

Commitment to Safeguarding

As Badminton School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. The cost of application will be met by the School.

All posts in the School are offered subject to the receipt by the School of satisfactory references, verification of qualifications cited by candidate and proof of a right to work. As these checks can take some time to complete, candidates are advised to disclose any possible impediment to appointment at the time of interview, as failure to do so could result in an appointment not being confirmed, or being rescinded. All appointments in the School are offered subject to the completion of a satisfactory probation period.

The School

Badminton is a leading independent school for girls. Founded in 1858, the School occupies an attractive 15-acre campus in the north-west of Bristol and admits girls from age 3 -18. There are approximately 330 girls in the Senior School which can accommodate up to 200 boarders. In the Junior School there are 130 girls, the majority of whom are day pupils. The School has approximately 200 staff on its payroll, including full time and part time.

The School's Vision and Values:

"Badminton provides the best preparation for girls living and working in a global society"

Values:

- To provide an education which nurtures intellectual curiosity and which is challenging and fun, balancing academic excellence with fulfilment of individual potential in the arts, sport and extra-curricular activities.
- To provide pastoral care which teaches respect and tolerance for the whole community and requires each girl to take responsibility for herself and others. To create opportunities for every girl to make a contribution to the well-being of the school and genuine mutual support.
- The international mind set of the school aims to create an awareness of the needs and concerns of society at local, national and global levels.
- Badmintonians leave the school as curious, confident and courteous individuals who will thrive in a competitive, global society.
- Badminton respects the past and looks to the future, ensuring good stewardship of the Badminton name, the campus and the School's world-class reputation.

The Department

The Catering Department provides meals throughout the week in the School's Dining Rooms and also provides in-house catering and hospitality for functions, events and activities across the campus. Pupils are in School for approximately 35 weeks in each year and are provided with three meals and two breaks every day (including, for boarding pupils, at weekends). The School remains open for holiday activities and for staff throughout the year and so a meal service is also required during School holidays.

The Catering Department consists of approximately 20 staff who support all internal dining for the pupils, all hospitality events and the catering requirements for any external letting or holiday activity business during the School's holiday periods. There is also an expectation that shifts should be altered to oversee service in the evenings, weekends and outside of normal service periods.

The Role:

The Chef de Partie assists the Head Chef and kitchen brigade in the provision of a quality catering service to Governors, Staff, Parents, Pupils and Guests of the School.

The Chef de Partie is responsible for the delivery, storage, preparation, cooking and service of food and beverages and for the appearance and cleanliness of the kitchen, and food storage facilities. Duties are planned on a rota basis that may change at times to cover sickness, absence or special functions.

The nature of the role makes it necessary to liaise closely with the kitchen brigade, the Dining Room Supervisor and other members of the Catering Staff. It is necessary, when on evening and weekend duty, to assume full responsibility for the department and the Chef de Partie may need to communicate, organise and delegate tasks within the team to ensure jobs are completed on time and efficiently.

Accountability: Reports to the Head Chef

Key Responsibilities:

- To assist in the responsibility for the planning, delivery, storage, stock rotation, preparation, cooking and serving of menu items to the satisfaction of the customer, within budget and to the required hygiene and safety standards;
- To assist in the necessary recording of data in order to comply with the latest hygiene and safety legislation;
- To provide an efficient and courteous service to all customers;
- To oversee service and counters to ensure they are well stocked and presented;
- To provide for special catering and functions outside the normal catering areas when asked by the Head Chef;
- To be the senior chef on duty when asked by the Head Chef;
- To assist in the responsibility for the appearance and hygienic condition of the kitchen, preparation areas and food service areas;
- To assist others within your area of work to ensure efficiency and harmony;
- To take responsibility for yourself and others who may be affected by you with regard to health and safety;
- To assist in the responsibility for the security of the department. This will entail checks to ensure all equipment is left in a safe condition, locking up and alarm setting;
- To ensure all rotas, guidelines and procedures are followed to obtain maximum efficiency within the staff structure;
- To have regard for the fixtures and equipment used within the department so that repair and replacement costs are kept to a minimum.

This is not an exhaustive list of tasks. This job description is subject to regular discussion and review. The post holder will be expected to adopt a flexible attitude towards these duties, which may have to be varied subject to the needs of the school.

The Chef de Partie must be a driven individual aspiring to develop their career in the industry; a passion for food and for its preparation and presentation is essential.

Personal qualities

- Strong culinary knowledge/expertise and skills;
- Demonstrable experience in an establishment producing fresh home cooked food;
- Be a pro-active person of integrity, drive, energy and stamina;
- Be capable of showing initiative including the ability to think ahead and work flexibly without constant direction to deliver his/her outputs;
- Be responsive to advice and guidance;
- Be well groomed, of smart personal and professional appearance.

Education and qualifications

- Food hygiene certificate;
- NVQ 2 in Catering or equivalent;
- Willingness to gain a First Aid Certificate.

Experience

- Experience of working in a large scale catering service, which includes specialist and cultural specific diets;
- Experience of working within school kitchens and serving meals to pupils/students or similar environment is desirable but not essential.

In addition to the above, the successful applicant will be expected:

- To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;
- To be supportive of and committed to the School's policies on Safeguarding;
- To be mindful of their personal responsibilities relating to Safety, Health and the Environment;
- To be mindful of the need to treat all sensitive information relating to pupils, fellow employees and the business of the School as confidential;
- To be accepting of the need to follow all other School policies and procedures as appropriate and relevant to their post.

Candidates should complete and return the Application Form and letters of application addressed to the HR Manager, to reach the School by **Thursday 1st February 2018**.

All sections must be completed, including the names and addresses of two referees, one of whom should be your current employer (if applicable) and a full education and employment history.

All applicants will be asked the reason for leaving previous roles if this is not explained on the application form. Applicants will be asked to confirm that they have not been disqualified from working with children. Any gaps in employment will be explored at interview.

Please submit your application by email or on single-sided sheets of **A4** paper held together with a single paper clip (no staples) since multiple copies will be made. **We do not accept/review curriculum vitae so please do not enclose this.**

It is School policy that we write for employment references during the selection procedure and we may approach any previous employers for information to verify particular experience or qualifications, before interview.

We would be grateful if you could complete the monitoring form and return this along with your application. Please address your envelope **for the attention of the Human Resources Department** or email it to: HR@badmintonschool.co.uk

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Please note that if you are unsuccessful at the interview stage we will not provide feedback on your performance.

The School underwent a full ISI inspection in May 2015, the full report is available via a link from our website www.badmintonschool.co.uk or from the ISI website www.isi.net. We hope that the report will enable you to understand more about Badminton School and encourage you to submit an application.

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Salary

Salary will be commensurate with experience and qualifications and membership of the School's contributory pension scheme is offered. The salary will be in the range £17,500 - £19,500 per annum.

This is a full time role of typically 40 hours per week and will be term time only. Shifts will consist of early and lates and will be 5 out of 7 days.

Notice period (following a probationary period of 6 months): 2 months.

Offer of the Post

The offer of a post will be made subject to satisfactory pre-employment checks, including an enhanced DBS check. The full range of applicable checks is contained in the School's Recruitment Policy, a copy of which is available on our website.

Further information about Badminton School can be found on the school website:

www.badminton-school.co.uk

Thank you once again for your interest and we look forward to receiving your application.

January 2018