Heartlands High School

SEARCH Education Trust
Strong, Sustainable, Successful Schools



Job Pack

Chef

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November 2023

Dear Applicant,

I am delighted that you have chosen to apply for a post with SEARCH Education Trust. We are a family of schools focused on positively transforming the lives of our students! We believe passionately in the power of 'stronger together'.

The SEARCH Education Trust is founded upon the following principles:

- **Subsidiarity** - the Central Trust performs only those functions which are better undertaken together to improve quality, efficiency and sustainability;
- **Empowerment** – of schools and young people to overcome the disadvantages resulting from background, personal circumstances or characteristics; helping them to become leaders and courageous advocates of justice, fairness and equity;
- **Autonomy** – which is aligned and accountable within a framework of shared understanding and which balances freedom and independence, with unity of purpose;
- **Resilience** – the ability to adapt and recover quickly from challenging situations and see problems as opportunities to build something better;
- **Community** – a focus on people working together for the good of each other, celebrating difference and diversity and seeing the humanity which unites us all;
- **Honesty** - the quality of being open and transparent which enables good listening, fosters mutual trust and supports good decision making.

This form part of our SEARCH vision which is at the heart of our community, provides a space within the wider education system where schools can come to work together, to grow and flourish.

I have been a proud member of the trust for 14 years and am excited to now have the privilege of leading our group of strengthening and growing schools.

Choosing the SEARCH Education Trust means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your talents whatever they may be and be looked after in your journey. We look forward to receiving your application.



Yours Faithfully

Mrs Elen Roberts
Executive Headteacher
For and on behalf of SEARCH Education Trust

Job description

Post	**Chef**
Grade	**Scale 5 point 12 to 15 Actual salary £32,612.76 to £34,140.61**
Contract	**Permanent**
Hours	**Flexible as the service demands with a working week equating to 40 hours for 43 weeks a year. (Usual hours: 7.00am-3.30pm, 30 minutes break per day). After school events such as Parents Evenings, Open Evening, award events etc. A later start and finish may be expected for these.**
Responsible to	**Catering Manager**
Responsible for	**The production and development of the food and beverage services at school whilst meeting customer expectations and good and hygiene standards. Preparing high-quality food. Should be able to delegate tasks to kitchen staff to ensure that food is prepared in a timely manner to a high standard that is compliant with Government guidelines.**

Overall Objectives

Chef responsibilities include studying recipes set by the Catering Manager, setting up menus and preparing high quality food. Help support in the delivery of the highest possible standards of food and service to pupils, staff and customers at all services at all times within pre-agreed budgetary targets. This will be achieved by supporting the Catering Manager and Chefs in the management and delivery of the catering operation.

To continuously develop the catering service at school through the introduction of innovation and interest, being mindful that all new innovation must be to the benefit of the health and well-being of the pupils and the promotion of a healthy well-balanced lifestyle. This will include being able to modify recipes to reduce salt, sugar and fat.

Choose ingredients and design menus based on the seasonal availability of food items. Creates unique dishes that inspire both students and staff to come back again and again to see what is new in the restaurant.

Responsibilities:
Supervise, delegate and assist in the support of the whole team in ensuring that all food is prepared to a high standard and compliant with Government guidelines. This includes breakfast, morning break, salads and sandwiches as well as the main food production.
Identify any training needs within the team and bring to the attention of the Catering Manager.

Chef Job Duties:

- Employs food safety best practices and supports other chefs to ensure that all kitchen staff members do the same
- Acts with appropriate caution in a dangerous environment where there are knives and high-temperature surfaces
- Selects choice ingredients that will give dishes the best flavour
- Experiments alongside other chefs and catering manager to come up with new specialties that will draw both students and staff into the restaurant

- Help Catering Manager in devising seasonal four weekly cycles of varied and interesting menus on a termly basis that incorporate seasonal produce and that are suitable and meet the diverse needs of students, staff and guests within the school. This should also include any hospitality requests. To also include specific dietary requirements.

- Order all items required for the production of these menus as well as other expense items (e.g., kitchen cleaning material and disposables)

- To ensure that all aspects of food and nutrition in school promote health and wellbeing of pupils, staff and visitors to the school. Being aware of current trends and legislation regarding food and food safety. Attending relevant training sessions.

- Monitor and track covers of break and lunch service to assess trends
- Menu planning and and ordered to ensure best value is being delivered
- Coaches the chefs and other members of the kitchen staff, so they perform at their best
- Determines how much food to order and maintains an appropriate supply at the restaurant
- Keeps up with trends in cooking and the restaurant business to ensure that customers have a positive experience
- Works quickly and accurately, ensuring that a high standard of food production is maintained across all sections of the kitchen. Mindful that all food must be ready and on the counter, fridges etc. by 12.35am every day
- Takes on extra duties, such as cleaning, when the kitchen is short-staffed or the restaurant is particularly busy
- Takes direction and works with the catering manager and Director of Operations/Head Teacher
- Weekly stock take on a Friday of dry store, fridge and freezers

The Heartlands High School motto is SEARCH for Success, and we would welcome a candidate who is able to promote these steps to success:

School Matters
Effort
Achievement
Responsibility
Citizenship
High Aspirations

Please note that there is flexibility in the approach to achieving our shared vision for this school and that the above specification is not definitive.

