

CANDIDATE
INFORMATION
BROCHURE



CASTERTON
SEDBERGH PREPARATORY
SCHOOL

CHEF MANAGER

FULL TIME/PERMANENT



THE SCHOOL

Sedbergh School, founded in 1525 by Roger Lupton, Provost of Eton, is an Independent Co-educational Boarding School. The Headmaster is a member of the Headmasters' and Headmistresses' Conference and the Headmaster of the Prep School is a member of the Independent Association of Preparatory Schools.

A co-educational, day and boarding Prep School, Casterton, Sedbergh Prep School (CSPS) is thriving thanks to the calibre and commitment of its staff. Located on the Cumbria, Lancashire and North Yorkshire borders, on a beautiful site, separate to that of the Senior School, CSPS is a busy school with a strong community where opportunities abound, both inside and outside of the classroom.

With its own nursery, the Mulberry Bush, the Prep School runs from Reception through to Year 8. The majority of pupils move into Sedbergh Senior School in Year 9. Class sizes are typically around 12-16, allowing staff to individualise their teaching. This was reflected in our ISI feedback; "Small class sizes contribute to excellent pupil progress across all abilities with no evidence seen to show a significant difference for pupils with SEND or EAL"

The School encourages pupils and staff to be involved in as broad a range of activities and interests as possible. Art, drama and music are all strong, and the School has a national reputation for sport. The curriculum is broad, with outstanding facilities in STEAM subjects, and the School has recently invested further in ICT.

We are proud to have achieved a rating of 'excellent' from ISI in March 2022 for both our academic achievements and pupils' personal development:

"Pupils achieve highly and make excellent progress across all ages" – ISI report 2022.

Please click [here](#) to view our latest inspection results.



OUR LOCATION

Only 90 minutes driving from almost every major city in the North, Casterton, Sedbergh Prep School is a world away from the temptations and pressures of urban life.



By Air

Casterton is within 90 minutes of the international airports of Manchester, Leeds, Liverpool and Newcastle.

By Rail

There are direct trains from London within 2 hours 40 minutes.

