



ST. EDWARD'S OXFORD

JUNIOR CHEF DE PARTIE **FOR APPOINTMENT AS SOON AS POSSIBLE**

A message from the Warden

Thank you for expressing an interest in working at St. Edward's – a co-educational boarding and day school set in the heart of Oxford.

The joy of St Edward's is that we are not a school with a single focus. The deliberate emphasis on a broad range of academic abilities creates a community that fizzles with varied interests and enthusiasms. Our educational ethos is built on respect for the whole person, in and out of the classroom, with our strong sense of community creating an exceptionally cheerful and uplifting environment for both pupils and staff.

This is a very exciting time for us – we are embarking on an ambitious building programme as the school continues to grow. You can find out more about us on our website <https://www.stedwardsoxford.org/>.

About the School

Founded in 1863, St Edward's is an independent, co-educational boarding school for pupils aged 13 to 18 (year 9 to year 13); there are presently approximately 700 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community.

There are 13 boarding Houses, most of which house around 60 pupils from all year groups. The school week includes lessons on Saturday mornings, apart from leave weekends or exeats which occur about every three weeks. The boarding and day arrangements offer flexibility for families: day pupils may leave at 6:30pm or 9:00pm (most opt for the latter), and boarding pupils may choose to go home on Saturdays after sport and other commitments - but with a rich and varied weekend programme, a significant proportion of the boarding community stays in school on Saturday nights.

Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

About the role

The Catering Department serves around 2000 meals a day over breakfast, lunch and dinner and also manage a varied event calendar which includes charity balls, boarding house dinners, fine dining, weddings and catering for sports and summer schools.

The Junior Chef de Partie will work with senior chefs to meet the requirements of the School Food Charter and other catering-related School policies and procedures to meet the expectations of all its customers. The post holder will carry out all duties in the kitchen as required by the senior chefs, ensuring that the required standards are met when senior staff are absent.

Main Duties and Responsibilities

General Duties:

- Actively promoting a customer focused culture within the kitchen and service teams and promptly addressing any customer complaints, concerns or queries.

- Assisting the senior chefs in ensuring that fresh food and the full menu choice is available throughout the service period.
- Providing a chef presence on the servery counters when required.
- Working with the food service team to develop clear communication and liaison between the two areas, and an inclusive culture among all catering staff.
- Suggesting ideas to develop and improve the food and service provided. Participating in the promotion of the department's aim to meet and exceed the expectations of all its customers.
- Working as an active and co-operative member of the team, willing to be flexible in approach to changes in practices and customer demands and needs.
- On occasion working as shift leader.

Operations:

- Ensuring compliance with policies on goods received, so that deliveries of produce to the department are properly checked and recorded, and meet appropriate quality and packaging standards.
- Taking responsibility where appropriate for monitoring stock rotation and use-by dates, informing the senior chefs of any failure so that appropriate action is taken.
- Reporting to the Senior Chef on duty, Domestic Bursar, Catering Services Manager or Catering Administrator any required changes to menus, as soon as the need to do so is identified, so that customers can be informed.
- Reporting any staff shortages to the Senior Chef or Supervisor on duty for further management action or arranging agency or regular staff cover if appropriate.
- Participation in the preparation, production and delivery of menus, working to the theme, 'what is produced and delivered to the customer has my personal seal of approval'.
- Contacting the Domestic Bursar in the event of an emergency.
- Ensuring the facility is left, at the end of each shift, in a clean and secure condition, all food stuffs are appropriately stored away and labelled, and all actions detailed on the 'End of Day Check List', are properly completed.
- Ensuring that waste is kept to a minimum and ensure that the senior chefs are informed when necessary.
- Keeping the senior chefs aware of any staff issues which you consider need attention or addressing.

Health and Safety and Food Hygiene:

- Ensuring that all appropriate procedures are properly completed and appropriate kitchen records are maintained, in keeping with statutory requirements and School policies and procedures.
- Taking responsibility for your actions and your part in maintaining a safe working environment in all catering areas.
- Proactively identifying risks and eliminating accidents from the work place by promoting an excellent Health & Safety culture and practices among staff.
- Reporting all complaints and incidents affecting health or hygiene to the senior chefs.

