

WORK WITH US AT FRAMLINGHAM COLLEGE

# Recruitment Pack



## Head Chef - Prep

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Prep School
Closing Date for Applications	Midday Friday 7th March
Interviews Week Commencing	As applications are received

### IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

[framlinghamcollege.co.uk/employment](https://framlinghamcollege.co.uk/employment)

Framlingham  
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



## Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of Head Chef - Prep School at Framlingham College.

Framlingham College is a co-educational boarding and day school which comprises of the Senior School in Framlingham and the Prep School in Brandeston. The catering department spans both sites to provide meals to over 500 boarding and day pupils who are the primary focus. The Kitchen team create their own balanced healthy and nutritious menus, all of which are prepared fresh & on site in our well-equipped kitchens.

We are looking for a reliable, efficient, and organised Head Chef to join our busy Catering team. We offer hours that are more sociable than industry standard; shifts are generally 8 hours long and scheduled between 6:00am and 7:30pm except for college functions which may run until later in the evening. We offer straight shifts only, no split shifts, and rotas are done in advance to ensure staff can retain a good life/work balance.

Due to the nature of being a boarding school, the department works across seven days, but do enjoy a full two weeks off over the Christmas period as the school shuts down. During term time kitchen staff prepare breakfast, lunch as well as dinners along with other various meals at events such as Boarding House Dinners. During non-term time the school meals are prepared for residential 'Lets' and sporting events such as Tennis tournaments, rugby fixtures etc.

The post is predominantly based at the Prep School in Brandeston but on some occasions can be asked to work at the Senior School in Framlingham as necessary. The Chefs at both sites work to the direction of the Head Chef and the whole catering team report to the Kitchen Manager.

The College offers its employees free membership to the Sports Centre which includes access to the pool, gym and discounts to fitness classes, squash and tennis courts. Staff have access to free parking when onsite, an independent pensions advisor, free meals when on duty and free uniform. We also work with several local businesses to offer discounts to staff. If you are looking for development and training, staff have access to a suite of online courses and receive regular ongoing training in various areas.

This is a full-time year-round role, working an average 40 hours a week, on a 5-day rolling rota, the post holder will also enjoy every other weekend off. The post attracts an annual salary of £31,329.

To apply please complete an application form indicating your availability in a cover email, copies of which can be requested along with the recruitment pack from the HR Department on 01728 723789, email: [hr@framlinghamcollege.co.uk](mailto:hr@framlinghamcollege.co.uk) or from [www.framlinghamcollege.co.uk](http://www.framlinghamcollege.co.uk).

Louise North  
**PRINCIPAL, FRAMLINGHAM COLLEGE**

## How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted in addition to the application form in order to supply additional background information.

Applications will be reviewed upon receipt, you are therefore advised to apply at your earliest convenience.

You will be notified of an exact interview date if you are shortlisted for interview.

If you have not submitted your application via MyNewTerm, please send your cover letter and completed application form to: The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY. You can also email your application to: [hr@framlinghamcollege.co.uk](mailto:hr@framlinghamcollege.co.uk)

All information within your application will be treated confidentially.

### References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

# Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

# Job Information

## Reports To

Kitchen Manager

## Hours

40 hours per week

## Job Location

Framlingham College Prep School and occasionally Senior School

# Job Description

## JOB PURPOSE

To plan, prepare and cook good quality food, to agreed standards, under the direction of the Kitchen Manager. To manage and direct kitchen staff and ensure the smooth day to day running of the kitchen and dining services at Framlingham College.

