

DULWICH COLLEGE
FOUNDED 1619

Kitchen Porter

Information for Applicants

Welcome

Dear Potential Applicant

Thank you for applying to work at Dulwich College. I hope that you will find the prospectuses and web pages useful and feel that they provide a better understanding of our aims, values and ethos. I also hope this booklet makes you feel you might thrive here, would like to join us and make a great professional contribution.

At heart, the College's focus ensures the wellbeing, experience and achievements of our pupils. We want them to be happy, to flourish and to get the very best from their time here. These aims also allow us to have a positive relationship with our families, and uphold our reputation and strategic ambitions.

We have a large, diverse, dedicated and talented team of colleagues. It is a huge collective effort to achieve our annual and long-term goals, and we could not do this without everyone working together in a diligent and good humoured manner.

As well as rewarding and fun, being part of the College is demanding at times and we have high expectations of all our colleagues. There are, however, many advantages and opportunities, which are better explained in this booklet. Put simply, we wish to get the best from everyone and we will seek to invest in you and develop you during your time with us.

We recognise that many of our colleagues are professionally ambitious. We will certainly help you in your aims, through mentoring, professional development courses and career opportunities.

We are fortunate to have a large College community, with several career pathways and experiences available. We hope that you will enjoy working here, really understand the value and the commitment shown by everyone and wish to play your part in the exciting life of Dulwich.

Mr Robert Milne
Master





The College

Dulwich College is an academically selective independent school for boys in south east London, known for its inspired teaching, genuine scholarship and broad co-curricular life.

Our dedicated and increasingly diverse staff of approximately 250 teachers and 350 operational colleagues, support a pupil body of approximately 1,850 across the Senior and Junior Schools and DUCKS, our co-educational nursery and infant school.

Set within 70 acres of beautiful grounds, yet only 12 minutes by train from central London, the College offers an exceptional working environment — spacious, well-resourced and rich in heritage. The campus blends iconic listed buildings with award-winning new architecture, creating a dynamic and inspiring setting that values curiosity, creativity and collaboration among both pupils and staff.



Vision Values & EDI

Our Vision

To be an outstanding school that inspires every pupil to work, study and serve with purpose, developing the potential to make a positive difference in the world.

Our Values

Purpose, kindness and joy – underpin a culture of curiosity, creativity, compassion and integrity. We promote collaboration, resilience and appreciation of the benefits of living and learning within a diverse, inclusive community.

Equity, Diversity and Inclusion

We celebrate the diversity of our pupils, staff, alumni and parents, recognising that varied backgrounds and experiences create a vibrant and forward-looking community. Dulwich College stands firmly against discrimination in all forms and is committed to advancing inclusion, social responsibility and the core British values of democracy, liberty, respect, tolerance and the rule of law.



Role Details

Job title

Kitchen Porter

Reporting to

Head Chef

Period of employment

Permanent, All Year Round

Probationary Period

Six Months

Start Date

1 September 2026

Working Hours

37.5 hours per week, predominantly 08:00-16:00 shifts but evening, weekend and bank holiday shifts will be required according to the needs of the College. Additional paid overtime hours will also be required at peak times.

Salary

£15.44 per hour

Holiday Entitlement

25 days per annum, increasing to 30 days after completion of 5 years' service, plus bank holidays.

Job Purpose

To ensure all pots, pans and cooking equipment placed in the pot wash area are properly and hygienically cleaned, rinsed, dried and re-stacked.



Key Responsibilities

- Wash, sanitise and polish crockery, cutlery, kitchen utensils, cooking equipment and service items, ensuring they are clean and ready for use.
- Return clean equipment to the appropriate storage and operational areas.
- Collect and process used catering equipment, utensils and crockery in accordance with departmental procedures.
- Assist with the preparation, movement and set-up of catering equipment for functions and events.
- Maintain high standards of cleanliness throughout kitchens, food preparation areas, stores and associated catering facilities.
- Clean and disinfect floors, walls, ceilings, kitchen equipment, extraction systems and other surfaces following meal services and as required.
- Remove waste and recycling from catering areas, ensuring refuse is disposed of safely and bins are cleaned and maintained.
- Clean and disinfect refuse storage areas to maintain high hygiene standards.
- Complete cleaning schedules accurately and report any maintenance, hygiene or operational issues to management promptly.
- Report any signs of pests or infestations immediately to enable appropriate action to be taken.
- Organise items for collection, dispatch or return to external laundry providers as directed.
- Assist with deliveries, transporting catering equipment, supplies and stock safely across the College campus as required.
- Assist with the movement of furniture and equipment to support catering operations and College events.
- Maintain high standards of personal hygiene and professional presentation at all times.
- Comply with all Health and Safety, Food Hygiene, COSHH, Manual Handling and Fire Safety legislation, policies and procedures.
- Attend mandatory training and participate in relevant learning and development activities.
- Work collaboratively as an active and supportive member of the Catering team.
- Be available to support key College events, including Founder's Day, held on the first Saturday in July.
- Undertake any other duties appropriate to the role, as reasonably requested by the Catering Manager or other senior members of the Catering Department.