Location

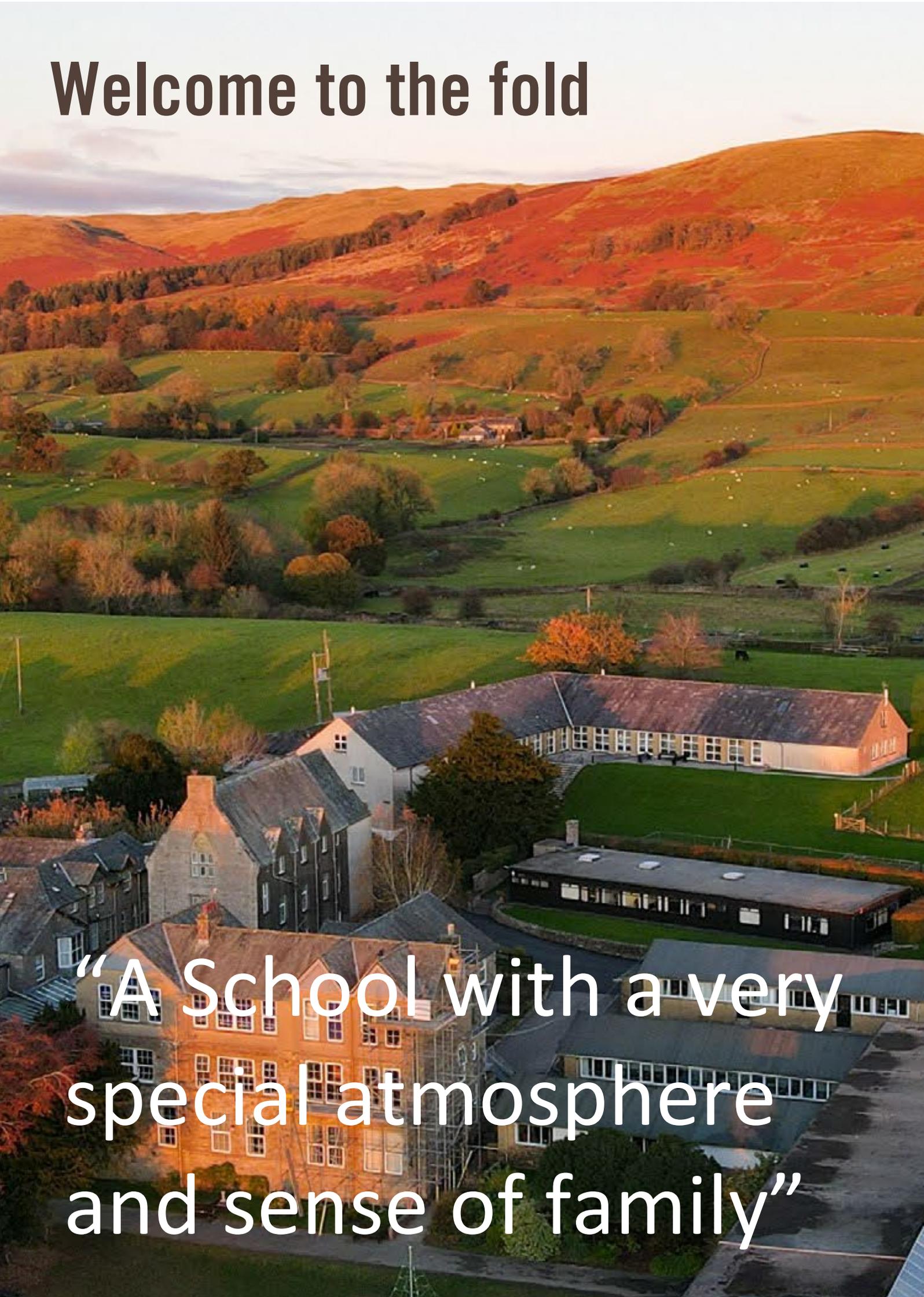
Casterton, Sedbergh Prep School is under 10 miles from the M6, giving fast motorway access to Scotland, the Midlands and the South.

Approaching from the North East

The recommended route is either the A1 and A66 from Scotch Corner or, if living further south, the A65. The A684 through the Dales is beautiful, but very much slower.



Welcome to the fold

An aerial photograph of a school campus. In the foreground, there are several large, multi-story buildings with stone and brick facades. One building is under construction with visible scaffolding. To the right, there is a long, dark, single-story building. The campus is surrounded by green fields and trees. In the background, rolling hills are covered in autumn foliage, with some areas appearing in shades of red and orange. The sky is a mix of blue and orange, suggesting a sunset or sunrise.

“A School with a very special atmosphere and sense of family”

ROLE PURPOSE

The main purposes of the role of the Chef Manager are:

- To ensure the Casterton Sedbergh Preparatory School kitchen contributes to pupil wellness and the School's reputation and growth by delivering consistently high standards of food and customer service.
- To closely monitor expenditure on food and labour in order to achieve budget targets.
- To manage the full Catering Team, with the key aim of maintaining high standards of motivation and morale, while embracing the ethos of the School's policies and core competencies.
- To be the face of the Catering department at Casterton - upfront, visible and happy to serve customers and answer any questions they have.
- To be based at Casterton Sedbergh Preparatory School (CSPS) whilst also offering support to the wider Catering Department at Sedbergh when required.

KEY DUTIES & RESPONSIBILITIES

The duties of the Chef Manager will be wide and varied and it is not intended to cover every possible aspect of the job here. However, it is anticipated that the main areas of responsibility will be as follows:

- To prioritize the preparation, assembly, and efficient production of food for mealtimes; this is a working Chef position.
- To design and implement thoughtfully produced menus, whilst utilising the School's nominated suppliers.
- To provide a high-quality service to pupils, staff, parents and guests in line with the School's standing.
- To both assist and supervise the general cleaning of the kitchen, maintaining high standards of hygiene.
- To ensure that Catering staff are well motivated, trained and receive the necessary support and recognition.
- To ensure administration (rota and food ordering) is completed in a timely and efficient manner whilst prioritising being present on the floor.
- To embrace the Sedbergh School ethos and follow any reasonable requests from your Line Manager.



