





# CATERING AT THOMAS'S CLAPHAM

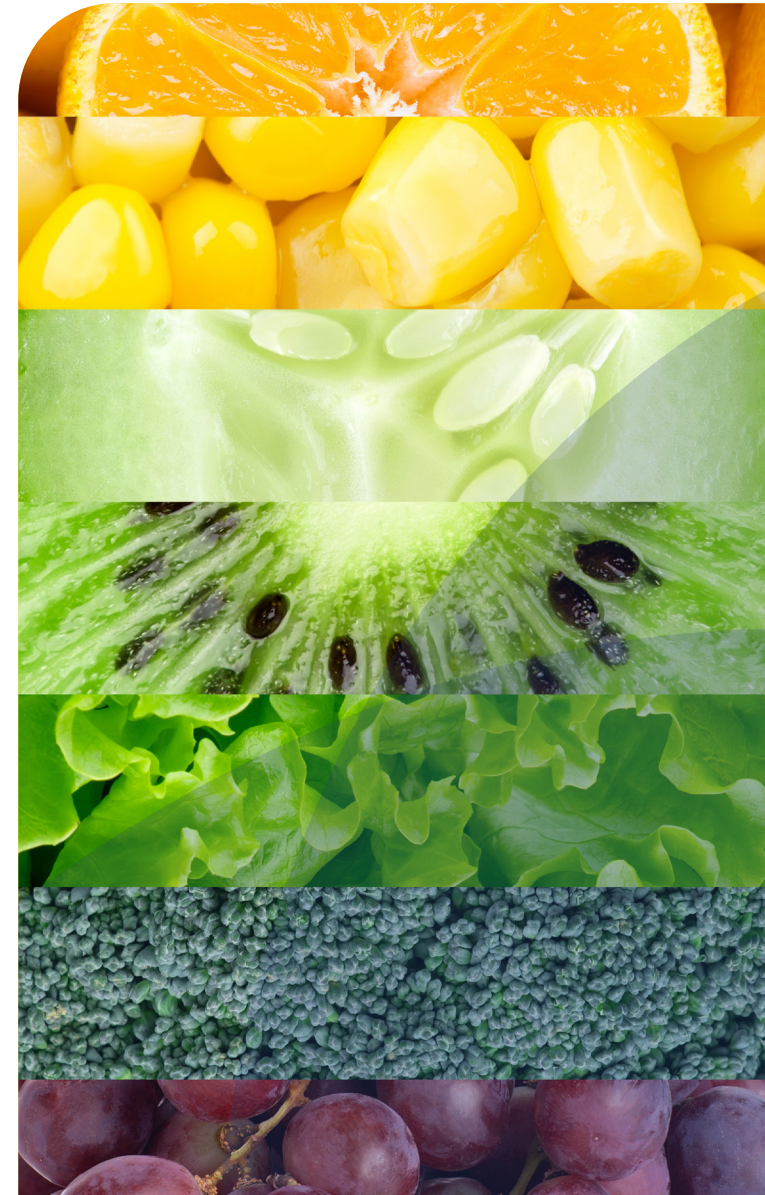
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Catering at Thomas's London Day Schools is overseen by Mark Newman, Catering General Manager, across the group of schools.

The Catering Team at Thomas's Clapham consists of four chefs and fourteen catering staff who are all overseen by the Chef Manager who reports to the Catering General Manager.

The Catering Team are integral and highly valued members of the school community. The team delivers over 750 high quality and healthy morning snacks and lunches each day to staff and pupils. We understand that lunch is an important part of the day for growing children and this is reflected in the all-round care taken by the Catering Department to provide a healthy, balanced and nutritious daily meal.

Lunches are currently served across three dining halls. However within the Estates Masterplan there is an intention to create a dedicated dining hall and renovate kitchen facilities.



# BACKGROUND & CONTEXT

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Thomas's London Day Schools educates over 2000 children at four schools – Thomas's Battersea, Thomas's Clapham, Thomas's Fulham, and Thomas's Kensington, and in one kindergarten in Battersea. Thomas's Academy, formerly New King's Primary School, joined the Thomas's family of schools in September 2015.

