



OLD BUCKENHAM HALL

A leading co-educational preparatory school for children aged 3 - 13 years



APPOINTMENT OF CHEF APPRENTICESHIP

OLD BUCKENHAM HALL

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



OLD BUCKENHAM HALL

CHEF

Salary: Scale 5 (pt. 12-17) Gross £22,183 - £24,491

Pro- rated 45.4 week salary range: £19,446 £11.75 per hour - £21,470 £12.56 per hour depending on experience and qualifications (Apprenticeship available for less experienced candidates).

25 days holiday plus Bank Holidays, 37.5 hours per week & 45.4 weeks paid

Term time

8.00am – 16.15pm (45 mins. unpaid breaks) Monday to Friday

Fridays off prior to home weekends

Home weekends (7 in total)

7.00am -16.00pm (45 mins. unpaid breaks)

28 cleaning days out of term time

9.00am – 14.30pm (15 mins. unpaid break)

General Information for Candidates

Old Buckenham Hall was founded in 1862 by Ellen and Margaret Ringer. In the 158 years that have followed, the School has become known as one of the leading Pre-Preparatory and Preparatory schools in the country. A co-educational school for children aged three to 13, we serve a boarding and day community and send children on to some of the best public 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 the Cambridge area and in East Anglia. The School firmly believes in a rounded education, where there is a strong emphasis on pastoral care and opportunity for all. We believe that happy children who are well taught are given an outstanding platform for future success.

Context of the Appointment

Old Buckenham Hall is an extremely successful preparatory school in Suffolk. Since the 2018 appointment of David Griffiths as the ninth Headmaster in 160 years, the School has been fully refurbished and a progressive Senior Management Team is leading a period of exciting development. In May 2021 the School enjoyed a successful Focused Compliance and Boarding Inspection, and as this academic year has begun the School has welcomed record pupil numbers. It is a very exciting time to be joining the School.

OBH was inspected by ISI in May 2021. We were rated as Excellent in both categories with inspectors noting:

‘Pupils of all ages are energetic, enthusiastic, confident and happy learners.’ While the pupils were ‘well prepared for the next stage of their education which they embrace with confidence and excitement.’

We are looking to appoint staff, who are committed in their approach to education as well as keen to explore and contribute fresh ideas. Most importantly, we seek colleagues, who are willing to throw themselves into the broader life of the School, but do so with enthusiasm and a sense of humour. In return, we offer a beautiful working environment within rural Suffolk.

JOB DESCRIPTION

Job Purpose	To help deliver the School’s aims and objectives by preparing attractive, healthy, varied meals for students, staff and visitors.
Accountable to:	Catering Managers
Accountabilities	1. Management of resources a. Assist the Catering Manager in the cost-effective planning, preparation, cooking and service of meals and refreshments, ensuring that excellent quality is consistently provided, portion control is observed and that all food is stored, handled, prepared, processed, cooked and served in accordance with the highest standards of food hygiene at all times. b. Implement stock control and purchasing procedures as directed to maintain correct storage and stock levels. c. Ensure that kitchen equipment is kept clean, operational and maintained in a safe working condition through a specified programme of regular inspection and planned maintenance. d. Adopting a hands on approach to assist Kitchen Assistants when required for prepping or cleaning areas.

	<p>2. Leadership and management</p> <p>a) Take personal pride in ensuring that the quality and smooth running of the catering service contribute to a positive image of the school, and encourage and direct others as appropriate to do so.</p> <p>3. Health and Safety</p> <p>a) Ensure that you are familiar with safe working practices and understand the importance of complying with them.</p> <p>b) Ensure that food hygiene requirements are adhered to all times.</p> <p>4. Communications and marketing</p> <p>a) Build effective relationships and provide a courteous, friendly service to all customers both internal and external.</p> <p>b) Ensure all products are displayed and served to the customer in an attractive manner.</p> <p>c) Support school functions as required, by providing well-presented, quality refreshments which reflect a positive image of the school.</p> <p>d) Promote the catering service within the school, initiate, and implement new ideas to maintain a thriving catering service and increase usage.</p> <p>5. Training and development</p> <p>Regularly review own practice, and take responsibility for updating own skills and knowledge.</p>
General requirements	<p>All school staff are expected to:</p> <ul 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. Support and contribute to the school’s responsibility for safeguarding students. c. Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors d. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. e. Engage actively in the performance review process. f. Adhere to Old Buckenham Hall’s policies g. Undertake other reasonable duties related to the job purpose required from time to time.
Review and Amendment	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>

PERSON SPECIFICATION

Skills Required

Cooking skills	Essential
Ability to work effectively both in a team and also on own initiative	Essential
Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues	Essential
Excellent organisational skills / Time management / Ability to prioritise and organise own workload / able to work to deadlines	Essential
Basic IT skills, sufficient to maintain records send and receive messages e.g. working knowledge of Microsoft office Excel, Word, Outlook email	Essential

Knowledge Base

Knowledge of relevant health and safety requirements, in particular food hygiene	Essential
Knowledge of menu planning and costing, nutrition and healthy eating	Desirable
Understanding of child protection issues	Desirable
Understanding of the principles of marketing	Desirable

Qualifications/Attainment

Catering qualification (apprenticeship training available)	Desirable
Food Hygiene Certificate	Desirable

Experience

Experience of large scale, preferably in an education context	Desirable
Experience of catering for functions	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.