



**Halliford
School**
SHEPPERTON

Chef Manager – to start as soon as possible

We are looking to appoint an outstanding Chef Manager to provide a first-class catering service to students, staff, parents and visitors to Halliford School. The ideal candidate will be enthusiastic and a hardworking team player willing to join a busy and vibrant department.

The successful applicant must have previous catering experience, which will enable you to plan, prepare and deliver high-quality, healthy and nutritious menus to suit the expectations of all. You will manage a dedicated and highly motivated catering team, take responsibility for the operational efficiency of the catering service and lead your team with creative flair and passion. The core student and staff catering service operates daily term-time only, with additional catering/hospitality required to support the wide range of events organised by the School during the school day, in the evening and at weekends.

Successful candidates should have proven leadership skills within a catering setting teamed with an interest in promoting healthy eating for all. An excellent understanding of relevant health and safety considerations is essential, together with a strong background in record keeping, budget and cost management. You will also have a very strong empathy for working with young people and be fully supportive of the aims & ethos of Halliford School.

This is a term-time appointment with a competitive salary and benefits package. The hours of work are 7am till 3pm term time with an expectation to cover a large number of evening functions, Open Days and PTA events. Salary is competitive, dependent on experience and will also be discussed at interview.

Process of Application:

Along with this pack, you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible, paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Zoe Fazackerley, who will be delighted to assist you.

Telephone: 01932 2234920

E-mail: hr@hallifordschool.co.uk

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the HR and Recruitment Officer to arrive no later than **4pm, 14th July 2023**. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview/appoint before the closing date.

On the day of interviews, all applicants will be asked to provide proof of identity and address along with any original certificates pertaining to their qualifications. Full details regarding the interview day will be sent to those candidates on the shortlist.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.

Job Description – Chef Manager

Lines of Responsibility: The Chef Manager is responsible to the Bursar.

Job Purpose and Description:

The Chef Manager will manage all aspects of the catering function at Halliford School ensuring an excellent standard of catering is provided to pupils, staff, parents, and visitors to the School.

Term time catering is delivered from the main kitchen and marquee and also from the Sixth Form Cafe located in the PC Centre.

Main Duties

- To deliver an excellent, healthy, and nutritious food offering to pupils, staff, parents, and visitors.
- To be responsible for the operational efficiency of the catering service, food hygiene standards and maintenance of equipment.
- To lead and line manage the catering team.

Key Responsibilities

Catering

- Be responsible for the preparation, cooking and presentation of all food, to include main meals, puddings and other supplies, to the required statutory regulations and School standards
- Plan, implement and review a cycle of nutritionally balanced menus to be revised at regular intervals
- Place orders for raw materials and supplies, check deliveries and ensure all raw and cooked food is stored and labelled correctly.
- To place orders only with approved suppliers and monitor their product quality and food safety controls
- Be responsible for stock control and rotation of stock
- Ensure all catering activities are carried out as cost effectively as possible
- Ensure that methods of preparation and presentation comply with current recognised catering standards, food safety legislation and nutritional guidelines
- Ensure the timely service of all meals, breaks, sport fixtures and events / functions as required by the School
- To work within the budget and report monthly budget performance. Check pricing and question any increases.
- To minimise resource wastage, including food, disposables and energy.
- Provide support to Halliford School Parents' Association (PTA) for special events
- Organise all catering and support for other events and functions, the majority of which will be outside of the normal working hours i.e. evenings and weekends. This will total around 32 days of additional work and a full list will be provided at interview. An example of the events are Christmas Lunches, Open Days, Taster Days, PTA Race Night and Summer Concert.

Staff Leadership

- Assist with the recruitment and induction of all new members of the catering staff
- Assist with monitoring of staff performance, providing training development as necessary. The current team has approximately 9 staff.
- Ensure all kitchen staff carry out the preparation and cooking of all meals in accordance with the recipe specifications and guidelines given to them
- Motivate the team to work collectively to provide an excellent service and implement new ideas and transfer skills to the catering team.
- Report any disciplinary issues to the HR Officer.

