



# OLD BUCKENHAM HALL

*A leading co-educational preparatory school for children aged 2-13 years*



## APPOINTMENT OF DEPUTY HEAD CHEF

### OLD BUCKENHAM HALL

Brettenham Park, Nr. Lavenham,  
Suffolk, IP7 7PH  
01449 740252

## Context of Appointment

Set in 85 acres of Suffolk parkland, Old Buckenham Hall is one of the country's oldest and most beautiful preparatory schools. Since 1862, it has provided children with a rigorous curriculum and unparalleled co-curricular opportunities, all underpinned by an outstanding system of pastoral care. A co-educational school for children aged 2 to 13, OBH serves a boarding and day community that go on to attend some of the most aspirational senior schools in the UK. Many of these pupils leave having achieved scholarships. Regular destinations include Eton, Harrow, Oundle, Uppingham and Rugby, as well schools in East Anglia.

James Large joined the school in September 2023 as its tenth Headmaster and now leads the school in its mission to deliver the premier boarding prep school education in the East of England. In June 2024, the school enjoyed a very successful Full Inspection from the Independent Schools Inspectorate (ISI), with inspectors noting "leaders' continual commitment to providing the best possible education and care for pupils results in a dynamic and forward-thinking school" alongside "a culture of trust, respect and aspiration within the school community."

We are looking to appoint staff who are committed to supporting the development of OBH and its pupils, and who are motivated to be part of a busy rural boarding school. We value individuals who work hard and support others, but who are also able to have fun and embrace the joy of prep school education.

# Job Description

## **START DATE**

Monday 9<sup>th</sup> June 2025

## **ANNUAL SALARY**

£28,000 - £32,000 dependent on experience

## **WORKING PATTERN**

### **Term time: (total 34 weeks per annum)**

The Catering Team work on a shift basis Monday to Friday to produce three meals a day plus snacks, and on alternate Saturdays to produce two meals plus a snack.

### Week 1

Monday – Friday | 6:30am – 2:30pm

### Week 2

Monday – Friday | 8:30am – 5:00pm

### Week 3

Monday – Friday | 11:30am – 7:30pm

Alternate Saturdays during term time | 6:30am – 2:30pm (total 17 Saturdays per annum)

### **Out of Term Time:**

15 cleaning days per annum 8:30am – 2.30pm

22 working days per annum supporting Summer Lettings: 8 hours per day (shift)

## **REPORTING TO**

Head Chef

## **JOB PURPOSE**

To support the Head Chef in delivering one of the School's key objectives which is the provision of nutritious, appealing and varied meals for pupils, staff and visitors.

## **KEY RESPONSIBILITIES**

- Supporting the Head Chef to prepare, cook and serve food of a consistently excellent standard for pupils, staff and visitors.
- Ensure the presentation of food is attractive and appealing at all times.
- Supporting the Head Chef to deliver catering for functions and events, including weekly match teas and termly celebrations, as well as special events. Alongside the Head Chef, the successful applicant will be required to liaise with the Head of Events & Domestic, ensuring the presentation and service of refreshments provides a positive and professional image of the school to all visitors.
- Deputise for the Head Chef when required and cover periods such as holiday and absence.
- Assist in the daily supervision and support of the kitchen team, coordinating the timing and output of other team members.

- To mentor and guide junior members of the team as directed by the Head Chef.
- Take personal pride in ensuring the appearance and smooth running of a catering service that contributes to a positive image of the school, and encourage and direct others as appropriate to do the same.
- To support the Head Chef in ensuring menus meet recommended nutritional requirements, and make provision for special dietary requirements as required.
- To work with the Head Chef in devising and implementing cost-effective stock control and purchasing procedures.
- To maintain the cleanliness and organization of the kitchen in line with the expected standards.
- Support the Head Chef in ensuring that all food is stored, handled, prepared, processed, cooked and served in accordance with the highest standards of food hygiene at all times.
- Support the Head Chef in establishing a comprehensive cleaning program to ensure that all catering areas and storage areas, 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.
- Regularly review own practice, set personal development targets and take responsibility for own continuing professional development.

#### **GENERAL RESPONSIBILITIES**

##### **All school staff are expected to:**

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the personal performance review process.
- Adhere to policies as set out in the School Policies.
- Undertake other reasonable duties related to the job purpose required from time to time.

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

### Skills Required

Ability to work effectively both in collaboration with other professionals/teams	Essential
Excellent interpersonal skills, particularly the ability to relate to young people and colleagues	Essential
Excellent organisational skills / Time management / Ability to prioritise and organise own workload / able to work to deadlines	Essential
Desire to learn and develop culinary skills	Essential

### Knowledge Base

Knowledge of relevant health and safety requirements	Essential
Understanding and knowledge of nutrition and healthy eating	Essential
Minimum 2 years' experience of working in a professional kitchen environment	Essential

### Qualifications/Attainment

Catering NVQ Level 2	Desirable
Food Hygiene Certificate	Desirable

### 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

**At Old Buckenham Hall we are committed to safeguarding children and expect all staff and volunteers to share this commitment. All successful applicants are required to complete Disclosure Application Forms, which means providing criminal conviction information, and must be prepared to undergo checks as relevant to the post, including with the Disclosure and Barring Service.**