

Bancroft's

Independent Co-educational Day School 7-18

Commis Chef

From October 2023



Bancroft's School

Located on the border between North-East London and Essex and backing on to Epping Forest, Bancroft's is a co-educational independent day school for around 1200 pupils from 7 to 18 and an unashamedly academic and aspirational school, devoted to scholarship and intellectual inquiry. We aim to provide an atmosphere in which each child can flourish and we believe that children succeed when they take full advantage of the huge range of different opportunities we provide: whether immersed in academic research, being out on the sports fields, taking part in charitable activities, acting on the stage, playing music or attending some of our numerous clubs and societies, our pupils challenge themselves and learn by taking part wholeheartedly in school life. All teachers are expected to contribute to the co-curricular life of the school beyond their subject specialism.

Bancroft's is a forward-looking, modern school: a centre of excellence for the twenty-first century. We have a diverse intake of pupils, valuing inclusivity of pupils and staff of different ethnicities, religions, sexualities, genders, learning needs and strengths. We value inclusion for all it can bring to each of us at Bancroft's as well as the school as a whole.

Bancroft's has a selective 5 or 6 form entry at 11+, with just under half the pupils coming from the onsite Preparatory School. The school uses its own entrance exam and admits boys and girls in equal proportions. There is a further small entry at 16+, and most pupils stay into the Sixth Form. Public examination results are very strong and place Bancroft's among the top co-educational schools in the country. In 2022, 45% of A Levels were graded A*, and 82% of GCSEs achieved the top grades of 8 and 9.



Our Values

The PA to the Our education is based on six core values which are central to everything we do: **Curiosity, Kindness, Integrity, Courage, Balance** and **Excellence**. We believe these values are essential to the wellbeing of every child.

- **Curiosity:** We want our pupils to take delight in the possibilities that the world has to offer and to develop an abiding curiosity about the world; to explore their imaginative and creative potential and to take pleasure in self-expression.
- **Kindness:** We want Bancroft's pupils to be kind, to have integrity and the courage to pursue and protect what is good; to make wise decisions, based on compassion and empathy.
- **Integrity:** We want our pupils to learn to understand themselves and others and develop a clear moral grounding for their lives.
- **Courage:** We want our pupils to show courage and a spirit of adventure in all aspects of their learning; to confront challenges and try to overcome them.
- **Balance:** We want our pupils to learn how to live balanced, healthy, productive and well-regulated lives and to learn to understand the different aspects that combine to create a secure framework for flourishing.
- **Excellence:** We want our pupils to aspire to be the best they might be and to make the most of their talents and abilities; we want our pupils to form realistic and ambitious ideals for the future.



The Role

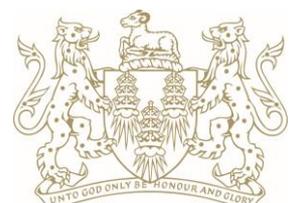
Food is our passion sitting at the heart of the School. We ensure the quality and variety of our ingredients and use local produce wherever possible. All our menus are based on homemade food. The same level of care and dedication is applied by our chefs and supporting front of house service teams.

We are looking for a talented Commis Chef to assist with food preparation, a quality food receipt, storage of food and production. They will provide quality meals for colleagues and our students by following designated recipes to meet with Bancroft's School's food standards.

The role of Commis Chef is an essential link in ensuring the smooth running of the kitchen operation. Working to tight timescales whilst being flexible and understanding of school activities, the role requires someone that can work with all the catering team members in a harmonious and co-operative manner to maintain a good working and professional atmosphere.

This role will be line managed by the Chef and will report directly to the Sous-Chef.

This role is full time at 37.5 hours per week and term time only plus 2 weeks, including the INSET days. Working hours are Monday to Friday, 7:00am – 3:30pm with a half an hour unpaid lunch break. Flexibility will be required in line with the needs of the School as arranged with the Line Manager.



Key Responsibilities

Food Production

- Under supervision to ensure the quality of food prepared on every occasion is up to the Bancroft's School food standard.
- To ensure food is produced as requested by the Chef/Sous-Chef and in timely manner.
- To ensure all work is carried out in a tidy, well organised and orderly manner.
- To ensure required documentation is completed as required.
- Work in different sections in kitchen as required.