Person Specification

Qualifications and Experience

- Previous experience working in a kitchen, catering or hospitality environment (desirable).
- Basic Food Hygiene Certificate, or willingness to obtain one following appointment.
- Manual Handling training or awareness (desirable).
- Full UK driving licence (desirable).

Knowledge and Skills

- Understanding of food hygiene, health and safety, COSHH and safe working practices within a catering environment.
- Ability to follow instructions and work effectively as part of a team.
- Good organisational skills with the ability to prioritise tasks and manage a busy workload.
- Ability to carry out manual handling tasks safely and efficiently.
- Basic literacy and numeracy skills.

Personal Attributes

- Honest, reliable and trustworthy.
- Punctual, dependable and committed to maintaining high standards.
- Hard-working, with a positive and proactive approach to work.
- Flexible and willing to undertake a variety of duties to support the Catering Department.
- Able to use initiative and work independently when required.
- Calm and resilient, with the ability to work effectively under pressure.
- Friendly and approachable, with good interpersonal skills and a collaborative approach to teamwork.
- Smart and professional in appearance and conduct.
- Committed to safeguarding and promoting the welfare of children and young people.



Application Procedure

To apply for this role please visit our [vacancies page](#).

Interview dates

To be confirmed. Shortlisted candidates will be informed of the interview arrangements in due course.

We are committed to safeguarding and promoting the welfare of children. This is the responsibility of the whole College community. We all remain vigilant about safeguarding at the College and we never think that child abuse could not happen here or to our pupils. A DBS Disclosure is required to the Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity 1150064.

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

All staff must take care of their own health and safety and that of others, observe applicable safety rules, follow instructions for the safe use of equipment and co-operate with managers on health and safety matters (including the investigation of any incident).

College Community and Benefits



Make your money go further

- Flexible pension/pay – Join TPS or choose the Group Pension for 10% employer contributions and a higher take-home pay. (Same total package).
- Lunches – Free lunch in the dining hall or to take-away.
- Fee remission – Discounts on fees at Dulwich College, Alleyn's Dulwich, JAGS Dulwich and DUCKS (admissions rules apply).
- High-street savings – Access to discounts on restaurants, food deliveries and shopping.

Help with your commute

- Bike to Work - Tax-efficient bike purchase.
- Onsite parking - Free parking on Campus, EV parking.

Support for your wellbeing

- SimplyHealth plan - Cash back on routine medical expenses
- 24/7 GP access – Online consultations, advice and referrals.
- EAP – 24/7 emotional, financial and relationship support.
- Sports club – Free family membership for you, your partner and children under 18.
- Eye tests & flu jabs – Free tests and seasonal vaccinations.

Protection when you need it

- Life insurance – Included with all pension schemes for permanent employees.
- Accident insurance – Cover for permanent disability or dental injury.

Support for life outside work

- Family leave – Enhanced leave for new arrivals
- New baby perk – Cash contribution from SimplyHealth.
- IVF leave – Up to 5 days for essential appointments.

Boost your social life

- Events & clubs – From Burns Night to book clubs and quizzes.
- Dulwich Picture Gallery – Free entry with staff pass.
- Dulwich Golf Club – Discounted 'Member's guest' rate.
- Private functions – Reduced rates for venue hire (subject to availability).



Important Information

Safeguarding

All staff are responsible for safeguarding and promoting the welfare of children, completing the required training, and adhering to College safeguarding policies.

Health and Safety

Staff must also take reasonable care of their own health and safety and that of others, follow safety procedures, use equipment responsibly, and co-operate with managers on all health and safety matters.

Safer Recruitment

You will find our application form detailed — this ensures we meet the rigorous standards required when employing people to work with or around children and young people.

Vetting

All appointments are subject to pre-appointment vetting, as required by law, which will include satisfactory criminal record checks.

Get in touch

Queries should be sent to joinourteam@dulwich.org.uk



DULWICH COLLEGE
Dulwich Common London, SE21 7LD
Telephone: 020 8693 3601
Email: joinourteam@dulwich.org.uk
Website: www.dulwich.org.uk

