



Charlotte House  
Preparatory School for Girls  
A PNEU INDEPENDENT SCHOOL

# Application Pack

Charlotte House Preparatory School  
Is looking for a  
**School Chef**  
(term time only)

We are looking to appoint an experienced, reliable and innovative  
**School Chef**  
to join our Catering Team from September 2018

The successful candidate will be highly motivated, flexible and a friendly team player who can provide a high quality catering service for our pupils.  
You must have attained a minimum catering qualification of City & Guilds or equivalent.

**Closing date: 16<sup>th</sup> July 2018**

**The salary offered will be dependent on experience.**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to satisfactory disclosure clearance.

[www.charlottehouseprepschool.co.uk](http://www.charlottehouseprepschool.co.uk)

June 2018

Dear Candidate

Charlotte House is a Prep School for Girls providing exciting, enjoyable education experiences which lead to outstanding outcomes for our children.

We believe that children benefit from a challenging, innovative and comprehensive curriculum delivered in a supportive and stimulating environment and our school is recognised for its welcoming and friendly atmosphere in which our girls flourish.

If you would like to join our friendly team we have a vacancy for a Chef.

For more information please contact the office by telephone on 01923 772101 or by email [office@chpschool.co.uk](mailto:office@chpschool.co.uk)

We look forward to receiving your application.

Yours sincerely



Miss P Woodcock  
Head

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Tel 01923 772101 Fax 01923 776268 email

[office@charlottehouseprepschool.co.uk](mailto:office@charlottehouseprepschool.co.uk)

[www.charlottehouseprepschool.co.uk](http://www.charlottehouseprepschool.co.uk)

Registered educational Charitable Trust No: 311075

## Person Specification – School Chef

|                     |   |
|---------------------|---|
| Responsible to:     | The Bursar  |
| Responsible for:    | Catering Staff  |
| Salary:             | Negotiable, dependant on experience   |
| Hours of Work:      | Term time 7.30am to 3.30pm, Monday to Friday<br>with occasional weekend/evening duties and pre/post term days |
| Length of Position: | Permanent (after successful probationary period of 6 months)  |

|  | Essential  | Desirable  |
|--|--|--|
| Qualifications/<br>Training                        | City & Guilds 706 1&2 or equivalent<br>Ensure a culture of safe working practice<br>An enthusiastic motivated team player  | Possess a valid food hygiene certificate                                     |
| Experience   | Experience of preparing, home-cooking and serving food within establishment catering.<br>Face to face experience of dealing with people.<br>Experience in supervising staff, budgeting, stock control, costing & menu planning | Has worked in a school<br>Some experience of training staff                  |
| Knowledge  | Awareness of food and the flexibility of dealing with dietary requirements.  |  |
| Skills   | Ability to work under pressure<br>Ability to complete admin documents<br>Adaptable to various situations   | PC literate – Outlook, Word & Excel  |
| Availability                                       | Hours are Monday-Friday 7.30am –3.30pm.<br>The successful applicant will be required to cover occasional weekend & evening school functions (3 per annum)  |  |
| Personality  | A passion for food is essential<br>A role model who leads by example   |  |
| Specific work requirements                         | Must have working knowledge of general catering equipment and be able to use safely and correctly.<br>Capable of moderate physical activity & appropriate levels of standing   |  |
| Written/Oral/<br>Listening<br>Communication Skills | Very good interpersonal, organisational & communication skills.  | The ability to pass on instructions to others in a clear and concise manner. |
| Presentation                                       | Must be of smart appearance with excellent personal hygiene standards.   |  |

# Job Description

## **Main Duties:**

Manage the kitchen effectively on a day to day basis and demonstrate a passion for providing excellent school meals. Produce and plan food for the staff and pupils, whilst complying with Food Hygiene and Health & Safety legislation. Maintain high standards in quality and presentation of food from fresh ingredients. Supervise the catering team in a professional manner.

Ensure stock levels are adequate and re-ordered as necessary. Liaise with catering suppliers to ensure best price. Liaise with other staff regarding non-academic activities and events taking place throughout the school.

## **Responsibilities:**

### **Food production**

- Be the lead and active chef on a day to day basis.
- Prepare, assemble and cook all menu dishes, providing high quality food for the girls that are nutritionally balanced.
- Ensure the quality and presentation of daily menus is to the highest standard.
- Ensure all food is stored, handled and packed at the correct temperature in accordance with food handling and hygiene regulations
- Prepare and produce all catering requirements for special school functions and evening events which may be outside normal working hours i.e. 'Governors' evenings and themed days for pupils, introducing imaginative and creative menus.
- Be proactive in terms of menu development and new ideas providing menu choices of freshly prepared food
- Compile a three /four weekly cycle menu to actively encourage healthy eating amongst the pupils.

### **Kitchen management**

- Monitor the financial performance of the kitchen budget on a frequency and in a format agreed with the Bursar.
- Using nominated suppliers, ensure sufficient food supplies are available to enable cost-effective food production.
- Monitor supplier performance and ensure goods received are to an acceptable price, standard, and that stock is rotated and stored correctly.
- Ensure an accurate stocktake is completed at the end of each term.
- Working in partnership with other designated staff, plan and manage the catering requirements for all functions and events.

### **Food Hygiene and Health & Safety**

- Ensure compliance with Food Hygiene and Health & Safety legislation, and School H & S policy.
- Monitor effective use of the Catering Department food safety management system.
- Assist and supervise the general cleaning of the kitchen maintaining high standards of hygiene

- Carry out regular kitchen inspections, including all equipment to ensure good housekeeping standards are maintained.
- Ensure all accidents and near-misses are recorded and report any hygiene, health and safety hazards or equipment malfunctions.

