



Downe House



CANDIDATE INFORMATION PACK – APPRENTICE COMMIS CHEF

Message from the Headmistress

Thank you for the interest that you have shown in joining us at Downe House. I hope that this information pack will give you a good overview of the position and working at our School, but if you have any queries then please do contact us, we are more than happy to help. I would recommend that you also take a look at our website, where you will find a wealth of information about us.

Downe House is a very special place where we all work together with one common purpose of supporting our pupils to reach their full potential. There is a strong community spirit here, and all of our staff, whatever their role, play an important part in our success.

We seek to recruit the best staff at Downe House, and I could not be more proud of our committed team. We have high expectations, but in return we provide a supportive and friendly working environment, generous benefits, wide CPD opportunities and the chance to really make a difference.

I hope that you are interested in applying and we look forward to hearing from you.

With all good wishes



EMMA MCKENDRICK



About the School

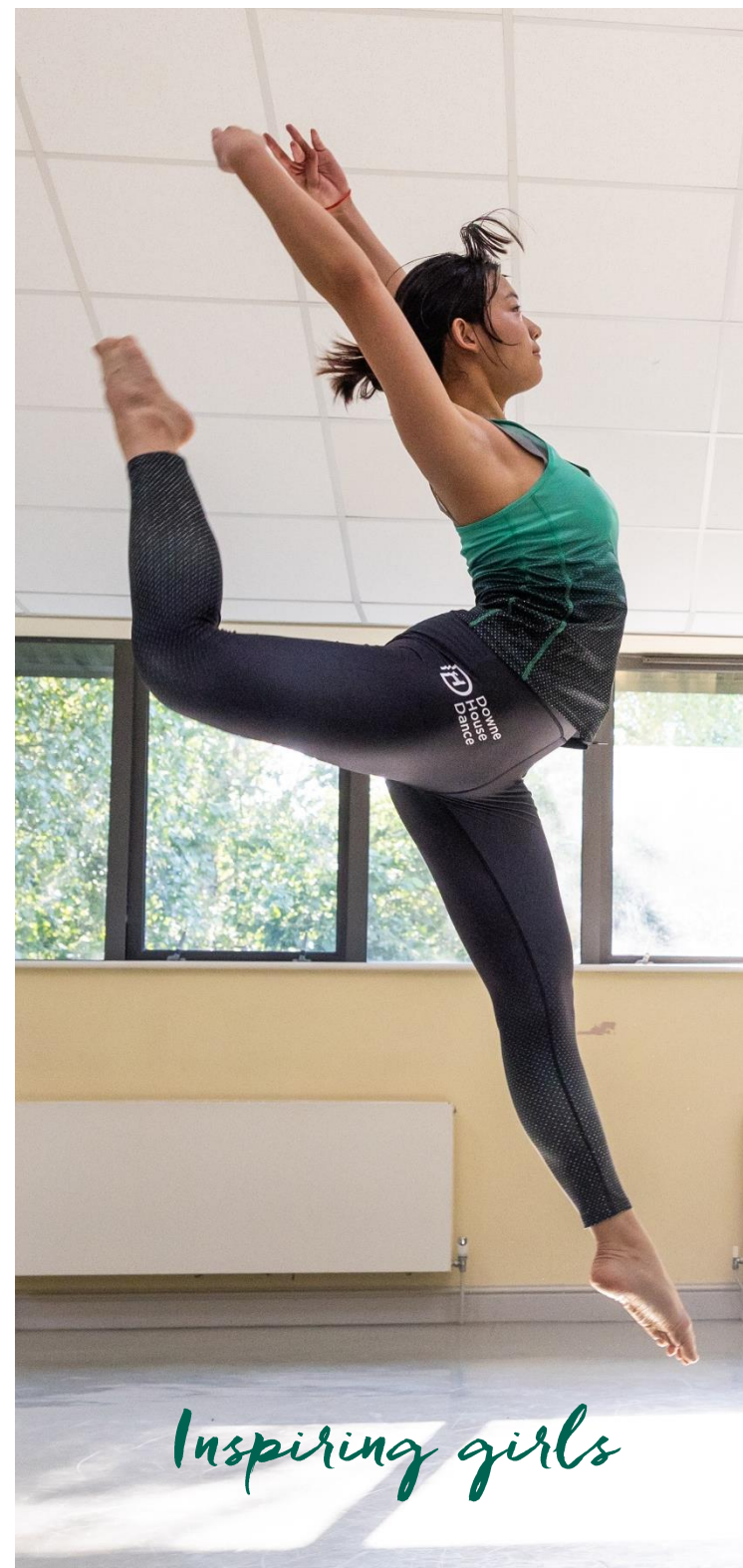
Downe House is one of the UK's leading boarding and day Schools for girls aged 11 to 18. With a charm and character of its own, the School is set on a beautiful 110-acre site in the village of Cold Ash, situated 3 miles from the market town of Newbury. The School is passionate about creating a strong learning and inspirational environment and community, where every individual matters.

