

The Girls' Day School Trust



NOTTING HILL & EALING
HIGH SCHOOL
GDST

Appointment of
Chef Manager
For June 2019



About the School

Notting Hill & Ealing High School is one of London's leading independent girls' day schools. Founded in 1873 it is the oldest of the 25 schools which make up the Girls' Day School Trust (GDST) having begun life in Notting Hill and moved to Ealing in 1930. We are an all through school (ages 4-18). Around 300 girls in the Junior School and 600 in the Senior School, including 150 in the Sixth Form, make up a friendly and welcoming community. The Junior and Senior Schools occupy their own parts of the site and in day-to-day terms operate independently. We occupy a site in suburban, leafy, west Ealing with excellent transport links. (We are an easy walk or bus ride from Ealing Broadway or West Ealing stations: District and Central underground lines, mainline trains and Crossrail from 2018.) The school is oversubscribed and a very popular choice at all ages with girls joining us from most parts of West London as well as areas further afield.

NHEHS is an academically selective school. Our girls are ambitious, bright, enthusiastic and eager to learn. In our latest ISI inspection we achieved the highest possible grades across the board and the inspectors noted that 'the quality of the pupils' achievements and learning is exceptional.' Public examination results are consistently outstanding and girls go on to study a wide range of subjects at prestigious universities including Oxbridge. (Latest results and the university destinations of Leavers can be found on our web site.) The school is highly regarded for the way it achieves its outstanding outcomes within a particularly warm and supportive environment, and pastoral care and achieving the best for every girl is at the heart of everything we do.

About the GDST

GDST schools share an ethos and heritage of girls-only education and are members of a unique network which adds value to each school, student and member of staff. Networking opportunities with other teachers across the Trust enable staff to share best practice and develop initiatives that benefit all our schools and students. In addition to supporting the work of individual schools in supplying excellent induction and development opportunities for staff, the GDST network provides access to an extensive training programme. This includes development opportunities (including a Middle Leaders Development Programme and Aspiring Leaders Programme) and to grants for individual courses of study.



"We are delighted that you are considering NHEHS and hope that you will want to apply for this post once you have found out more about us. Our website, www.nhehs.gdst.net will tell you more about the school and give you a taste of the atmosphere here."

Matthew Shoults, Headmaster

JOB DESCRIPTION

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive schedule

Role	Chef Manager
Background	<p>The Catering Department consists of approximately seventeen staff who support all internal dining for the pupils, staff and all hospitality events. There is an expectation that shifts should be altered to oversee service during occasional evenings, weekends and outside of normal service periods.</p> <p>The Chef Manager role focuses on food production, kitchen and front of house management and direct communication with staff at the senior and junior schools. The role is also responsible for the main site dining room, and the Sixth Form café.</p>
Job Purpose	<p>To help deliver the School's aims and objectives by ensuring the provision of an efficient and effective and financially viable catering service, with attractive, healthy, varied meals for students, staff and visitors and to develop a vibrant imaginative offer.</p> <p>The Chef Manager is responsible for leading, managing and developing the catering team to ensure the delivery of the highest possible standard of food to pupils, staff, parents and visitors.</p>
Accountable to:	Facilities Manager
Responsible for:	Sixth Form Café Supervisor (1), Bakery Chef (1), Part-time Wok and Salad Chef (1), Sous Chef (1), Part-time Catering Assistants (8), Part-time Dishwasher Attendants and Cleaning Assistant (5)
Accountabilities	<p>POLICY /STRATEGIC DIRECTION</p> <p>Assist the Director Finance & Operations (DFO) and Facilities Manager in devising and implementing appropriate policies and strategies to maximise usage of the catering service, and to ensure that it contributes to the school's aims and objectives.</p> <p>1. <u>CATERING PROVISION:</u></p> <ul style="list-style-type: none"> • To be a hands on active chef cooking for service daily. • To seek out new products and recipes to ensure the food offer keeps up with trends and nutritional requirements suitable for the age of pupils being served. • To test recipes in relation to allergens and dietary needs. • Manage an effective communication strategy between the catering areas and school departments.

- Lead effectively the Catering Team to establish good communication, share best practice and ensure the department delivers the required level of service at all times.
- Working with the Facilities Manager to ensure effective use of all resources amongst the Chefs and Catering Assistants enabling the smooth running of the catering operation.
- To carry out culinary training across the department and to develop the catering team accordingly, ensuring interesting and creative food is delivered, using an appropriate balance of fresh and prepared from scratch foods.
- To design all the menus across the schools age range, ensuring they change on a seasonal basis and reflect dietary requirements and allergens.
- To compile a library of dish specifications and costings.
- To establish systems and procedures in all areas to monitor, maintain and improve upon the standards of the product and service.
- To ensure that all kitchen and ancillary areas are kept spotlessly clean using appropriate cleaning schedules. When required assist in making recommendations for the maintenance, repair or replacement of large equipment.
- Develop with the Facilities Manager the capacity for hospitality events, where the highest food quality and service is delivered.
- To actively seek out and act on feedback from customers (for example, pupils' food committee, senior management, parents) where financially and operationally possible, to ensure a high quality of service is provided at all times, in a friendly and efficient manner.

