



OLD BUCKENHAM HALL

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



APPOINTMENT OF COMMIS 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

Salary Range and Working Hours	<p>Annual Salary: £18,372 to £22,432 dependent on experience Start Date: ASAP</p> <p>Working Pattern Term time: Monday – Friday 11:00am – 7:30pm (34 weeks per year) Alternate Saturdays 6:30am – 2:30pm (total 17 Saturdays per annum)</p> <p>Out of Term Time: 19 cleaning days per annum 9.45am – 14.30pm 22 working days per annum supporting Summer Lettings: 7.25 hours per day, hours variable.</p> <p><i>On site accommodation may be available under separate agreement.</i></p>
Job Purpose	Supporting the School’s aims and objectives through the provision of nutritious, appealing and varied meals for students, staff and visitors.
Accountable to	Head Chef
Responsibilities	<ul style="list-style-type: none"> ▪ Prepare meals, in accordance with agreed recipes and methods ▪ Present food to a high standard ▪ Have knowledge of key nutrient groups and specific dietary needs ▪ Serve food to staff and students, adhering to portion controls ▪ Contribute ideas for school events ▪ Ensure the maintenance of a clean and orderly working environment ▪ Undertake basic record-keeping as required ▪ Assist in the monitoring and arrangement of orderly and secure storage of supplies ▪ Operation and storage of catering equipment in accordance with instructions ▪ Assist in allergen labelling
General requirements	<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 e.g. themed lunch services. 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

	<ul style="list-style-type: none"> e. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. f. Engage actively in the performance review process. g. Adhere to Old Buckenham Hall policies and staff handbook. h. Undertake other reasonable duties related to the job purpose required from time to time.
Review and Amendment	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	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	Desirable
Understanding and knowledge of nutrition and healthy eating	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.