expects all staff to treat others with respect and courtesy.

- Attend staff meetings and training as required.
- Participate in supervision sessions and appraisals with your line manager.

The above list is not an exhaustive list of duties and you may be expected to perform different tasks as necessitated by your line manager and the your changing role within the School and overall business objectives of the School.

Kitchen Porter - Person Specification

This role will involve direct contact with children, including preparing and serving meals for them and answering questions regarding food at mealtimes. You will work as part of a team in the kitchen and dining halls.

Experience / Qualifications

- Previous Catering experience an advantage – although we will provide training for the right person.
- Certificate in Food Hygiene or the willingness to train and gain this qualification.
- Good understanding of food safety and relevant Health and Safety legislation.

Skills and Qualities

- Good team worker, confident and willing to learn.
- Reliable and committed.
- Enthusiastic, friendly and approachable manner.
- Flexible and adaptable to changing requirements.
- Diligent and conscientious.
- 'Can do' attitude and proactive approach.
- Ability to work with people at all levels.
- Good food handling and food hygiene awareness and skills.
- Maintain high standards of personal hygiene and be careful about appearance.
- Awareness of the need to observe child protection safeguards at all times.

Child Welfare and Child Protection Issues

The interview for this post will include exploring issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships with children and young people;
- emotional resilience in working with challenging behaviours;
- attitudes to the use of authority and maintaining discipline.

Any relevant issues arising from the take up of references will be discussed at interview. The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an Enhanced Disclosure and Barring Check.

Benefits

At St Mary's you will enjoy an exceptional career and comprehensive benefits including a contributory pension scheme, 33% discount (pro rata for part-time staff) on school fees, BUPA cash plan, an occupational sickness scheme, free lunches and refreshments, a season ticket discount and much more.

Process

Application is welcomed by completing the Application Form and Equal Opportunities Form which can be found on the Vacancies page of our website. This may be accompanied by a covering letter and a curriculum vitae. We are unable to accept applications supported by a CV alone.

Interviews will be conducted in person, and they will explore candidates' suitability to work with children. Candidates are required to bring with them the necessary ID documentation and any relevant qualification certificate(s), all of which must be originals. Further information of the interview format will be provided if you are shortlisted for interview.

If you have any question, please contact the HR Team by email: hr@stmaryscambridge.co.uk or call: 01223 353253.

Closing date: Sunday 2 November 2025

Interview date: on a date to be confirmed

We will review applications on receipt. Suitable candidates may be interviewed before the closing date, and we reserve the right to withdraw the position if an early appointment is made.

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