

CANDIDATE INFORMATION

# Chef (Senior School)

Fixed-Term, Part-time. Term Time Only.

Independent Day School for over 1100 students  
Co-educated Junior School (3-11),  
Boys' School (11-16), Girls' School (11-16),  
Co-educated Sixth Form (16-18)



DAME ALLAN'S SCHOOLS  
building the future

# Chef (Senior School)

Reporting to the School's Catering Manager and based primarily at the Senior Schools' site at Fenham, working as part of the catering team and in conjunction with the Catering Manager.

There may be a requirement on occasion to provide cover to the Junior Schools' site at Hunter's Moor.

## Job Description

### Key Duties and Responsibilities:

- Managing stores and deliveries;
- To plan, prepare and cook menu items as directed by the Catering Manager;
- Cooking food - use of Rationale, fryers and solid top ovens;
- Replenish all hot cupboards during service;
- To ensure the smooth and efficient running of your section as appropriate;
- To follow the clean back as set out by the Catering Manager;
- Attend functions and occasional one-offs during school holidays, evenings and weekends;
- Wear the uniform provided, to comply with Environmental Health and School's guidelines;
- Promote the vision and ethos of the Schools;
- Attend training and development courses as required;

### Additional:

- To comply with Health Safety and Hygiene Regulations as laid down within the Catering Department and report any problems as necessary;
- To carry out any other duties that may be requested by the Catering Manager;
- Attend any mandatory training and identify any training opportunities or needs during appraisal;
- Attend development training as identified by the Schools.

### Health and Safety:

- To comply with Health , Safety and Hygiene Regulations as laid down within the Catering Department and report any problems to the Catering Manager;
- Work in a clean and tidy manager.

### Safeguarding Matters:

- Undertake annual safeguarding training and adhere to Schools' safeguarding procedures.
- Ensure appropriate vetting for work experience and community service placements via external vetting companies.
- Ensure appropriate arrangements are in place for supervision of occasional or regular visitors; liaise with HR Manager for advice as necessary.

### Confidentiality:

- Maintain strict confidentiality of all information belonging to the Schools. It is important, and a condition of employment, that all information of any kind is treated confidentially and is not disclosed or used other than as authorised and in the proper performance of the Schools' business.

## Person Specification

### Essential

- Previous experience.

### **Desirable**

- Catering qualifications;
- Food hygiene certificate;
- Allergen awareness.

### **Personal Attributes**

- Have a “can do” attitude.
- Be physically fit.
- Be a good team player.
- Be aware of all matters outlined in the Food, Hygiene and Safety mandate.
- Be able to carry out set tasks quickly and efficiently.
- To have good communication skills.

## Ready to Apply?

1. Please read the Application and Recruitment process on our website along with the Recruitment and Privacy Notice.
2. Complete the [Employment Application form](#).
3. Complete the [Equal Opportunities Monitoring form](#).
4. Email your completed application form along with your covering letter to [HR@dameallans.co.uk](mailto:HR@dameallans.co.uk) by the closing date and time.

**The closing date for applications is noon on Tuesday, 19 September 2023.**

## Terms and Conditions

### **Hours:**

Monday to Friday, 07:00 till 14:00, 35 hours per week, term time only, September 2023 to June 2024.

### **Salary:**

Pro-rata £20,248.83 (FTE £25,366)

### **Benefits:**

The Schools operate a fee reduction package for children of staff members, subject to their meeting the Schools' admissions criteria.

All support staff may join our competitive employer contributions Pension Scheme.

All staff receive free school lunches during term time including a wide selection of hot and cold menus every day.

Training opportunities for personal and professional development.

Access to a vibrant and friendly staff community including involvement in a variety of staff wellbeing groups, school trip travel opportunities and sports activities.

Access to an Employee Assistance Programme.

Access to the Cycle to Work scheme.

A formal contract, detailing terms and conditions, will be extended following completion of all safeguarding/ pre employment checks.

## Questions

Please direct any questions to the HR department:

**Email:** [HR@dameallans.co.uk](mailto:HR@dameallans.co.uk)

**Phone:** 0191 275 1500

**Thank you for your interest in applying to work at Dame Allan's Schools.**

The Schools are committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.




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RATED EXCELLENT BY THE INDEPENDENT  
SCHOOLS INSPECTORATE

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