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**Primary Head Chef**

*Help to create an outstanding new primary school in the heart of West London*

**Start date:** January 2018

**Salary:** Up to £31,449, pro rata depending on experience

**Location**: Acton Park, Acton, West London

**Hours: Term Time plus 2 weeks**

**Nearest Tube station:** Acton Central

**Deadline: 11 am November 30th**

**Interview date: week commencing 4th December**

**Ofsted**: Not inspected yet.

*Visits to our school are warmly encouraged; to arrange, please call 020 3110 0787.*

* **Looking for a new and exciting challenge?**
* **Excited by the prospect of being a founding member of staff at a brand new school?**
* **Looking to work in an outstanding and unique park setting with brand new facilities ?**
* **Enthusiastic to provide high nutritional standards whilst being creative?**

Ark Byron opened in September 2015 and is already on its way to becoming an outstanding school in the community.

Ark Byron Primary Academy is a two form entry primary school soon relocating to brand-new facilities in Acton. We are now looking for an outstanding chef to join a dynamic team of highly motivated professionals who share a vision to ensure all pupils receive the best possible start in education.

This academic year Ark Byron is currently based at its sister school, Ark Priory, rated “outstanding” by Ofsted in June 2015. ***Next year, in the spring of 2018, Ark Byron will move a short distance away to a brand new, purpose-built building in a fantastic park setting in Acton- almost unheard of for inner London!***

Joining Ark Byron Primary Academy is an exciting opportunity to help create an outstanding school from the beginning of its journey, and embark on a rewarding career path.

If you are looking for an opportunity to contribute to help propel a new school forward, and be part of children’s development at a crucial time in their life, we would love to hear from you.

Ark Byron Academy works closely with its sister school Ark Priory to provide the best possible education and experience, whilst also expecting the highest standards, from staff, pupils and parents. Please see our candidate information pack for additional information.

It has been a rare privilege and opportunity to launch a new academy. Key for us is having the right people making the journey with us. At Ark Byron, we are highly ambitious for our pupils and our staff are pivotal to our success. We aim to develop your career through an outstanding professional development programme. You will be encouraged to be a reflective and open professional practitioner and will be fully supported by the expertise of the senior leadership team and experienced network colleagues.

This is a fantastic opportunity for a talented and experienced chef to join our school.

Our ideal candidate will have a strong culinary background and be motivated by providing the best possible food and service to customers. You should be forward thinking and have the passion and enthusiasm that will allow you to lead by example and bring continuous innovation, vibrancy and development to the food provision at school. You must also be IT literate, well organised and a confident communicator.

As a member of staff at Ark Byron Primary Academy, you will work in high quality new facilities and you can expect to receive excellent professional development and support from colleagues across the Ark network. In addition, we offer attractive remuneration as well as a range of benefits including reduced gym membership and large retail discounts.

Our core values are “courage,” “exploration,” “endeavour” and “excellence.” Ark Byron has started their "Forest School" where they visit Acton Park for outdoor learning on one afternoon each week. We take great pride in the diversity of our student body, celebrating all backgrounds and cultures. Our community is already very strong and we are fortunate to have a committed and supportive parent body.

If you are an outstanding individual who has the relentless drive, boundless enthusiasm and the resilience for a challenging but rewarding new opportunity please submit an application today.

To apply, please submit your application via <https://goo.gl/1tE8Qo>. If you have any queries please contact Vanessa Watson at Ark Byron [info@arkbyron.org](mailto:info@arkbyron.org) or call 020 3110 0787. Applications must be made by **11am on Thursday 30th November** **2017**. We will review applications as we receive them and may contact applicants before the closing date**.**

If you have any queries regarding your application, please contact the recruitment team on 0203 116 6345 or [recruitment@arkonline.org](mailto:recruitment@arkonline.org).

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

**Job Description: Primary Head Chef**

**Reports to:** Head teacher

**Start date: January 2018**

**Salary:** Up to £31,449, pro rata depending on experience

**Hours of work:** 36 hours per week, term time only**,** plus two weeks

**Responsible for:** Catering Assistant and Midday Supervisors

**The Role**

To establish and run the academy dining provision so as to ensure that, within the terms of the Catering Policy and Budget, efficient and economic use is made of its resources, and that the academy’s quality of dining is outstanding.

