



## **INFORMATION FOR APPLICANTS FOR THE POSITION OF FULL TIME CHEF (TERM TIME ONLY)**

Horris Hill School is an independent preparatory school for about 105 boys aged 7 to 13. The majority of the boys are boarders housed within 4 boarding houses, and around 20 day pupils from the local area also attend the school.

### **Location**

The School is set in 75 acres of Berkshire common land close to Newbury, yet close to the M4 and only an hour from Heathrow airport.

### **Facilities**

The School is a blend of older buildings dating from 1888 and modern facilities. Previous development projects include a classroom building and ICT facilities opened in 2000 and a Music School opened in 2004. The School reception area was created in 2008. The focus over the past 5 years has been on refurbishing older school buildings with new roofing and double glazing as well as improvements to the boarding houses and their facilities and an up-to-date Health Centre.

### **Pastoral care**

The School has developed a reputation for the care of the individual which is achieved through our strong House system in the School. Each House has a bespoke building with common room and games areas. Our highly dedicated staff care for both our boarders and day pupils. We aim to produce happy, polite and academically successful boys.

### **Co-curricular activities**

Like many other independent schools we offer a full range of activities after school and at weekends for the boarders with off-site trips and in-house fun.

### **Destination of leavers**

About 25 boys leave the School each year after Common Entrance at 13 years old for some of the top Public Schools, with many going on to Eton, Winchester, Marlborough and Radley.

### **Horris Hill School**

Newtown  
Newbury  
Berkshire  
RG20 9DJ

Phone: 01635 30323

E-mail: [hr@horrishill.com](mailto:hr@horrishill.com)

## **The Role**

The job description below contains an outline of the typical functions of the job but may not be an exhaustive list of all possible job responsibilities, tasks, and duties.

### **Job Description**

- **General**

- Catering is carried out in-house by a Head Chef, Sous Chef, Chef and catering team.
- The kitchen operates 7 days per week during term time (32 weeks) according to a shift roster.

- **Duties**

- To provide home-cooked food in a modernised kitchen for 105 pupils and 30 staff at peak times.
- To produce meals and food to a consistent high standard of content and presentation.
- Responsibility to provide desserts, cakes and biscuits therefore an interest in baking would be a benefit.
- To provide match teas as required.
- To provide staff suppers separate to pupil evening meals.
- To provide occasional additional catering for governor meetings, headmaster and parents events and other seasonal functions, as directed by the Head Chef.
- To operate kitchen machinery effectively and safely.

- **Responsibilities**

- To support the Head Chef in menu planning and provisioning.
- To work independently when on shift.
- To work as a team with the other kitchen staff and to have a professional and flexible approach to work.
- To ensure that the kitchen operates effectively, is kept clean and tidy and that the highest standards of cleanliness are maintained.
- To ensure health and safety, hygiene and food safety regulations are followed
- To report any equipment faults to the Head Chef/Bursar.
- To carry out duties as directed by the Head Chef.
- To attend training sessions as required.

- **Qualifications**

- NVQ Level 2 or equivalent
- Level 2 Food Safety (training will be provided)
- Knowledge of dietary needs

- **Hours of Work**

- Six 8 hour shifts during the week working six out of seven days, term time only – a total of 48 hours per week including breaks.
- Shift times will be a combination of early and late straight shifts, this can be discussed at interview.
- Term time includes 3 working days before and after the first day of each term.
- The working year is 36 weeks to include set up, cleaning and training.
- There is no working requirement during the main holidays or half terms.

- Remuneration
  - The post carries a salary of £20,584 per year which includes holiday pay (£28,942 full year equivalent).
  - Salary is paid monthly in arrears equally throughout the year.
  - You may apply to join the school's auto enrolment pension scheme.
- Line Management
  - Your immediate line manager is the Head Chef, with the Bursar as your senior line manager.
- Safeguarding
  - Horris Hill School is committed to safeguarding children and promoting the welfare of children and young people and expects all employees, workers and volunteers to share this commitment.

### **Person Specification**

- Appropriate expertise/knowledge to ensure that the highest standards are maintained
- Good communication skills
- The ability to work as a member of a team
- Flexible and professional approach
- Committed to safeguarding

### **Conditions of Service**

This is a term time post and salary includes pro-rata holiday pay. An annual salary is calculated and is paid in 12 equal monthly payments through the year.

The employment will be subject to a probationary period of 3 months during which time either the employee or the School may terminate the employment by giving not less than one month's notice.

### **Appointments**

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of disqualification by association. Please see the enclosed Safer Recruitment Policy for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

### **Recruitment Process**

Candidates are required to submit a completed application form outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. An application pack can be downloaded

from the school website [www.horrishill.com/vacancies](http://www.horrishill.com/vacancies).

You should provide details of two referees and one must be your current or most recent employer. References will be taken prior to interview unless specifically requested.

**The closing date for applications is 9am on Monday 15<sup>th</sup> January 2018. Short-listed candidates will be contacted and asked to attend an interview soon after, with employment commencing (subject to the satisfactory completion of all pre-employment checks) as soon as possible thereafter.**

#### **Further Information**

If you require any further information please don't hesitate to contact Debbie Power, Assistant Bursar on 01635 30323 or email [asstbursar@horrishill.com](mailto:asstbursar@horrishill.com)