Downe House was founded by Olive Willis in 1907, who held a strong belief that a school should meet the needs of young women by prizing the individual and creating a strong community. With over 550 pupils, Downe House lives out the message that "each individual matters", an ethos as strong today as it was over 100 years ago, alongside the core values of kindness and respect for others. The aim is also to prepare girls to play a full and positive role as citizens of a global community and to become outstanding women of the future.

Our immersive education gives girls the freedom and space to nurture their talents at their own pace. Inspirational teaching, enriching Co-Curricular opportunities and personalised curricula bring out the best in each girl, with holistic pastoral support. The lifelong friendships formed here create an unrivalled network of talented alumnae helping each other succeed beyond Downe House.

The School has an established reputation for academic excellence as well as outstanding pastoral care. We offer a flexible approach to suit the individual needs of our pupils and their parents, and girls have the choice of joining us as full boarders, flexi boarders or day pupils. Many of the girls are boarders and they live in one of the ten on-site boarding houses. The emphasis is very much on creating a 'home from home' environment and each house is staffed by a committed and caring team of staff – some of whom are residential. Our ethos is to put families at the heart of our education, from creating the right balance between family time, to working closely with parents to ensure every girl gets the most out of School life.

Our international focus reflects our commitment and ambition to share our education management expertise on a global scale and to provide genuine opportunities for staff and young people all over the world. Academic staff have the opportunity to participate in a global teacher exchange program, with our partner school in Australia. Selected pupils can also attend an international School for a short term or gain global internships for work experience. We are committed to creating a diverse and global community within our founding School in Berkshire, alongside our international Schools in Oman and the Kingdom of Saudi Arabia as well as our pioneering online DH Academy.




Inspiring girls

Working for us

If you join us, you will be working for one of the leading independent Schools in the country. We have a strong reputation both in the UK and overseas, with a significant international presence as well as global links. Under the leadership of the Headmistress and Leadership Team, we believe in never standing still and encourage everyone to be innovative and to have a forward-thinking approach.

We employ over 450 staff in a wide range of positions ranging from teachers, school nurses, housekeepers, matrons, administrators, accountants, and chefs to name just a few. Whatever your role you will be joining a supportive community, and you will have an important part to play in the success of our School. We encourage everyone to get involved in the life of the School, and there will be plenty of opportunities for joining in with School events and activities, and mixing with other colleagues.

In a School setting every day is different and there is no doubt that you will be kept busy, but all our jobs are rewarding and really do make a difference. We believe in supporting and valuing our staff.

A young woman in a school uniform, consisting of a dark green blazer with a crest on the sleeve and a dark plaid skirt, stands in a library. She is looking at books on a white shelf. The background shows more bookshelves and a window with a view of trees.

“The School acknowledges the importance of nurturing its staff by providing regular CPD opportunities throughout each term, in areas as diverse as neurodiversity and the integration of technology into classrooms.”

Employee benefits



ANNUAL LEAVE

25 days + Christmas shutdown + Bank Holidays



BEREAVEMENT SUPPORT

practical, probate & emotional support



COMMUNITY & SOCIAL

regular social events for staff & family



CPD

weekly opportunities for learning & development



EMPLOYEE ASSISTANCE

confidential advice & counselling service



EYE TEST

annual free eye test & contribution towards glasses for regular VDU users



FLU VACCINATIONS

annual on-site free vaccinations



EMPLOYEE REFERRAL

£300 for successful referrals to Operational roles



FREE MEALS

daily nutritious & delicious meals



FEE REMISSION

generous discounted fees



GROUP INCOME PROTECTION

75% salary



GYM

free access to on-site gym & discounts at local gyms



HEALTH & WELLBEING

a range of health benefits i.e. Virtual GP & Online Physiotherapy



LIFE INSURANCE

3 x salary



LINE MANAGER SUPPORT

in-house workshops & Aspiring Middle Leaders programme



LOCATION

well connected, within easy reach of A34 & M4



PARKING

plenty of onsite parking



PENSION

generous employer contributory schemes



SWIMMING POOL

access to heated on-site swimming pool



TECH

Microsoft showcase school using leading technologies



WORKING ENVIRONMENT

beautiful semi-rural campus on 110-acre estate

The Position

Apprentice Commis Chef

Start Date:

Immediate

Contract Type:

Fixed term contract, to be reviewed for permanent contract on successful completion of apprenticeship. The course will take around 16 months to complete.

