



Wren
Academy

Wren Academies Trust

Wren Academy Finchley

Catering – Kitchen Porter

Closing date: 9.00am, Monday 24 August 2026

Start date: September 2026



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Introduction

Wren Academy Finchley opened in September 2008 as a new school sponsored by the London Diocese of the Church of England and Berkhamsted School. It takes its name from Sir Christopher Wren, the famous polymath, with the intent to inspire students to be curious and explore a wide range of academic disciplines. We have come a long way since 2008 and are now an all through school with over 1500 students aged between 4 and 18. The Academy has continued to grow as we opened our Sixth form in 2013 and have taken on new primary cohorts since 2015. Wren Academy Finchley is proud of its successes having secured exceptional academic progress for our students at KS2, GCSE and A Level. We have also established a national reputation for excellence in teaching and learning, developing an approach that focuses consistently on enabling young people to be effective learners, regularly hosting visitors from the Republic of Ireland and Netherlands.

Wren Academies Trust

Wren Academies Trust was established in September 2020 with the opening of Wren Academy Enfield, a new 11-18 secondary school. The development of a second Academy has led to further

collaboration and innovation with subject departments regularly sharing resources and aligning assessments to reduce workload. The trust is continuing to expand with the inclusion of St Mary's and St John's, another Barnet all-through school, due to formally join the Trust in 2025. The size of the Trust provides many opportunities for continued Professional Development and career progression

Gavin Smith, Executive Principal



Welcome from the Catering Manager

Thank you for your interest in this post.

The information given in the documentation here and the more general information on our website should give you a clear understanding of the Academy. However, if you wish to find out more, please contact Michelle Perry on 020 8492 6000.

If you decide to apply, please follow this guidance carefully. Your completed application should be submitted through [MyNewTerm.com](https://www.mynewterm.com). Please note applications will be considered as they are received, however the closing date for this role is 9.00am, Monday 24 August 2026.

Thank you for taking on the demanding and time consuming task of preparing your application for this role. I look forward to receiving your application and taking the next steps in the appointment process.

Michelle Perry

MAT Catering Manager

m.perry@wrenacademy.org



Vision and Ethos

Do justice, love kindness, walk humbly with your God - Micah 6v8

Wren Academy Finchley is an inclusive, comprehensive school, welcoming students and staff from all faiths and none. As an all-through Church of England Academy, we are inspired by an encounter between Jesus and a tax collector called Zacchaeus. We believe that fairness, kindness and walking humbly with God (Micah 6:8) are the keys to full flourishing for all. Our Christian values are relatable to all students and staff, whatever their beliefs and personal convictions and provide a moral compass for helping students become the best version of themselves in both character and academic progress. To achieve this goal, we are conscious that good learning and behavioural habits should be taught. We use our '6Rs' framework to unite our Christian Vision with our ambition for academic progress by developing habits in students so that they become:

Resilient.
Relational.
Redemptive.
Reflective.
Resourceful.
Reverent.



'The effective climate for learning and promotion of exemplary behaviour transforms the lives of pupils. Relationships are warm and harmonious because of the culture of kindness'

*SIAMS Inspection Report
February 2023*

The Wren CLIMATE Model

The 6 Rs have recently been woven into a new teaching and learning taxonomy, rooted in the latest evidence-based research. This provides a coherent framework and common language for learning which underpins all our activities within Professional Development, Quality Assurance processes and Performance Management structures. We call it Wren 'Climate'.



Wren Academies Trust

Wren Academy Finchley

Catering –Kitchen Porter

Start Date: September 2026

Job Description

The current job role will be suited to a confident person looking to move into a school environment. The Academy has very high standards and expectations and will require a person who is confident and able to work well within a team. Wren Academy Finchley works in partnership with Wren Academy Enfield and models the site standards and expectations on each other. The teams work closely with each other on presentation and collaborate on style of service and working to suit the wide range of student and staff needs. Customer service is very important.

To develop relationships across the Academy we occasionally ask you to work from the Wren Academy Enfield site for training and inset days. Strict guidance to Allergens and Natasha's law will be given and followed. Training is expected to be up to date and completed in a timely manner. The successful candidate will work closely with the Head Chef and team at Wren Academy Finchley. Any necessary training will be provided to ensure complete understanding of the role.



Job Purpose

To ensure a clean and hygienic kitchen environment to support the team and to ensure we can deliver a quality food offer in a clean environment within the food hygiene guidelines, assisting the Head Chef.

Job Responsibilities

Typical general kitchen assistant tasks include:

- Working alongside the other team members in a friendly and kind manner.
- Washing up with an industrial dishwasher.
- Manual washing up.
- Occasionally working on the main counter with a view of developing skill set.
- Some vegetable preparation.
- Clearing the waste area with support from the team.
- Filling in cleaning schedules.
- Health and safety.
- Hygiene (food and personal).
- A good understanding of Allergens.
- Working within timelines.
- Cleaning of equipment and flooring.
- Working and continuing to work to and within the high standards set within the Academy.
- Teamwork.
- Annual training to ensure full compliance for EHO.
- Assist in stock rotation.