Hygiene Health and Safety

- To co-operate and adhere to any Bancroft's School health and safety requirements.
- To co-operate with any changes in statutory and Bancroft's School requirements and ensure such changes are introduced such that no breaches of requirements occur.
- To identify any breaches of hygiene, health and safety requirements to the Chef/Sous-Chef.

Menu Planning

- To keep informed of new innovations and trends.
- To co-operate to maintain a portfolio of information of past events and information useful for future events and menus.
- To participate in any measures agreed to promote better food choices amongst pupils and staff.

Ordering, Receipt and Storage of Goods

Under supervision of the Chef/Sous-Chef to assist as requested with the following:

- Ensure all goods delivered are checked to comply with the goods received Bancroft's School procedure.
- Ensure goods delivered are checked for quantity and quality and appropriate action taken for any goods below standards.
- Ensure all goods are put away and stored to comply with good practice and Bancroft's School safe procedures and in line with hygiene procedures.
- Ensure all fresh foods delivered are personally checked for quantity and quality and appropriate action taken for any goods below standard.
- Ensure all storage areas are kept in good order with rotation of stocks.
- Assists stock takes of storeroom, refrigerators, freezers and kitchen as directed.



Budget and Financial

- Follow agreed portion controls, as specified by Chef/Sous-Chef.
- Ensure any items returned to stores are recorded in appropriate place and communicated to Chef/Sous-Chef.
- Ensure you follow agreed method of food production e.g. batch cooking that keeps excess production to a minimum.

Management of Personnel

- Report any adverse performance and conduct variations to the Chef/Sous-Chef and agree the strategy.
- for dealing with it.
- To adhere to any School rules and requirements including, but not limited to, signing in and out of work.
- Your appearance and manner reflect the Bancroft's School and site uniform requirements.

Other

- Liaise with other team members, school personnel, customers as required.
- Attend weekly, monthly meetings or training courses as directed by the Chef/Sous-Chef.
- To take an active part in meetings, training and promotions.
- To adhere to any Bancroft's school rules and requirements, including but not limited to signing in and out of work.
- To carry out all duties in an industrious and timely manner.
- To work with all catering team members in a harmonious and co-operative manner to maintain a good working and professional atmosphere.
- To carry out any other responsibilities as may be reasonably requested.



Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> NVQ Qualification 1. 	<ul style="list-style-type: none"> NVQ Qualification 2. Intermediate food hygiene certificate.
Experience	<ul style="list-style-type: none"> Experience with goods receiving and manual handling. Worked in pastry, garnish, salad and sauce sections. 	<ul style="list-style-type: none"> Experience in catering busy, large scale operation. HACCP, Risk Assessments and Manual Handling experience.
Skills	<ul style="list-style-type: none"> A flair and enthusiasm for cooking with fresh quality ingredients. 	
Personal Qualities	<ul style="list-style-type: none"> A positive approach to menu planning and development of the catering service. Ability to cope under pressure, in a calm and efficient manner to set deadlines. 	



Additional Work Information

This job description reflects the major aspects of the role. The successful candidate may be expected to assume some additional responsibilities as reasonably requested by the Head and to demonstrate a commitment to improving and developing the organisation's processes and facilities.

The organisation reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared for such events.

Safeguarding

Bancroft's is committed to safeguarding and promoting the welfare of children and young people and expects all staff, contractors, Governors and volunteers to share this commitment. Successful candidates are required to undergo child protection screening appropriate to the role, including checks with past employers and the Disclosure and Barring Service (DBS).



Working at Bancroft's

An attractive salary package is offered, according to experience and expertise. Benefits include free school lunch and refreshments during the day, private medical insurance with BUPA (this is a taxable benefit), membership of the Teachers' Pension Scheme for teaching staff or the Standard Life pension scheme for support staff and concessionary fees for staff children attending both prep and senior schools (subject to assessment).

There is generous CPD support and staff are encouraged to seek opportunities to develop their skills and expertise either to further their career or to support enjoyment of their role. We have a Staff Wellbeing Group, and an active Senior Common Room who organise a range of social events. Staff have access to various sporting facilities such as the gym and the swimming pool at allocated times.

We also have a staff group working on Diversity and Inclusion and the school is a founding member of the Schools' Inclusion Alliance.

Further details about the school can be found on the website at www.bancrofts.org

How to Apply

An application form is available to download from the School website, <http://www.bancrofts.org/about-us/employment-opportunities> or by emailing hr@bancrofts.org

Bancroft's School is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of children and applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