## KEY RESPONSIBILITIES:

- Plan menus with Kitchen Manager and provide food within a budgeted food cost.
- Order and arrange delivery of supplies and ensure that these are properly issued, used, and accounted for.
- Ensure stock rotation.
- Personally prepare dishes and oversee all catering requirements in conjunction with front of house supervisor and sous chef
- Ensure that dishes are produced to the required standards of quality and attractiveness before serving.
- Ensure school and national policies e.g., nut allergy, allergy labelling information, allergen, and dietary requirements, are being correctly followed.
- Ensure all dietary requirements are catered for.
- Ensure an inspection is undertaken for opening and closure of production and service areas.
- Ensure pre-service checklists are completed in advance of service commencement.
- Be responsible for legislative requirements including Environmental Health, Health and Safety, fire, and hygiene legislation.
- Ensure that all catering areas are spotlessly clean at all times and that appropriate cleaning schedules are in place, completed and archived.
- Ensure staff are correctly attired, wearing the appropriate PPE to conform to current dress and Environmental Regulations.
- Check record keeping is being completed (to include volume produced/customers fed/temperature controls/waste).
- Ensure all equipment is serviceable and is inspected and replaced to meet inspection criteria.
- Remain familiar with current food trends and use own initiative to seek innovative and exciting ways of producing and delivering food.
- Maintain records relating to food production activities and supplies information as required by the Kitchen and FOH Managers.
- Ensure staff are instructed and trained in the correct and safe operation of all kitchen equipment, implements, chemicals and food handling.
- Supervise staff in relation to the Hazard Analysis & Critical Control Point (HACCP) to ensure that the catering operation adheres to the food safety management policy, implement controls to ensure that risks are minimised, and records are kept showing that we are complying with our own policies.
- Comply with Statutory and College regulations concerning the hygiene and safety of staff, food and equipment.



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### **STAFF MANAGEMENT AND CUSTOMER SERVICE**

- Allocate duties to kitchen staff and supervise their work, giving instruction and advice when necessary.
- Promote exceptional standards of customer service, ensuring that all services, whether on the counters, with stakeholders or hospitality, operate in a friendly, smooth, and efficient manner at all times.
- Interact with customers at every service period ensuring that the service is running smoothly and that the customers are happy with the service they are receiving.
- To ensure pre-service briefings are held.
- Ensure that all members of the duty team are aware of their duties throughout the day, especially during service periods. Work closely with the Front of House team to ensure that the operation runs as smoothly as possible.
- Instruct junior staff in food production methods.

### **GENERAL RESPONSIBILITIES**

- Perform any reasonable other duties as requested by the Kitchen Manager, appropriate to the needs of the College.
- The role is predominantly based at the Prep School, but all staff are expected to work across both sites, as required.
- It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy 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 s/he must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

# Person Specification

E = Essential • D = Desirable

## QUALIFICATIONS

Catering qualification to NVQ 2 or equivalent	E
Food Hygiene training to a minimum of level 3	D
Health & safety qualification.	D
Driving license	E

## PROFESSIONAL EXPERIENCE

Extensive current and recent chef experience in quality establishments in accordance with current approved practices.	D
Demonstrable experience of leading a team of kitchen staff.	D
Experience in high quality volume catering to at least second chef level.	D

## PROFESSIONAL COMPETENCIES AND SKILLS

Proven leadership skills.	E
The ability to cook and present well a wide range of tasty, nutritional dishes within a limited budget.	E
A passion for food and delivering a quality product and service.	E
Knowledge of Health and Safety and Environmental Health requirements related to the post.	D
Proven budgetary competence and commercial awareness	D
Excellent interpersonal, written and verbal communication skills	D
Excellent planning and organisation skills, with the ability to prioritise conflicting demands	D
Work with kitchen manger/front of house manager to reduce food wastage and environmental impact	D

**PERSONAL ATTRIBUTES**

Collaborative and supportive team player	E
Flexible approach to work	E
Professional appearance and manner	E

**SAFEGUARDING**

Awareness of safeguarding issues	E
Knowledge of safeguarding children legislation and good practice	D

**VALUES**

Passion and belief in the transformational benefits of the College's aims and vision	E
A clear commitment to delivering best practice in safeguarding	E
Values and promotes diversity and inclusion	E

## Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

## About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.