Reporting

The Kitchen Porter will report to the Senior Catering Supervisor.

Hours of Work

7.30am – 3.00pm

Term time only, working 38 weeks per annum (term time only)

Hourly rate

£14.25

Supervision

As this is an Academy you will be required:

- To act in a responsible manner towards the students at all times.
- To be responsible, with other team members, for ensuring that equipment is properly used, maintained and stored (ie knives) and for reporting any worn or damaged materials to the head chef.
- To ensure that the safeguarding policy is followed at all times.

Behaviour

- To maintain an acceptable standard of conduct and discipline amongst pupils ensuring that all appropriate school regulations are complied with and reporting serious breaches of discipline or persistent unruly behaviour to the Head Chef, or the nominated person deputising for the Head Chef.

Development

- To attend meetings as appropriate.
- To undertake any other reasonable duties as directed by the Head Chef. This job description will be reviewed on an annual basis as part of the Performance Appraisal Programme.

General

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, behaviour management reporting all concerns to an appropriate person.
- Contribute to the overall ethos of the School.
- To attend appropriate training to continually develop the catering facilities and their own professional skills.
- Any other duties that may be reasonably required within the grade and scope of the role.

Professional Behaviour

- To maintain high standards of professional behaviour towards colleagues and students.
- To lead by example and to follow the Academy's uniform code within the catering department and code of conduct.
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approach and to be prepared for the unusual.

Other Specific Duties

- To play a full part in the life of the Academy community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example.
- To support the Academy in meeting its legal requirements as a Church School.
- To have a record of excellent health, attendance and punctuality.
- On occasions you may be asked to work some school events, such as: Parents evening, Governors/Directors functions, with occasional overtime as and when required.

This Job Description is current at the date shown but, in consultation with you, may be changed by the group manager, to reflect or anticipate changes in the job commensurate with the salary and job title.



Person Specification

Essential Professional Skills and Experience

- Allergens training (training given via e-learning)
- Health and food hygiene Level 2 (training given via e-learning)
- Experience of working within a catering department
- Ability to work on own initiative
- Ability to work with guidance, but under limited supervision
- Liaise and communicate effectively with others
- Demonstrate good organisational skills
- Possess good verbal communication skills
- Knowledge of positive behaviour
- Enthusiasm and a positive outlook
- The ability to work independently and collaboratively as a member of a team
- Flexibility



- A positive attitude towards professional development and their own learning
- Reliability and integrity
- Good personal organisation
- Good attendance and punctuality record
- Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy

Desirable Skills and Experience

- Attended Safeguarding courses
- Over 2 years experience
- Experience in the essential tasks
- Knowledge of safeguarding children
- Ability to work under pressure
- Sense of humour



Staff Benefits

- Two week October half term break
- Free refreshments all day
- Parking onsite
- Local Government Pension Scheme
- A pleasant and attractive working environment. Our restaurant, centrally situated, is the heart and hub of our community. This provides a bright, clean, communal space where staff and students can socialise, meet and eat. Over the years, the restaurant has become the foundation for strong relationships across departments and staff groups ensuring that all staff benefit from friendship and support beyond their immediate teams.
- An exceptionally talented and mutually supportive staff team of teachers and student services colleagues. Our staff body is inclusive and representative of the community in which we serve. We have consistently recruited a talented and committed staff who share the ambition of creating a uniquely successful school
- Children of colleagues working at Wren are given priority for a place.
- Talented, courteous and ambitious students
- All staff, whatever their role, are equally valued and the contribution of student services colleagues to the life and success of the Academy is celebrated
- Career development opportunities in a successful and growing Multi Academy Trust with plans to expand further.

The Wren Academies Trust is a MAT with plans to develop beyond two schools. This will provide further exciting professional development opportunities for the successful candidate.

More details on the curriculum, structure and ethos of the Academy are available on our website, www.wrenacademyfinchley.org



Selection Process

Application deadline

Completed application forms must be received by 9.00am, Monday 24 August 2026, however applications will be considered as they are received.

Completing your application

Candidates are asked to read the details carefully, especially the Job Description and Person Specification. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Please note applications should be made through [MyNewTerm](#). Applications will be considered as they are received, CVs are not accepted.

Selection process

The selection process may have a combination of tasks, activities, lesson observations and interview. Further details will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting. Please ensure that referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

Equality, Diversity and Inclusion

The Trust is committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive. To enable us to make any reasonable adjustments, please let us know what you would require when you submit your application.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Trust may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The Trust is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



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