Hours:

Full time position, 37.5 hours per week, all year. Working 5 days out of 7, Monday – Sunday. Shift pattern on rota 6.30am – 2.30pm or 11.30am - 7.30pm. As an Apprentice you will receive on the job training 4 days a week plus attend a Catering College 1 day a week.

Salary:

£18,000 - £20,000 per annum depending on apprentice age and experience

Reporting To:

Head Chef

JOB PURPOSE

- To produce meals and services at the required times and to the highest possible standard of presentation and food quality whilst ensuring all Food Hygiene and Health & Safety legislation is carried out.
- To develop the skills required as a Commis Chef through undertaking on the job training and catering college.

DEPARTMENT OVERVIEW

As a leading independent boarding school, we take pride in everything that we do, including the delivery of nutritious, delicious, and well-presented meals to our pupils, staff, parents, and visitors.

With a kitchen brigade of 15 which includes Chefs, Commis Chefs, Kitchen Assistants and Catering Stores staff, our catering department runs an in-house, fully catered service for pupils and staff, serving breakfast, lunch, afternoon tea and supper, 7 days a week during term time. We are a busy and committed team, providing meals to around 560 pupils and 450 staff. In addition, we hold numerous hospitality events and formal dinners throughout the year.

We work hard to provide professional development, and we work closely with suppliers to arrange visits, culinary development opportunities and insights to industry. Recent opportunities have included visiting a 5* hotel, attendance at the Taste of London food festival, and culinary sessions with our suppliers. We have also been very successful with apprenticeships, so far have trained a Level 4 Chef Management apprentice and two Level 2 Commis Chef apprentices.

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All food must be covered and dated



Main Duties & Responsibilities

THE DOWNE HOUSE DNA

The Downe House DNA weaves the fabric that binds our community together as one. These qualities resonate within every Downe House pupil and staff member, epitomising the essence of the education we want to provide our pupils and the culture at Downe House.

- Compassion
- Collaboration
- Resilience
- Creativity
- Aspiration
- Communication
- Outward Looking
- Digital Ready

These are threads that run through everything we do whether you are a Downe House pupil or a member of staff.

- To work as part of the kitchen brigade and assist the Head Chef and Sous Chef in the day to day running of the kitchen to the required standard.
- Be receptive to training and guidance during your development as a Commis Chef. Complete on the job training and self-directed study to meet the requirements of the apprenticeship programme.
- Maintain a consistently high standard of fresh food, with regards to content and presentation.
- Ensure that the food is prepared to the correct recipe standard and production requirements as directed by the Head Chef.
- Ensure that the food is presented and served at the correct service times.
- Maintain communication during service times with the front of house team in order that food levels are correct.
- Follow all Health and Safety, hygiene and Food Safety Regulations in the kitchen, including reporting any incidents of accident, fire, theft loss, damage, unfit food, or faulty equipment to the Head Chef or Duty Manager.
- Ensure that all food and equipment temperatures are recorded, and any discrepancies reported to the senior chef on duty.
- Maintain the highest standards of cleanliness in the kitchen.
- Have a flexible and professional approach to work.
- Communicate effectively with other teams and departments when required.
- Ensure that all food wastage is correctly recorded during your shift and referred to for future reference.

“I benefited hugely from the coaching and mentoring that was available to me. Whilst Downe prides itself on seeking the best possible route for each student, I concur that is true of their approach to their staff as well.”



Downe House is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times. Appointed candidates will be subject to an enhanced DBS check and an online social media check.

We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.

Person Specification

ESSENTIAL

- A passion for food, hospitality and a creative flair.
- Keen to learn and develop the skills and knowledge required for the role, open to guidance and feedback from others.
- GCSE English and Maths Grades A-D/ 3-9 (or equivalent).
- Highly professional work ethic and commitment to the role and department.
- The ability to work as part of a team.
- Excellent communication skills.
- Flexible approach to the type of work undertaken and the hours worked due to the operational demands of the school.
- A proactive approach to work.
- Excellent organisational skills – able to organise own workload.
- Good judgment, be able to show initiative/common sense.
- Be able to meet Health and Safety requirements and guidelines.
- Ability to work unsupervised and on own initiative, quickly and calmly under pressure.
- A commitment to safeguarding and promoting the welfare of all pupils.

How to apply

Application:

Download an application form from our website [Vacancies - Downe House School](#) It is important that all sections of the application form are completed accounting for any gaps in employment and providing full details of your education.

Return the completed Application Form, together with a covering letter and / CV if you wish, to recruitment@downehouse.net.

If you require any further information, please contact the HR Department on 01635 204712.



Inspiring girls



Downe House

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www.downehouse.net