Health & Safety

- Ensure that the kitchen environment is checked prior to the commencement of catering activities on a daily basis
- Report all accidents in accordance with school procedures
- Liaise with suppliers and resolve any issues with reference to unfit foods
- Ensure compliance with particular regard to all catering aspects of health and safety legislation and the maintenance of necessary records
- Ensure appropriate control of substances hazardous to health
- Ensure that preparation and delivery of all food is in accordance with known allergy conditions within the school community
- Ensure that a robust cleaning schedule is in place and is followed accordingly
- Take all steps necessary to ensure appropriate security of kitchen supplies and equipment
- Maintain the safe operation of the working environment including equipment fixtures and fittings, in conjunction with the school's Premise Team.

Liaison and Communication

- Hold regular meetings and briefings with the Catering Team.
- Liaise with the Bursar weekly on catering needs, reviewing Staff Catering Request Forms in advance of events. Meet with the Bursar termly to review all events.
- Report on any comments made with reference to the service positive or negative and act upon.

General

- To carry out any other tasks reasonably requested by the Headmaster or Bursar.

Personal Specification – Chef Manager

Qualifications and Experience

- NVQ Level 2 or equivalent
- Level 3 Food Safety
- Level 2 Health & Safety
- Recent qualifications on Allergen training, HACCAP would be beneficial.
- Excellent understanding of relevant health and safety regulations, to include good record keeping, and cost management.

Skills and Knowledge

- A flare for cooking is essential, teamed with an interest in promoting healthy eating for all.
- Proven leadership skills within a catering setting (desirable)
- Competent IT skills and familiarity with the full range of Microsoft products
- Attention to detail and the ability to cope with conflicting demands, deadlines and interruptions
- Outstanding organisational skills with excellent time-management skills
- Ability to communicate effectively and confidently with all members of the School community

Attributes

- The ability to build effective working relationships with staff and other members of the school community
- The ability to seek out and find solutions to a problem
- Flexibility in approach to people and working arrangements
- Ability to work independently and as part of a team
- High standards of customer service
- Enthusiastic and willing to go 'above and beyond'
- Patience and good humour
- Empathy with young people
- Fully supportive of the aims & ethos of Halliford School.

Discipline and Health & Safety

- Assist with the promotion of good order and discipline among the students.
- Be responsible for taking reasonable care of personal safety and that of pupils, parents, colleagues, visitors, volunteers, and contractors
- Co-operate with the Headmaster, Bursar and members of the SMT in order to enable the Governors to comply with safeguarding and health and safety duties, reporting any risks or defects to the Bursar.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection.

The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

Additional Information

Non-contractual benefits to Staff Pension

Membership of the Support Staff 16% non-contributory pension upon completion of a successful probationary period.

School Fee Reduction

Children of staff at Halliford School may, subject to passing the entrance examination, be eligible for a 50% remission on fees at the discretion of the Governing Body. This is prorated according to working days.

Meals and Refreshments

All staff are entitled to eat free of charge each day during term time where delicious home cooked meals are served each lunchtime. In addition, hot drinks and biscuits are provided daily in the staff common room with cakes on special occasions. Speciality tea and coffee are also available daily from the Sixth Form Café.

Sports Facilities

Members of staff are permitted to use the School gym and fitness facilities subject to approval from the Director of Sport.

Travel and Visits

Those staff wishing to organise suitable trips and visits for our students are strongly encouraged and supported to do so. These can provide invaluable opportunities for staff as well as students including the opportunity to travel and visit new countries.

Private Vehicles

Free on-site parking is available to all staff, subject to availability. In addition, subject to approval, staff can use their private vehicles for school journeys during working hours. The insurance will be under the school's insurance scheme and staff may claim suitable mileage.

Professional Development and Postgraduate Study

Staff are encouraged and supported to undertake a wide variety of professional development opportunities both within and beyond the School. Those staff wishing to undertake professional

qualifications may seek financial support from the Governing Body.

Other Benefits including

- Ability to register with cyclescheme.co.uk
- Personal accident insurance through the school insurers
- 24 hour counselling helpline service
- Enhanced sickness
- Staff socials
- Opportunities to join worldwide educational trips
- Occupational Health Service

Disclosure and other pre-employment checks

Halliford School is committed to safeguarding the welfare of all students at the School.

Therefore, this appointment will be subject to a successful enhanced disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available from the Headmaster's PA. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.