HEALTH & SAFETY AND FOOD HYGIENE

- Ensure excellent food hygiene practice is observed from storage through to preparation and service; with either formal or informal HACCP plans and procedures.
- Ensure compliance with all food hygiene and H&S regulations including the Allergen Policy, and the training of staff.
- Instill into the kitchen team a culture of hygiene best practices connected with storage and cooking of food: the importance of clean, tidy and hygienic working practices regarding knives, chopping boards, surfaces etc. as well as instilling high standards of personal hygiene.
- Take reasonable care for your own health and safety and that of others who may be affected by what you do or fail to do.
- Co-operate with the Line Manager on HSE matters.
- Ensure the kitchen equipment is in working order and report any maintenance issues.
- Correctly use work equipment and PPE in accordance with training and instructions provided.
- Report any HSE hazards, accidents, incidents, illnesses and diseases to the Executive Chef manager or Helpdesk.



DELIVERY OF FOOD HYGIENE & CUSTOMER SATISFACTION

- Lead the delivery and production of meals for pupils and staff, producing a fresh breakfast, lunch and dinner as well as break and snack items to a high standard.
- Lead by example at service times by being up front, delivering friendly service directly to pupils, staff and visitors.
- Provide high quality catering for school based or off-site events, ensuring that such events are delivered correctly both from a food quality and customer service perspective. Liaise with senior school staff (Events Coordinator) and CSPA staff on requirements for these events.
- Communicate event catering needs to the teams delivering them in an organised and proactive way.
- Prepare, manage, and follow a 3-week widely published menu plan that meets quality and nutritional standards, which is in the approved format and cost effective.
- Provide for any special dietary requirements or allergies with tasty and creative alternative meals that are also nutritious.
- Keep up to date with trends, continually demonstrating passion for food, offering creative and fun special events or themed meals, as well as original break or snack items.
- To deal with any requests from pupils, staff, guests and parents promptly and in a polite manner.
- Always maintain positive client relationships and build partnerships with residential and pastoral staff.
- Project a professional image and be positive and friendly with pupils, staff, parents and visitors.
- Willing to be front of house regularly, serving food with the team, as well as building rapport with pupils, staff and visitors.



ACHIEVEMENT OF BUDGETS & TARGETS

- Effective budget and food purchase management to ensure we remain on target each week, month, and term.
- Utilise purchase software and recipe file software for costings on events and core feeding menu cycles.
- Train Chefs on use of appropriate software.
- Train staff on dish specification and portion control methods.
- Orders of stock appropriate to prompt turnover of stocks.
- Note consumption patterns and adjust on core feeding menus or events to minimise wastage.
- Ensure stock rotation is followed, and all storerooms and freezers are in order and all relevant staff are trained in FIFO.
- Stock takes are completed with accuracy and in a timely manner.
- Be results driven on EHO audits, employee retention and morale, HSE, Food Forums and other targets set by senior leadership.

TEAM MANAGEMENT & LEADERSHIP

- Manage and lead the team including chefs, and catering assistants to achieve high standards of food and customer service.
- Identify and brief all staff on the daily tasks. This will be a balance of routine activity and changes depending on events, adjustments to School routine or requirements of different menus.
- Identify and highlight training needs and take an active role in developing people towards the above objective.
- Manage the day-to-day performance of staff, in line with company policies, including completing records of discussion or recommending further counselling or disciplinary action.
- Take an active role in recognizing outstanding colleague performance.
- Conduct team briefings on various topics; Safeguarding, HSE, events, food hygiene, school news, opportunities for staff to ask questions or raise concerns.
- Conduct yearly appraisals according to the school policy and format.
- Be an excellent communicator.
- Demonstrate a desire for continuous improvement in processes for food production and ware washing that lead to better results for customers and colleague's morale and wellbeing.
- Lead by example and be resilient under adversity.



