



**POCKLINGTON
SCHOOL**

Ages 3 to 18



Chef

Information Pack

November 2021





School Information

Pocklington School was founded by John Dolman in 1514 as part of a guild whose aims encompassed support for the poor and sick of the parish as well as the foundation of a school “for the bringing up of youth in virtue and learning”.

The foundation was thus based on a commitment to the value of education and to the creation of opportunity for those who would take their place in a society which was finding itself increasingly in need of an expansion of education. Today there is in the school a similar commitment to quality of education and the upholding of high standards in all facets of life.

We value our Christian foundation: of course pupils and staff comprise individuals of different faiths and beliefs but there is a desire to aspire to Christian values.

The majority of students are day pupils but there are also boarding pupils across 4 houses accommodating senior and junior boys and girls. The Senior School and the Prep School work closely together with the facilities across the site available for all ages. The school is fortunate in having good playing fields and plenty of open space and gardens. There are excellent facilities, including a fine theatre, a Sixth Form Centre, a superb library, a new Art and Design Centre, a swimming pool, and other sports facilities.

Set in extensive grounds on the edge of Pocklington, 12 miles east of York, we offer a unique working environment based within a historic market town, but close to major cities and heritage coastlines.

Staff are supported through a range of benefits which are explained further below as well as approachable and supportive colleagues. You will be encouraged to undertake development opportunities, and will find a friendly and welcoming working environment. We offer a community feel, not just a workplace.



**POCKLINGTON
SCHOOL
FOUNDATION**

STRATEGIC EDUCATION VISION 20-25



ETHOS AND VALUES

We offer incredible experiences inside and outside the classroom and believe in challenging and encouraging our students to seize opportunities that we go the extra mile to provide. These activities and our personalised approach to teaching and learning help to form the bedrock of our students' individual characters. We are a day and boarding Christian foundation that is academic and inclusive

and a family school whose togetherness, care for each other and pride in our community is evident in our outstanding pastoral provision. At the very heart of our ethos lie our "Values and Virtues"; they drive all that we do at Pocklington and mean our students leave with a strong sense of personal and social responsibility along with the ability to shape their own future.



Have the confidence to behave truthfully and honestly, treating others fairly and completing tasks to the best of my ability.

Be curious about the world around me, asking questions to develop my understanding and solve problems.

Persevere with things I find difficult, seeing mistakes as an essential part of the learning process.

Think flexibly, forming my own ideas, trying different approaches and applying what I have learned to new situations.

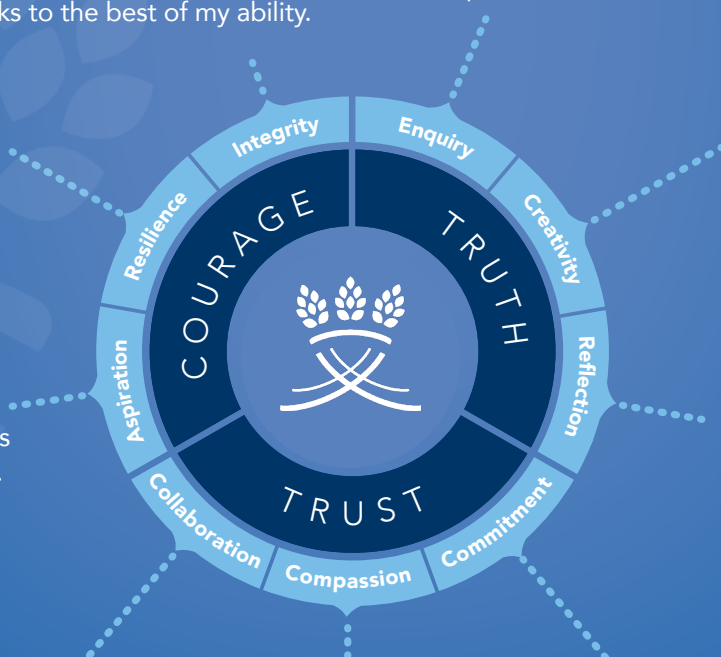
Work with motivation and increasing independence, setting myself high standards and taking pride in my work.

