



OUNDLE

School

Chef

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has 860 boarding and 260 day pupils, with 250 day pupils aged 4 – 11 attending Laxton Junior School. The School has a turnover in the region of £40m and a staff of 760. The School prides itself on being associated with the best in modern independent school education. This would not be possible without the invaluable contribution made by the dedication, hard work and professionalism of the support staff functions.

The Catering Department consists of approximately 110 staff who support all internal dining for 14 boarding houses (either in house or in joint dining rooms), the senior day house and the junior school, all hospitality events and the catering requirements for the external Lets business during School holiday periods. There is also an expectation that shifts should be altered to oversee service in the evenings and outside of normal service periods.

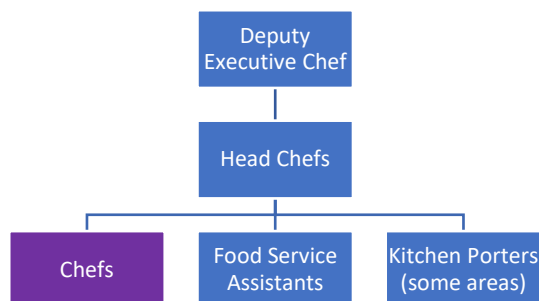
The working pattern for most Catering staff is organised over a two-week rota, with every other weekend off. Some split shifts are required. All applicants must therefore be able to work weekends, and some split shifts.

The Chef role focuses on food production and service whilst maintaining hygiene, health and safety levels.

Oundle School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service

Role details

Working within the Kitchen team, the role holder will report to the Head Chef, and has daily responsibility for Food Service Assistants and Kitchen Porters in the absence of the Head Chef.



The Chef is responsible for the successful production of healthy, balanced food to pupils, staff and visitors at all services, within pre- determined budgetary levels.

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

1. Food

- To be a hands on active chef.
- To produce as many dishes as possible from fresh ingredients, only using frozen or pre-prepared as a secondary back-up when necessary.
- To use tried and tested recipes.
- To display a good understanding of quantities when producing for both large scale and domestic numbers.
- To demonstrate a thorough working knowledge of all kitchen equipment.
- To prepare food as per menu to include dietary requirements.
- To ensure that all food is presented to a high standard
- To cover the Head Chef's duties when necessary, to include sick cover at short notice, including menu planning, staff management and allocation of duties
- To demonstrate a positive working style with an enthusiastic, committed and flexible attitude. Promoting the importance and benefits of effective team working.
- To work in compliance with Health & Safety Policy.
- To assist in ensuring the kitchens deliver the required level of service and food at all times.
- To ensure School policies e.g. nut allergy and dietary requirements, are being followed.
- To correctly complete and use cleaning schedules to ensure that the kitchen, dining room and ancillary areas are kept spotlessly clean.
- To follow inspection process for opening and closure of production and service areas.
- To follow the guidelines for the waste management system.
- To notify a member of the Management Team if there are signs of pests or health and safety issues.

- To complete systems and procedures in all food production and storage areas and under instruction, to monitor and maintain the standards of the food served.
- To take part in the introduction of new service innovations on a regular basis including special days.
- To seek out and be aware of your duties throughout the day, especially during service periods working closely with the FoH team to ensure that service runs as smoothly as possible.
- To work within all legislative requirements including health, safety, fire and hygiene legislation in the kitchen and BoH areas as instructed by the Head chef or Assistant catering Manager.
- Actively take part in cleaning the kitchen and ancillary areas throughout the day to ensure they are kept spotlessly clean.

2. **Finance**

- To work as instructed to ensure the Catering Department operates at maximum efficiency within budgetary targets to deliver the required level of service at all times.
- To be aware of food stock levels and bring to the attention of the Head Chef or Assistant Catering Manager if stock is running out or going out of date.

3. **Outlet Communication**

- To be a part of an effective communication strategy across the catering department.
- To take part in pre-service briefings.

4. **Legislative**

- To complete as instructed and be trained in the correct and safe operation of all kitchen equipment and chemicals.
- To undertake food production in line with legal requirements and in relation to HACCP.
- To assist in keeping records including numbers fed/temperature controls/waste and all other food and health and safety documents required by law.

5. **Time Keeping**

- Complete timesheets accurately and appropriately.

To carry out any other duties commensurate with the post as may be reasonably required by the line manager.

Additional duties:

- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.

- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
NVQ Level 2 in Food Preparation and Production or City and Guilds 706/1 or equivalent.	•		Application form Interview
CIEH Level 2 Award in Food Safety in Catering or equivalent.	•		
Able to gain CIEH Level 2 in Allergen Awareness before the end of probationary period.	•		
NVQ Level 3 in Food Preparation and Production or City and Guilds 706/1&2 or equivalent.		•	
CIEH Level 3 Award in Supervising Food Safety in Catering or equivalent.		•	
Educated to GCSE standard or equivalent with passes in English and Maths (or ability to show standards of literacy and numeracy in line with the GCSE equivalent).		•	
Manual Handling qualification.		•	
A basic COSHH award.		•	
Full Driving Licence.		•	
Skills and Experience	Essential	Desirable	Method of assessment
Experience of working as a Chef.	•		Application Form Interview Assessment Exercise References
Proven track record in providing quality food.	•		
Experience of working as part of a team as a Chef within an academic or similar environment.	•		
Dietary and allergy knowledge / experience		•	
Previous practical experience in a similar high quality production environment		•	
Personal qualities	Essential	Desirable	Method of assessment
Enthusiastic to learn new food production techniques	•		Application Form Interview Assessment Exercise References
Ability to prioritise and organise own workloads	•		
Willing to learn and adapt, with food a focus on continuous improvement and innovation	•		
Flexible, prepared to respond to requests at short notice	•		
A team player	•		

Ability to work calmly whilst under pressure, in order to meet deadlines	•		
Smart and well presented at all times	•		
Confident		•	

Every job description in the organisation will be subject to a review on an annual basis at the time of the annual appraisal meeting and may be reviewed as a result of a change in strategic direction or operational requirements.

It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

How to Apply: Candidates should complete our online application form

Applicants are advised to apply as soon as possible.

Applicants should familiarise themselves with the School's recruitment and associated policies on the School's Employment Opportunities website.

Information for applicants

Start date	As soon as possible, subject to clearance of pre-employment checks (typically 4-6 weeks) and notice period.
Hours of work	80 hours over a two-week rota, with every other weekend off. Some split shifts are required. The rota will be advised in advance. All staff must be available to work the weekend of Speech Day and Leaver's Ball and the night of House Christmas Dinners All meal breaks are non-working hours and unpaid.
Working weeks	This role is to work Term time plus 42 days, which is 41.4 weeks per annum (paid for 47 weeks, to include entitlement to holiday pay).
Contract term	Permanent, subject to a six-month probationary period.
Remuneration	FTE £28,392 per annum £25,662 pro-rata per annum You will be paid each month through the year.
Annual leave	21 days' paid holiday in each complete holiday year, plus seven public holidays. This is pro-rata for part-time staff. Holidays are not to be taken during Term time or periods when you are required to work your remaining contracted hours.
Other	We also offer: <ul style="list-style-type: none"> • Excellent working conditions • Group Personal Pension Plan • Employee Assistance Programme • Life Assurance scheme • BUPA Wellbeing Expenses Plan • Access to some discounted tickets to the Stahl Theatre and Music Productions • Access to the swimming pool, health centre and sports facilities • Cycle to Work scheme • Free light lunch available for staff during School term times • Free car parking <p><i>Some of the above are non-contractual</i></p>