OTHER

- Ensure work, communication and approach conforms to the ethos, values and style of the school. Keep up to date, and comply with the Sedbergh School's Rules, Policies and Procedures always.
- To attend meetings and training courses as required.
- To prepare and produce all requirements for special school functions and evening events which may sometimes be outside normal working hours.
- Any other reasonably expected duties as requested or required to meet the needs of the school.



SAFEGUARDING RESPONSIBILITIES

Safeguarding the welfare of children is of the highest priority to Sedbergh School. Sedbergh School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The role holder will be expected to support this approach in the context of their role and to adhere to and ensure compliance with the School's Safeguarding policies and procedures at all times.

If, in the course of carrying out their duties, they become aware of any actual or potential risk to the safety or welfare of children in the School, the role holder must report any concerns to the School's Designated Safeguarding Lead or to the Headmaster.

All staff within Sedbergh School must demonstrate the willingness to participate in safeguarding training appropriate to the level of responsibilities of their role. Every employee of the School has a responsibility to:

- Protect children from abuse;
- Be aware of the School's safeguarding procedures;
- Know how to access and implement the required procedures;
- Keep a sufficient record of any significant complaint, conversation or event;
- Report any matters of concern to the Designated Safeguarding Lead;
- Attend annual in-service training provided by the School.

SCHOOL ETHOS & VALUES

All members of staff in Sedbergh School must ensure that their work, communication and approach conform to the ethos, values and style of the School. Everyone must keep up to date, and comply with the Sedbergh School's Rules, Policies and procedures at all times.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their Line Manager to implement work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Qualifications/ Attainment

Desirable

- A relevant qualification in management, hospitality or equivalent.
- Level 2 (or above) Food and Hygiene certificate.

Skills/ Experience

Essential

- A minimum of 2 years' experience in a managerial position.
- Experience of working as a head chef within a commercial kitchen environment.
- Experience of designing innovative menus working within established budgets.
- Experience of working with and upholding company health and safety policy and procedures and other relevant company policies and procedures and a clear understanding of the importance of this within the organisation.
- Experience of supervising and managing large teams.
- Can demonstrate extensive customer service experience to a very high standard.
- Can demonstrate an instinctive understanding of customers' needs with an ability to deliver high quality and effective decision making.
- Experience in delivering staff training.

Desirable

- Can demonstrate management of budgets, achieving targets and working towards meeting deadlines.

Personal Qualities/ Attributes

Essential

- Be creative and innovative in order to ensure that the team are flexible and dynamic.
- A strong passion for the food and drink industry.
- Ability to be flexible and adaptable to changing priorities.
- Excellent organisational and time management skills including the ability to work on multiple projects & situations simultaneously.
- Ability to work under own initiative.
- Have strong attention to detail.
- Be a positive mentor and leader.

Desirable

- Excellent presentation skills – comfortable presenting plans, priorities and developments to gain buy-in from the wider team.
- Excellent written and verbal communication skills.

APPLICATION AND APPOINTMENT PROCESS

If you would like to be a part of our team and make the most of this fantastic opportunity, or for informal enquiries about the role, please contact the HR Department on hradmin@sedberghschool.org.

All applicants must submit a copy of the Sedbergh School application form giving the names of two referees. The application form can be obtained from the [Vacancies Page](#), or by emailing hradmin@sedberghschool.org. Completed applications should also be forwarded to this address and receipt will be acknowledged by email.

Diversity – the School is fully committed to the principles of equal opportunity, diversity, and inclusion. Sedbergh School does not discriminate on the grounds of gender, disability, age, sexual orientation, marital status or racial ethnic or national origin and applications are welcome from a diverse range of backgrounds.

The closing date for applications is 26 September 2023.

Please note that due to the needs of the School and the department, we may interview suitable candidates before the closing date. This job may also close early if a large number of applications are received. You are therefore advised to submit your application as early as possible to avoid missing your chance to apply.

We look forward to hearing from you.





Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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