2. FINANCE:

- To ensure that the Catering Department operates at maximum efficiency within budgetary targets to deliver the required level of service at all times.
- Working with the Facilities Manager, monitor financial performance as required by the DFO.
- To ensure evidence of catering financial best practice is in place such as recipe/dish costings, cost per head calculations, wastage monitoring, minimum monthly stock-takes.
- To assist the management of the catering payroll ensuring that an effective record of overtime is maintained on a monthly basis.
- To assist the Facilities Manager in producing the budget for catering including pre-costing the provision of food and hospitality.
- To monitor spend against the budget on a monthly basis.

- To compile and update the asset register.
- 3. COMMUNICATIONS & MARKETING:**
- To ensure and be a part of an effective communication strategy across the Catering Department. Build effective relationships and provide a courteous, friendly service to all stakeholders both internal and external.
 - To actively assist the school to communicate catering related information to pupils and parents as required.
 - To hold pre-service briefings.
 - Promote the catering service within the school and initiate and implement new ideas to maintain a thriving catering service and increase usage from sixth formers and morning break.
 - Present new ideas to the Senior Leadership team prior to launch.
 - Ensure that variety and presentation of food is attractive to customers.
 - Support school functions as required, and ensure that the quality, presentation and service of refreshments presents a positive image of the school.
- 4. LEGISLATIVE:**
- To ensure staff are instructed and trained in the correct and safe operation of all kitchen equipment and chemicals.
 - To supervise staff and ensure formal training is completed in relation to HACCP, Food safety, Health and Safety and Allergen legislation.
 - To check record keeping is being completed (to include volume produced/pupils fed/temperature controls/waste).
- 5. STAFF MANAGEMENT**
- To lead the catering team.
 - To be an active part of the Department's recruitment team, including first interviews for all roles. Attend trade tests and second interviews as required.
 - As part of the induction process, to provide initial induction support into any catering area for new staff.
 - Produce a one month development plan which trains new members of the Catering Department up to the required Catering Assistant or Assistant Cook/Chef standard prior to completion of the probationary period. This training program must be updated regularly to fit in with changes and other developments at School.
 - With the Facilities Manager, supervise the team to ensure all staff related issues are being handled appropriately, including induction, training, performance management, grievances and ongoing mentoring for all aspects of fulfilling a catering role.

- To be the primary point of contact for the team and to be responsible for all matters relating to the welfare, motivation, achievement of best practice and development of this team.
 - With the Facilities Manager, conduct annual appraisals for the team, identifying areas for improvement, setting new targets and formulating training plans to improve skills etc.
 - Produce a comprehensive succession plan so developing the on-site catering team and encouraging promotion from within.
- 6. PURCHASING:**
- To ensure all stock levels are at a minimum, stock is rotated and stored properly and legally, order sheets are completed daily and regular monthly stock sheets are completed and costed to calculate consumption.
 - To procure sundries, disposables, fresh foods and dry goods in line with the Catering Procurement Policy.
 - With the Facilities Manager, monitor all suppliers to include quality audits and delivery service.
- 7. HEALTH & SAFETY**
- Ensure that risk assessments are in place for all relevant hazards and working procedures, and ensure that all staff for which responsible are familiar with safe working practices and understand the importance of complying with them.
 - To check and update risk assessments as and when required and review with the Facilities Manager yearly.
 - Ensure that all food is stored, handled, prepared, processed, cooked and served in accordance with the highest standards of food hygiene at all times.
 - Establish a comprehensive cleaning programme to ensure that all catering areas and ancillary rooms, and all equipment and machinery are maintained in a clean, hygienic and safe condition throughout and at the end of each working day, with regular deep cleaning as required.
- 8. ADMINISTRATION:**
- To prepare and submit all reports as required by the Facilities Manager to include services supplied, costings, functions, stock ordering, staffing, repairs and any other relevant information (monthly or weekly, as required).
- 9. TRAINING & DEVELOPMENT OF SELF AND OTHERS:**