Consider information from a range of reliable sources to draw reasoned conclusions and reflect on what I have learned.

Work effectively with staff and pupils, and use their support to help me make progress.

Be kind and respectful of the skill, talents and viewpoints of others and celebrate their successes.

Play an active part in the school community, participating in a range of activities.



AIMS AND STRATEGIC OBJECTIVES



WE AIM TO:

- Embed our Pocklington Values and Virtues into all that we do
- Broaden our pupils' horizons and elevate their ambitions
- Work and engage with families in educating their children
- Embrace innovation and be conscious of tradition
- Ensure our Foundation's future as a provider of excellent education

OUR STRATEGIC OBJECTIVES ARE TO:

- Foster and deliver learning of the highest quality
- Retain and develop our first class teaching and support staff
- Optimise our pupil recruitment
- Nurture a culture of giving back and increase accessibility to the school
- Enhance our sustainability and efficiency
- Seek national prominence for innovative practice
- Extend and deepen our links with our local, national and international community
- Develop our boarding provision in line with the highest of standards
- Use new technologies to their full potential and grow a digitally capable community
- Maintain excellence in our
 - Pastoral care and provision for mental health and wellbeing
 - Programme of co-curricular activities



Pocklington School, West Green, Pocklington, York YO42 2NJ

The Pocklington School Foundation - registered charity no 529834

Employee Benefits

The following are on offer as part of your employment with the Foundation. For further information on anything detailed here, please speak to the Human Resources Team.

Foundation Benefits:

- Pension scheme** - We offer competitive employer contribution rates for all staff
- Discounted school fees for permanent staff**, with the option to spread payments over 12 months from your pay
- Enhanced holiday entitlements**
- On-site gym and swimming pool**
- Free lunch in term time**
- Enhanced Maternity and Adoption Pay** - see the policies on the Extranet under Foundation Policies, Personnel Policies
- Enhanced sick pay arrangements** - this is detailed within the Absence Management Policy, also to be found on the Extranet
- Annualised Pay** - allowing for easy home budgeting
- Employee Assistance Programme** - offering a health, wellbeing and counselling service for staff and their families
- Winter car lights & tyres test** - organised by the Transport Team each January
- Free library services** - including holiday book loans

External Providers:

- Discounted membership at local gyms** (see flyers on the school noticeboards)
- Health Care** - access to reduced rates

HMRC:

- Cycle to Work scheme**
This scheme is offered on a salary sacrifice basis, allowing staff benefit from reduced tax and NI payments.



Job Information

Role Title: Chef

Overall Purpose: To help create a safe, nutritious and fun eating environment for all members of the Pocklington School Foundation.

Responsible To: Head Chef

Staff Responsible For: N/A

Salary: £10.69 per hour (enhanced rate for Saturday working), actual salary approx. £20k for term only working plus up to 6 weeks during the school holidays.

Copy of Job Advertisement:

Chef

Pocklington is a thriving co-educational independent school twelve miles east of York, providing excellent day and boarding education.

We are looking to appoint an experienced Chef who will support our new Head of Hospitality and Catering and Head Chef to provide a safe, nutritious and fun eating environment for all members of the Pocklington School Foundation.

You will prepare, cook and present the food to the highest possible standard working with our experienced catering team.

You will be professionally trained with 3 years or more experience in a high-volume role, and most importantly you will have a passion for high quality fresh food and delivering excellent customer service. This post is an ideal opportunity for an aspiring Sous Chef.

We offer a pleasant and supportive working environment, enhanced holiday entitlement and a defined contribution pension scheme.

Hours of work are: 37.5 hours per week Monday to Friday, 7am – 3pm plus 6 hours every other Saturday, 7am – 1:30pm. You are required to work term time only plus up to 6 weeks during school holidays.

Rate of pay: £10.69 per hour

For further information and to apply via the TES website:

www.pocklingtonschool.com/about-us/job-vacancies

T: 01759 322666 E: recruitment@pocklingtonschool.com

Closing date: 9am 6th December 2021

Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure via the DBS.

