



# Ark Isaac Newton Academy

Kitchen Porter

**Ark**  
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## About Isaac Newton Academy

Ark INA is based between Ilford High Road and Green Lane In Ilford. The school's learning community is based upon the core values of mutual respect, personal discipline, and an unwavering commitment on the part of all community members to do whatever it takes to excel.



Ark Isaac Newton Academy Secondary is a non-denominational, non-selective school, welcoming girls and boys from all backgrounds from the local community. The school opened with just 180 Year 7 students in September 2012. The secondary academy has grown year on year and we now have 1200 11-18 year olds (including 250 students in the Sixth Form). In September 2014, Ark Isaac Newton Academy opened a three-form entry primary academy in purpose-built accommodation right next to the secondary academy. There are 90 children in each year group, and like the secondary academy, it has grown a year group at a time. As of September 2021, we now have a fully all through academy with our year 6 moving into year 7.

The London Borough of Redbridge forecasts a significant deficit in secondary school places over the coming years. The Academy will thus serve a critical, long-term need for the community. Although the local area encompasses considerable economic disadvantage, its young people achieve some of the best results in London schools. Ark was chosen to sponsor the academy because of the success of our educational model and the alignment of our educational vision with the Redbridge context.

Dear Candidate,

I am delighted to introduce you to Ark Isaac Newton Academy, a brand new, purpose-built, all-through school for students aged 4-18 in Ilford.

Our staff work tirelessly to ensure that each and every student is supported and stretched to reach their full potential. We focus on working towards achieving our vision **‘Together, we build a kind, safe and inclusive environment that instils the knowledge and character necessary to reach transformational destinations’**. Commitment to this has already delivered a series of great successes highlighted in October 2018 when the academy was judged by Ofsted to be outstanding in all areas.

Joining Ark Isaac Newton Academy in September 2020, I have spent more than a decade as a senior leader, a large portion of this within an all-through school. There is something incredibly special about working in an all-through school, which makes me committed to delivering the highest quality education to all the students at Isaac Newton Academy and will build on the successes already enjoyed by the school, especially highlighted with our amazing year 6, 11 and 13 academic outcomes in 2022, 2023 and 2024.

Our academy aims to be a ‘home from home’ for both staff and students. My belief is all students deserve a great school and staff a great place to work. Therefore, we are very clear with the culture that we wish to cultivate for our community. Central to this is being a mission led organisation, which is at the heart of everything we do and outlines our ambition, that goes beyond ensuring our students have excellent academic outcomes. Ultimately, working for Ark Isaac Newton Academy is about being part of something unique where aspirations for all people are incredibly high. We certainly want like minded people to join our organisation and live our mission each day, every day: ***Striving together to be pioneers whose legacy makes a positive difference for our world.***

I wish you the best with your application.



Morgan Haines  
Principal



## Our Mission

Striving together to be pioneers whose legacy makes a positive difference for our world.

## Our vision

Together, we build a kind, safe and inclusive environment that instils the knowledge and character necessary to reach transformational destinations.

## Our Values & Beliefs

- **Integrity** – We are true to our values, doing what we say; we always do the right thing, even when it's hard and nobody is watching.
- **Kindness** – We always support each other, show genuine care and consider the feelings of others in all our actions and words.
- **Professionalism** - We model pride and positivity in all that we do; we are always respectful and take responsibility for our actions.
- **Growth mindset** – We work hard; we are resilient in adversity and unafraid of failure, always embracing our mistakes and celebrating our growth.
- **Excellence** – We are highly ambitious, doing the best in all we do to become the greatest version of ourselves.
- **Community** – We are unified, valuing relationships that create an environment where everybody is accepted and belongs.



## About Ark

Ark is an education charity set up in 2004 to create a network of high achieving, non-selective, inner city schools where all pupils, regardless of their background or prior attainment, achieve highly enough by age 18 to have real choices: to go on to university or the career of their choice. Ark has no faith affiliations.

All ARK schools are situated in areas of high deprivation or educational need and our pupil profile reflects this: over half of our pupils are eligible for free school meals compared to 18% nationally.

The ARK network operates 39 schools in the UK across London, Portsmouth, Birmingham and Hastings. Each of our schools has its own distinctive character, reflecting its local community.

All Ark Schools prioritise six key principles:

- High expectations
- Excellent teaching
- More time for learning
- Knowing every student
- Exemplary behaviour
- Depth before breadth

## A Commitment to Encourage Diversity

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective.

Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We oppose all forms of unlawful and unfair discrimination.

To know more about Ark's diversity and inclusion commitments, please click on this [link](#).

## Job Description – Kitchen Porter

<b>Reporting to:</b>	Catering Manager
<b>Start date:</b>	As soon as possible
<b>Salary:</b>	Band 2 Ark Support Staff Scale £26,537-£26,923 (FTE) per annum, pro rata depending on experience
<b>Hours:</b>	Term Time + 1 week, 21.5 hours per week, working 11.30am to 4pm
<b>Closing date:</b>	Friday 5 <sup>th</sup> September 2025
<b>Interviews:</b>	Candidates will be contacted once shortlisted

### The Role – key responsibilities

- To take full responsibility for maintaining a high standard of cleanliness at all times to include all aspects of cleaning and washing up in the main kitchen and end of day clean.
- To put away deliveries which may require some heavy lifting.
- To assist the Chef Manager with all aspects of kitchen hygiene and other duties associated with the running of the Academy's kitchen.