Thomas's was founded as a kindergarten in a Pimlico church hall in 1971 by actress and mother Joanna Thomas. Six years later Joanna and her husband David founded a school for older children in response to the success of the kindergarten and a growth in demand for quality day school places in London. In 1977 the first Thomas's, initially known as Kensington Court Lower School, opened in Cadogan Gardens.

By offering an education for both boys and girls with high academic aims, along with a broad curriculum taught by energetic teachers, the school went from strength to strength. It eventually expanded and multiplied becoming a group of schools which is internationally recognised as a beacon of excellence in prep school education.

Thomas's Clapham opened in 1993 on the site of the former Clapham County Girls' School on Broomwood Road between Wandsworth and Clapham Commons. By then, Thomas's Kensington had opened in 1981 and the original Thomas's had moved to larger premises and become Thomas's Battersea in 1989. Thomas's Kindergarten had opened nearby in 1992.

Thomas's Fulham opened in 2004. Joanna and David Thomas retired from the active management of the group in 1999. Thomas's is now run by their sons Ben and Tobyn.

In September 2021, Thomas's will open its first senior school taking pupils up to the age of 18.

There are currently 647 children aged from 4 to 13 on the roll at Thomas's Clapham which is the biggest school in the group. Demand for places at the school is considerable with most children arriving in Reception. Around 20 join in Year 7 from Thomas's Fulham. One class leave for London day and boarding schools at the end of Year 6. The majority stay until Year 8. Approximately 70% go on to boarding schools.

The school was recognised by Ofsted as Outstanding in each category in February 2018.

Mr Phil Ward has been in post as Headmaster since September 2012. He was previously Headmaster of Feltonfleet in Cobham for 12 years.





# JOB SPECIFICATION – CHEF MANAGER

We are passionate about every aspect of catering and are looking to appoint someone who wishes to join us on this journey of improving the next generation's health and wellbeing. This is a genuine opportunity for a lively and dedicated individual with a sense of humour, adaptability and commitment to team work along with a real sense of passion and flair for providing outstanding food to join one of London's top co-educational preparatory schools.

## Accountable:

- To the General Catering Manager

## Responsible:

- For delivering over 750 high quality morning snacks and lunches, managing a team of four chefs, having a strong 'front of house' presence and managing fourteen catering staff

## The Ideal Candidate:

- Educated to City and Guilds, NVQ Level 1/2, with Food Safety and Health and Safety at Level 2, and relevant Risk Assessment and HACCP knowledge
- Hospitality expertise will be essential as the school prides itself on the numerous amounts of high quality functions during the day and into the evening
- Three years management experience with strong people skills and a proven record to communicate at all levels
- A good understanding of financial controls, ordering within budget, staff rotas and function scheduling
- A proven ability to work in all aspects of the kitchen and front of house ensuring high standards of cuisine, Health and Safety and best practice
- Excellent relationship building skills

# TERMS & CONDITIONS

Normally working an average of 40 hours per week Monday to Friday with evening functions as and when required.

The salary will be negotiable within the range of £32,000 to £34,000 according to experience and qualifications. The successful candidate will receive annual reviews, contributory pension scheme and continued professional development.

The Holiday entitlement is a minimum of six weeks holiday, plus bank holidays. Holidays may not be taken during term. Catering staff are given set holiday dates during the summer holidays, Easter, Christmas breaks, along with half terms.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with the Disclosure and Barring Service (DBS) and the Prohibited from Teaching or Management lists.

The successful applicant will be required to complete a self disclosure Medical Questionnaire.

The appointment is subject to satisfactory references, security checks, proof of identity and qualifications and a medical report.



# APPLICATION PROCESS

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For a full description of the post and an application form, please go to the Thomas's London Day Schools website <https://www.thomas-s.co.uk/our-schools/clapham/staff/working-at-thomass-clapham> or e-mail [recruitment@thomas-s.co.uk](mailto:recruitment@thomas-s.co.uk).

The closing date for applications is  
Friday 8<sup>th</sup> November 2019

Interviews will take place w/c  
Monday 11<sup>th</sup> November 2019

**This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.**

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.**

**The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies 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, he/she must report any concerns to the school's Safeguarding Officer or Deputy.**