Job Description

CHEF

Reporting To:

Head Chef

Main Purpose:

To help create a safe, nutritious and fun eating environment for all members of the community and assist in the production of food and beverages for non-core trading opportunities.

Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

November 2021

POCKLINGTON SCHOOL FOUNDATION

Main Duties

- To liaise & communicate with the Head Chef on a daily basis with regards to production sheets, functions, numbers & special diets
- To be aware of food costs & trends & to assist the Head Chef in meeting financial targets at all times
- To always produce food to the highest standard following all menus & specifications, where applicable
- To always demonstrate a positive attitude and support the team during each service
- To monitor and accurately record all sources of food waste on a daily basis & be vigilant wherever possible
- To assist in regular stock taking as requested
- To assist the Head Chef to monitor all Food, Health & Safety aspects within all areas of the kitchen including storage of all foodstuffs, stock rotation, date labelling & documentation of temperature controls to ensure compliance with HACCP
- To support in the ordering of any provisions
- To share ideas for food display and menu development
- Ensure prep & mis en place levels are kept at the agreed level at all times
- Report equipment malfunctions to the catering management team
- Attend regular appraisals with the catering management team and agree personal development plan
- To attend any relevant training sessions

The above main duties are not exhaustive and may vary without changing the character of the job or level of the responsibility.



**POCKLINGTON
PREP SCHOOL**

Ages 3 to 11



**POCKLINGTON
SCHOOL**

Ages 11 to 18

Person specification – Chef

	Essential Criteria	Desirable Criteria	How this is measured
Experience	<ul style="list-style-type: none"> • Three years' experience working as a chef within a contract catering or event environment • A previous role in catering or hospitality based in hotels, Business & Industry or Education sector 	<ul style="list-style-type: none"> • Three years' experience working as a chef within an independent school 	Application form and interview
Education and Training	<ul style="list-style-type: none"> • NVQ Level 2 in any catering discipline • Food hygiene certificate • A basis COSHH award • Good standard of English and Maths 	<ul style="list-style-type: none"> • NVQ Level 3 in any catering discipline • Level 3 Food Hygiene Certificate • NVQ Trainer's Award / Craft based training experience • First Aid Qualification • Manual Handling Training Qualification 	Application form
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent interpersonal skills • Excellent written and oral communication skills • Excellent customer service skills • Excellent organisational skills • Ability to follow tasks through to completion 	<ul style="list-style-type: none"> • Skills in ICT being proficient in the use of Microsoft Excel, Outlook and Word 	Application form and interview
Personal Attributes	<ul style="list-style-type: none"> • Good time management • The ability to prioritise effectively, managing a busy diary and varied workload to meet demands and deadlines – multi tasking. • Physically fit to carry out operational catering activities in any part of the School Estate • Eye to detail ensuring the highest level of service at all times • Ability to continually update one's own professional knowledge • Calm, responsible and reliable • Ability to work the required hours • Empathy with the principles, ethos, aims and aspirations of Pocklington School Foundation 	<ul style="list-style-type: none"> • Commitment to relevant training and development 	Application form and interview

Child Protection: This post is subject to acceptable references and clearance from the Data Barring Service as part of the Foundation's commitment to providing a safe environment for our pupils.

Recruitment Timetable

Closing Date: 9am 6th December 2021

Expected Interview Date: During week commencing 13th December

Expected Start Date: 5th January 2022, subject to notice periods

Please apply online using the TES website. This can be accessed through <https://www.pocklingtonschool.com/about-us/job-vacancies> where you can browse our current opportunities and apply using the “quick apply” button.

Please ensure you read the information available in the “policy statements” document uploaded to the TES website. This contains: the application process and safer recruitment guidance; recruitment of ex-offenders policy statement; secure storage, handling, use, retention and disposals of disclosures and disclosure information policy statement. These policies are available to view on the key recruitment policies page of our website <https://www.pocklingtonschool.com/about-us/job-vacancies/key-recruitment-policies> and includes the safeguarding children policy. We can also send these to you as a hard copy if requested.

For further information please contact Abby Popely, HR Advisor:
PopelyA@pocklingtonschool.com 01759 322666

Thank you for your interest in working with us and we look forward to receiving your application.