### Kitchen Porter Responsibilities

#### **Cleaning and Food Preparation**

- To maintain a high standard of cleanliness through washing up, mopping the floor, taking out refuse, putting away heavy goods, deliveries and other manual chores. Cleaning the fridges and dry stores and other storage areas in the kitchen
- To be responsible for the delivery of refreshments for special functions, collect and clean dirty crockery and cutlery and other serving items as and when required. This may involve some evening work
- If required, to cover in the absence of the Catering Assistant, assisting in the preparation and cooking of a range of food for breakfast, lunch and break times, as directed by the Chef Manager.

## **Cleaning and Health and Safety**

- To record food temperatures and labelling of stock items in accordance with procedures
- To carry out the responsibilities of the post in accordance with all Health and Safety and relevant legislation, reporting any incidents or accidents, including near-misses, to the Catering Manager
- To keep the kitchen, cooking preparation area, equipment and dining hall clean and tidy
- To carry out washing up and cleaning tasks, including cleaning equipment and machinery, in accordance with requirements and procedures
- To take part in deep cleans of the kitchen, food storage, serving and dining areas of the academy as directed by the Chef Manager.

## **Food Service**

- To interact with the staff and students in a helpful and professional manner
- To set up the serving and dining areas as directed by the Catering Manager
- To ensure the server and dining area is kept clean throughout service, clearing trolleys throughout the service
- To operate a cashless till and any other items of catering machinery or equipment as directed by the Catering Manager
- To work as part of a team to ensure that all service requirements are met.

## **Other**

- To receive stock and check quality and quantity against the delivery note/invoice. To put deliveries of stock away in the designated storage location, ensuring that all stock is dated and rotated in accordance with directions from the Catering Manager
- To be active in issues of staff and student welfare and support
- To comply with and assist in the development of policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To undertake training and development relevant to the post and in line with the Academy's priorities
- To play an active part in the development of the students through positive interactions and direct support of learning
- To actively promote the academy and liaise with outside agencies as necessary, representing the Academy or ARK as appropriate

- To maintain a presence around the Academy to ensure that the highest standards of behaviour and site-usage are upheld
- To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate
- To be active in issues of staff and student welfare and support
- To comply with and assist in the development of policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To demonstrate a commitment to Equality of Opportunity for all members of the Academy's community.
- To undertake any other responsibilities as directed by the line manager/Principal
- This job description is subject to change with the agreement of the post holder.

### **Academy Culture**

- To help develop an Academy culture and ethos that is utterly committed to achievement
- To demonstrate a commitment to equality of opportunity for all members of the Academy's community
- To contribute to discussions at operational team, science team and other staff meetings
- To contribute to the writing and implementation of the Academy Improvement Plan
- To meet the expectations of all INA staff as laid out in the Staff Code of Conduct & Ways of Working Policy
- To uphold all Academy policies with consistency and diligence
- To actively promote the academy and liaise with outside agencies as necessary, representing the Academy or ARK as appropriate
- To maintain a presence around the Academy to ensure that the highest standards of behaviour and site-usage are upheld
- To communicate and liaise with staff and students, as appropriate
- To act as a role model and set and maintain the highest standards of conduct and behaviour

## Person Specification: Kitchen Porter

### Qualification Criteria

- Right to work in the UK
- Relevant Health & Safety and Food Hygiene qualifications.

### Experience

- Experience of working in a busy kitchen
- Experience of working as a kitchen porter (desirable)
- Experience of working with children of a relevant age in a school setting (desirable)

### Personal characteristics

- Vision aligned with ARK's high aspirations, high expectations of self and others
- A firm and constant belief in the unlimited potential of every student and a commitment to inclusive educational provision
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all students and providing equality of opportunity
- Excellent planning and organisational skills
- Resilience, motivation and commitment to driving up standards of achievement
- Acting as a role model to staff and students
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice
- The ability to develop positive relations with students and adults in particular when liaising with non-technical colleagues
- Hardworking, conscientious and accurate
- Resilience and optimism
- The ability to work effectively alone and as a part of a team
- Excellent listening skills and ICT skills (word, excel, internet, email)
- The ability to follow instructions accurately, but make sound judgements and lead when required
- Strong interpersonal, written and oral communication skills and ICT skills
- Strong organisational and time management skills and a flexible attitude towards work
- The ability to take personal responsibility, a readiness to reflect and self-evaluate, and the ability to change, develop and improve
- Confidence and self-motivation
- The ability to work well under pressure
- High levels of honesty and integrity
- A sense of humour and desire to have fun
- Ability to adapt to change and work successfully in a team
- A flexible attitude towards working hours

## Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced [DBS check](#)

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*