**Key Responsibilities**

**Catering and Kitchen Management**

* To be the lead and demonstrate by example when catering for breakfast, lunch service, important events and special services
* To develop and manage lunchtime meals within the requirements of a family dining experience
* To plan, organise and control the catering operations to ensure that the food quality, presentation and family dining service are provided to excellent standards as defined by the Principal
* To plan menus and order all foodstuffs and light equipment in accordance with the academy’s financial procedures; and to check and record the amounts, prices and condition of all deliveries
* To draw up menu cycles of varied and interesting food incorporating seasonal produce and using primarily fresh ingredients with frozen/pre-prepared as back up only
* To periodically deliver special or theme days in collaboration with other school staff
* To ensure that the meals and refreshments served always comply with the regulations set by the Childrens’ Food Trust in relation to the current Nutritional Standards
* To ensure that heavy duty kitchen equipment, light equipment, work areas, other facilities and general surroundings of the dining area are maintained and operated to the standards required by the statutory, local authority and academy health, safety, fire and hygiene regulations and policies
* To ensure that the academy’s personal and food hygiene policy and procedures are applied continuously and that there are no breaches of statutory or local authority regulations
* To organise directly, or participate in, special functions as required by the Principal

**Budgeting and financial planning**

* To draft an annual catering budget for discussion and approval by the Headteacher
* To manage a profitable budget, gaining the best value for money
* To produce cost/sales analysis when required
* To avoid unnecessary wastage and deterioration of foodstuffs
* To account for all money spent and received, and all stock purchased and used, and to supply supporting receipts.

**People Management**

* To promote good relationships and minimise labour turnover, by leading and motivating the academy’s catering staff, by the proper allocation of duties and responsibilities, and fair and prompt treatment of disciplinary and grievance cases arising
* To conform to Employment Legislation and follow the school's personnel and training policies and procedures in respect of selection, engagement, induction, training, pay and conditions of employment and termination
* To ensure that employees use safe methods of work and that no unauthorised person cleans/operates specified equipment.

**Operational**

* To establish systems and procedures in all operational areas under your control in order to monitor, maintain and improve upon the standards of the product and service
* To gather feedback both formally and informally from customers and implement any suggestions if financially and practically possible
* To promote exceptional standards of customer service, ensuring that all services, whether core or hospitality, operate in a friendly, smooth and efficient manner at all times
* To ensure that all areas are spotlessly clean at all times and that appropriate daily, weekly and periodic cleaning regimes are in place, completed and recorded.
* To ensure that a system of HACCP controls are in place and appropriate records maintained at all times.

**Other**

* To undertake other various responsibilities as directed by the Headteacher
* To attend meetings and training courses as required
* To develop and maintain good working relationships with the academy’s staff and students.

**Person Specification: Primary Head Chef**

**Qualification Criteria**

* Right to work in the UK
* City & Guilds 706 (or 7100)/1 & 2 (3 would be desirable but not essential)
* Health & Hygiene Certificate
* First Aid qualification would be desirable but not essential.

**Experience**

* Experience of catering in large quantities either in a sous chef or head chef role, and ideally within a school or education setting
* Experience of managing kitchen staff
* Experience of managing and working within budgets
* Experience of working with children
* Experience of cultural diversity, with particular reference to food preparation and dietary preferences would be desirable but not essential
* Knowledge of healthy eating and nutrition and creating related menus.

**Personal Characteristics**

* Hard working, conscientious, detail orientated and highly organised
* Excellent team player, helpful, friendly and willing to undertake extra tasks as and when necessary
* Good role model for students and staff, with high expectations for self and others
* Strong interpersonal skills, able to motivate and manage others effectively
* Genuine interest and willingness to trial different ideas in order to help children learn how to eat healthily
* Enthusiasm for high nutritional standards
* Creative approach to food presentation.

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training
* This post is subject to an enhanced Disclosure and Barring Service check.