	<ul style="list-style-type: none"> • Regularly review own practice, set personal development targets and take responsibility for own continuing professional development. • Ensure that training needs within the catering service are identified, appropriately met, and that all members of staff are active in updating their skills and knowledge. • Ensure that the whole catering team are multi-skilled and can be allocated work on a rota system. • Provide instruction, through an on-the-job training programme, to all catering staff in order to enable rotational work practices. <p>To carry out any other duties commensurate with the post as may be reasonably required by the DFO or Facilities Manager.</p>
<p>General requirements</p>	<p>All school staff are expected to:</p> <ol style="list-style-type: none"> a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan. b. Contribute to the school's programme of extra-curricular activities. c. Support and contribute to the school's responsibility for safeguarding students. d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors e. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. g. Engage actively in the performance review process. h. Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars. i. Undertake other reasonable duties related to the job purpose required from time to time.
<p>Review and Amendment</p>	<p>These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder will be reasonably expected to undertake.</p>

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

PERSON SPECIFICATION

Skills Required

Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential
Ability to manage the workload of others	Essential
Excellent interpersonal skills, particularly the ability to relate to young people, colleagues and external agencies	Essential
Excellent organisational skills / time management / ability to prioritise and organise own workload / able to work to deadlines	Essential
IT skills, sufficient to maintain records send and receive messages eg working knowledge of Microsoft office Excel, Word, Outlook email	Essential
Excellent cooking skills and an understanding of nutrition	Essential
Ability to undertake and write risk assessments and hazard analysis	Essential
Managing and adapting to change in order to move the catering service forward and ensuring that it keeps up to date with customer demands	Essential

Knowledge Base

Knowledge of relevant health and safety requirements	Essential
Understanding and knowledge of nutrition and healthy eating	Essential

Qualifications/Attainment

Catering	NVQ level 1 & 2 or City & Guilds 706 - 1 & 2	Essential
Food Hygiene Certificate	Level 2	Essential

Experience

Qualified First Aider	Desirable
Substantial experience of catering management, preferably in an education context	Essential
Experience of managing staff	Essential
Experience of managing customers eg Pupil Councils, parent forum groups, one to one meetings	Essential
Experience of managing a cashless catering application and hardware with evidence of experience in troubleshooting issues at the point of sale	Desirable
Experience of managing budgets	Essential
Experience of training staff on-the-job and creating training programmes to develop skills	Essential

Attitude/approach

Honesty and integrity	Essential
Professional and approachable attitude	Essential
Willingness to learn new skills	Essential
Self-motivated with a positive 'can do' approach to work	Essential
Reliable	Essential
Well Presented	Essential
Flexible over working hours according to the needs of the school	Essential

The Girls' Day School Trust

- Hours of Duty:** This is a term time contract, working 36 hours over 5 days per week. Normal working hours 0800-1600hrs. There is a requirement to work late into the evening for specials events and some weekend days.
- PLUS INSET Days:** 15 during holiday periods (training, managing deep cleans, reviewing compliancy documentation etc) this must include the last week of August.
- Holidays:** There is no entitlement to holiday during school term. Your salary includes payment for 8 public holidays and 30 days' holiday (pro rata).

Terms and Conditions of the Post

The GDST offers attractive salaries and pay progression, when compared with the education sector generally, and has its own pay and grading structure, and system of career progression. The salary reflects London weighting.

Benefits include:

- Membership of Defined Contribution Pension Scheme
- Access to the GDST central training and development programme
- Up to 50% discount on fees for children at GDST schools
- Training grants for obtaining further qualifications
- Season Ticket Loans: Interest free loans for travel are available to staff to enable them to buy annual season tickets
- Computer Loans: Interest free loans are available to staff to enable them to buy a computer for personal use at home
- Cycle Scheme: The School is part of the scheme which enables staff to purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months
- Lunches: free lunches are provided to all staff during term time
- There is a possibility of accommodation for September 2019

Application and Interview Process

Applications should be submitted by **midday, on Tuesday 2nd April** at the latest; however, applications may be considered in advance of the deadline. Candidates should complete the application form provided and also include a covering letter and full curriculum vitae with details of qualifications and experience and the names, addresses, telephone numbers and email addresses of two professional referees, one of whom should be the Head of their present or most recent school.

Completed applications should be sent to:

Mr Matthew Shoults
Headmaster
Notting Hill & Ealing High School
2 Cleveland Road, London W13 8AX

or may be emailed to: recruitment@nhehs.gdst.net

Shortlisted candidates will be invited for first round interviews on **Tuesday 16th April** with successful candidates being invited back for the final round on **Monday 29th April**. All applications will be acknowledged and candidates who have not heard from us further within two weeks of the closing date should assume that the post has been filled.

All adults employed at the school are cleared for working with children and young people through the Disclosure & Barring Service. Please see attached full information regarding the Girls' Day School Trust guidelines on the Safeguarding of Children.

Further information about the school can be found on our website at: www.nhehs.gdst.net

[Application Form](#)