#### **Staff supervision**

- Manage, lead, motivate and inspire catering team on a day to day basis
- Supervise all catering staff in a professional manner, ensuring the required standards of food production, service, food safety and Health & Safety are met.
- Carry out staff training as appropriate and maintain staff training records. Identify potential staff training needs and suggest courses as appropriate (On-site or external)
- Measure performance of staff under your supervision against their job description and agree with the Bursar any remedial action required.

#### **Client and customer relations**

- Encourage feedback from pupils and staff regarding the services provided, implementing suggestions where appropriate.
- Keep records of and deal with any complaints promptly and in a professional manner.
- Maintain a professional image by being polite, helpful and courteous at all times.

#### **Additional duties**

- Perform any other reasonable duties as dictated by the needs of the school, in agreement with the Head, Bursar or other designated member of staff. Given the nature of the job, flexibility is essential.
- The School chef will be expected to work outside of the core hours at times to provide a catering service for school activities and events.

# Background information

## The School

Charlotte House School is an independent girls' preparatory school set in delightful grounds of about three acres surrounded by mature trees and gardens. It is situated in a quiet residential area in Hertfordshire between the towns of Rickmansworth and Chorleywood, about one mile from Junction 18 of the M25 and within easy reach of Rickmansworth Station. Watford, Harrow and St Albans, with their shopping and entertainment facilities, are nearby, as is the delightful Chilterns countryside.

Charlotte House School offers education to girls between the ages of 3 and 11 years. The current roll is 132. Pupils join the Nursery at three or Reception at rising five; the school is largely non-selective and academic standards are high and rising. At the age of 11, girls move very successfully to a wide variety of private and state schools including Berkhamsted, Haberdashers' Aske's, Northwood College, Royal Masonic, St Helen's, Abbot's Hill, Dr Challoner's High School and Watford Grammar. Girls are prepared for the 11+ entrance exams and very good links are established with all these schools so that they acknowledge and value the high standards encouraged at Charlotte House. The school has an excellent record in enabling girls to transfer to the secondary school for which they are most suited, whether private or in the maintained sector.

Charlotte House is divided into two main sections; the Pre-Prep which includes the Early Years Department, and Prep. There is one class per year group, each with a dedicated form teacher. Additionally the Pre-Prep forms each have their own classroom assistant. Specialist staff are introduced to girls from Nursery.

Our wide curriculum includes all aspects of the National Curriculum but we successfully augment this and in assessment we consistently see girls achieving above National Curriculum averages. There is a thriving creative atmosphere throughout the school and examples of the children's work are on display. Music plays an important role as does drama. Drama is much enjoyed from form assemblies and plays through to the Easter Concert and the Form VI leavers' play, and not only reinforces studies but also increases the children's confidence and self-expression. PE activities include netball, gymnastics, dance, athletics and swimming. Girls play regular netball matches against many local schools and the swimming squad is very successful in local and national galas and competitions.

## Management

The school is run by the Head, assisted by the Deputy Head. The Senior Management team consists of the Head, the Deputy, the Director of Studies, the Pre-Prep Co-ordinator and the Bursar. The Head is also supported by a PA/School Secretary and the Registrar.

The school is administered by a Board of Governors. There are nine governors who provide a wide range of professional skills and include former parents. The governors Sub-committees include Health and Safety, Education, Building and Finance, Marketing and Child Protection.

## Staff

Aside from the Head, there are eleven full-time and five part-time teachers, one learning support assistant, five teaching assistants, and three kitchen staff.

The Admin staff consists of: a Bursar & part-time Assistant, a Registrar and a School Secretary.

## PTA

The school is fortunate in having a very supportive PTA which organises many social and fund-raising events which are held throughout the year including Christmas and Summer Fairs.

# Application and recruitment procedure

## Application Form

- Applications will only be accepted from candidates completing the Application Form in full. CVs will not be accepted in substitution for completed Applications Forms.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- An Enhanced Disclosure from the Disclosure and Barring Service will be obtained for the successful applicant.
- We will seek references on shortlisted candidates and will approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

## Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates must bring with them the documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- All candidates invited to interview must also bring with them:
  - a current passport or a full birth certificate
  - a utility bill or financial statement issued within the last three months showing the candidate's current name and address
  - where appropriate any documentation evidencing a change of name
  - your latest DBS Certificate

**Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.**



## **Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references (if these have not already been received)
- verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK
- a satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS
- a check that the candidate is not subject to a prohibition order issued by the Secretary of State (teaching positions only)
- verification of professional qualifications, where appropriate
- verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999)
- any overseas checks and confirmations as the school may consider appropriate that occurred outside the UK
- satisfactory medical fitness
- signed staff suitability declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009

## **Policy on the Recruitment of Ex-Offenders**

- The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School.
- Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with any offences against children.
- All candidates should be aware that provision of false information is an offence and could result in the application being rejected (or summary dismissal if they have been appointed) and a referral to the police and/or DBS and/or the DfES Children's Safeguarding Operation Unit.

## **Data Protection**

We process this data for recruitment purposes only. We will not share it with anyone else.

We would like to keep this data until our vacancy is filled. We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which we are considering you or three months has passed. When that period is over, we will either delete your data or inform you that we will keep it in our database for future roles.