The list above is not exhaustive and the Catering Services Manager will be expected to carry out other tasks as required to ensure the efficient running of the Catering Department.

Other requirements

A uniform is provided and must be worn while working. It should be clean, presentable and free from tears and stains. The Catering Department operates a 'no jewellery policy and member of the

Catering department are expected to maintain high standards of personal cleanliness and personal hygiene.

Start date

We would like the successful candidate to start work as soon as possible.

Hours of work

This is a full-time position, working 40 hours per week, any five days out of seven according to the department's rota. A breakdown of the shift patterns are as follows:

- Early shift 6.00am – 2.30pm Less a 30-minute break 8 hours
- Late shift 11.30am – 8.00pm Less a 30-minute break 8 hours

The role works during school holidays, as well as during term-time and working hours will include weekdays, weekends and evenings, according to the department's rota. There will be the opportunity for overtime.

Salary

We are offering a competitive salary in line with the successful applicant's previous experience.

Holiday

Annual holiday entitlement is 20 days per year plus bank holidays (although please note that bank holidays which occur during term time may well be working days, for which time off in lieu will be given). The holiday year runs from 1st September to 31st August. All holiday, unless in exceptional circumstances agreed by the Head Chef, should be taken during the School's holiday periods. As the School closed completely over Christmas/New Year, you will be required to take 5 days of your holiday entitlement to cover this period.

Sickness Benefit

The entitlement to paid sickness benefit increases with service. After four years' service, the maximum entitlement is to 30 days at full pay in any consecutive 12-month period.

Probationary period

The appointment is subject to a probationary period of three months.

Pension

The role is eligible for membership of the School's pension scheme for support staff.

Notice Period

During the probationary period, employment may be terminated by either side with one week's notice. Subsequently, the minimum period of notice required is one month.

Miscellaneous non-contractual benefits

- Free meals are available during times the School's kitchens are in operation.
- Following successful completion of their probationary period, staff may use the Nuffield Health Fitness and Wellbeing Gym (which is situated on the St Edward's site). Membership is governed by the Club rules and may be withdrawn from individual members should the Club consider that there is good reason to do so.
- Car parking is available on-site.
- The School provides an employee assistance programme (EAP) which gives access to a comprehensive website and a dedicated helpline offering information, support and counselling

around the clock. The EAP is completely confidential and the provider is independent of the School.

About the Candidate

Person Specification Characteristics	
NVQ 2 or equivalent experience	Essential
NVQ 3 or equivalent experience	Desirable
Basic food hygiene certification or other equivalent qualifications	Essential
Basic health and safety certification or other equivalent qualifications	Essential
GCSE or equivalent grades A-C in English and Maths	Desirable
First aid trained	Desirable
A good command of the English language both spoken and written	Essential
Good communication, interpersonal and organisational skills	Essential
The ability to think flexibly and deal with rapidly-changing situations	Essential
The ability to work as part of a team but to also work autonomously when necessary	Essential
Previous experience of large volume catering to consistently high standards	Essential
Experience of fine dining and formal events	Desirable
The willingness and ability to be flexible in working hours, to meet the demands of the position	Essential
A commitment to the School's high standards of quality catering	Essential
A willingness to learn on the job and develop new skills	Essential
Previous experience in a similar role, within a similar organisation	Desirable
Commitment to the protection of children and young people	Essential
Willingness to work within the School's Child Protection guidance for staff and follow relevant organisational procedures	Essential

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the General Data Protection Regulation (GDPR). Staff must not at any time use data held by the School for personal use or disclose such data to a third person/party.

Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

About the Selection Process

Those candidates whose applications we are pursuing will be contacted shortly after applying and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

If we receive a large number of high-quality applications, we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with various colleagues and will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children.

Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact Ralph Wiskin, Head Chef, preferably by email: wiskinr@stedwardsoxford.org.

Application forms can be found on the School website: www.stedwardsoxford.org. Completed forms should be emailed to recruitment@stedwardsoxford.org or posted to Recruitment, St Edward's School, Woodstock Road, Oxford OX2 7NN.