



Mill Hill Schools

Educating pupils aged 3 - 18
Instilling values, inspiring minds

Unit Chef

Candidate Information Pack



INTRODUCTION

The Unit Chef will assist with the production and service of food according to required standards while maintaining correct levels of food safety and health and safety.

Closing date for applications: 9:00am on Friday 29 August 2025

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Contract Type

PERMANENT, FULL TIME

Reporting To

FOUNDATION HEAD CHEF

Liasing with

FRONT OF HOUSE STAFF &
KITCHEN PORTERS

Hours

40 HOURS PER WEEK, 5 DAYS
PER WEEK, ON A 3 WEEKLY
ROTA (INCLUDES SOME
WEEKENDS)

Pension

CONTRIBUTORY STAKE-
HOLDER PENSION SCHEME

Salary

£37,440.00 PER ANNUM

MILL HILL SCHOOLS

Mill Hill Schools was founded in 1807, when its founders wisely chose its location on the top of a hillside for its fresh air, safety and natural beauty. Mill Hill's family of schools offer co-education from ages 3-18.

Grimsdell, Mill Hill Pre-Prep is a day school for pupils aged 3-7.

Belmont, Mill Hill Prep is a day school for pupils aged 7-13.

Mill Hill School and Mill Hill International are boarding and day schools for pupils aged 13-18.

A part of the Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



JOB DESCRIPTION

Key Tasks:

- Ensure that appropriate methods of cooking and presentation are used to maintain the highest standards of production and service
- Ensure that legal & Foundation regulations regarding hygiene, health and safety are complied with
- Assist with maintenance of goods received system to ensure statutory and quality standards are maintained
- Assist with the monitoring of production and wastage
- Promote a friendly working relationship with colleagues
- Promote a good Foundation image to customers and guests and use positive customer service practices
- Assist with the implementation of cleaning schedules to agreed standards.
- Assist in pre service briefing of colleagues with regard to dish content, portion sizes, service utensils and accompaniments
- To prepare all food with due care and attention, particularly in regard to customers' special dietary requirements: for example, nut, dairy or wheat allergies
- To undertake Foundation calendared and non- calendared special function duties outside the normal routine but within the scope of the position and the department's activities. The payment for these tasks is within the framework of your annual salary
- To promote recycling in line with Foundation expectations

Irregular Duties:

- To assist as required at Foundation special/ commercial functions e.g. weddings, some of which may occur outside normal working hours. These may be subject to additional pay
- To report any complaint or compliment and take action if at all possible
- To report any incident of accident, fire, theft, loss, damage and take action as may be appropriate or possible
- To attend meetings and courses, as required

PERSONAL SPECIFICATION

Qualifications:

- Literate & Numerate
- Basic Food Hygiene Certificate (Desirable)
- 706/2 or NVQ2 chef qualification, or equivalent (Desirable)

Specific Skills:

- Good interpersonal skills and ability to communicate effectively with customers, clients, and staff
- Ability to work well under pressure

Experience:

- Previous catering experience (Desirable)

Personal Qualities:

- Ability to achieve performance criteria, with particular regard to hygiene
- Positive approach to learning in role
- Self-motivated
- Sense of own initiative
- Ability to work effectively as part of a team
- Flexible approach to role

HOW TO APPLY

1

If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application **by Friday 29 August 2025**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.



Mill Hill Schools. A part of the Mill Hill Education Group.



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millhill.org.uk

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