Key Organisational Objectives

The postholder will contribute to the SET objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Trust's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned.

Safeguarding Children

SEARCH is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date Signed: …….

Signature of Postholder: ……...

Name of Postholder: ……...

Person Specification

	Essential	Desirable
Skills		
Personal		
Evidence of Catering Qualification (E.g. NVQ and or City and Guilds level 1, 2 and 3 required, or equivalent)	✔	
Proven work experience as a Chef	✔	
Hands-on experience with various kitchen equipment (E.g. Rational ovens and Bratt Pan)	✔	
Advanced knowledge of culinary, baking and pastry techniques	✔	
Advanced knowledge of volume catering and hospitality events	✔	
Leadership skills	✔	
Ability to remain calm and undertake various tasks	✔	
Excellent time management abilities	✔	
Up-to-date knowledge of cooking techniques and recipes	✔	
Employs food safety best practices and makes sure that all kitchen staff members do the same	✔	
Operational		
Follow systems and procedures in all operational areas in order to monitor, maintain and improve upon the standards of the product and service as agreed	✔	
Interact with customers at every service period ensuring that the service running is smoothly and that the customers are happy with the service they are receiving	✔	
Follow a set of pre-service checklists that ensure that all areas, whether within the main dining room or at a function, are fully sourced and ready for the service to commence	✔	
Promote exceptional standards of customer service, ensuring that all services, whether core feeding or hospitality, operate in a friendly, smooth and efficient manner at all times	✔	
Help ensure with that all members of the kitchen team are aware of their duties throughout the day, especially during service periods, and that the kitchen team work very closely together during these periods to ensure that they run as smoothly as possible	✔	
Ensure that all areas are spotlessly clean at all times and that appropriate cleaning schedules are in place, completed and archived	✔	
Alongside catering manager and chefs, be responsible for all legislative requirements including health, safety, fire and hygiene legislation	✔	
Alongside the Catering Manager and other chefs, manage staff welfare, morale, development and training	✔	
Communication of all relevant information to staff	✔	
Ensuring Health and Safety of staff, students and general public within the catering operation. Reporting breakdown of equipment and structural repairs, including food safety hazards, break-ins and accidents and the completion of all relevant documentation	✔	
Ensuring equipment is maintained	✔	

Correct and safe use of all kitchen equipment	✔	
Cleaning and care of kitchen equipment	✔	
Ensure the security of the kitchen, including all storage areas	✔	
To undertake all specified duties in compliance with relevant food and safety legislation and to react to future amendments. To take all reasonable precautions and to exercise all due diligence to avoid breaches of legislation	✔	
Ensure the cleanliness of the kitchen at all times	✔	
Undertake financial administration of catering unit to include monthly stock takes, processing orders, budget monitoring etc.	✔	
Hygienic disposal of waste food etc.	✔	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✔	
Any reasonable request made by the Catering Manager	✔	
Attend and participate in relevant meetings as required	✔	

Heartlands High School, part of the SEARCH Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

Chef – Heartlands High School

Salary: Scale 5 point 12 to 15 Actual salary £32,612.76 to £34,140.62

Location: Haringey

Hours: Flexible as the service demands with a working week equating to 40 hours for 43 weeks a year. (Usual hours: 7.00am-3.30pm, 30 minutes break per day). After school events such as Parents Evenings, Open Evening, award events etc. A later start and finish may be expected for these.

Responsible for: The production and development of the food and beverage services at school whilst meeting customer expectations and good and hygiene standards. Preparing high-quality food. Should be able to delegate tasks to kitchen staff to ensure that food is prepared in a timely manner to a high standard that is compliant with Government guidelines.

Contract term: Permanent

Closing date: 10 a.m. on Friday 19th July

SEARCH Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted as soon as possible.

Interview Date: Monday 23rd July 2024

Start Date: 30th August 2024

Heartlands High School has the opportunity to invite a talented and ambitious Chef to help with the development of the catering service at school through the introduction of innovation and interest.

An ambitious and innovative professional, you will choose ingredients and design menus based on the seasonal availability of food items. Create unique dishes that inspire both students and staff to come back again and again to see what is new in the restaurant. So, join our team – and enjoy the support you need to make that difference. Bring your talents to Heartlands High School

We can offer you

- A very positive working environment
- Collaborative colleagues

We are driven by ambition: a clear desire to deliver results as we combine our strong ethos and culture. We're also committed to providing first-rate training and development to all our teaching staff and support staff, plus excellent career advancement opportunities within this evolving Trust. You'll find high expectations here too. We expect the kind of exemplary behaviour that allows our

teachers to do their jobs as effectively as they can.

With state-of-the-art facilities, Heartlands High School is oversubscribed and a first-choice school for parents and students in the local community. Our intake is diverse and is a real reflection of the community that we serve. Our ethos is captured in the acronym SEARCH; School Matters, Effort, Achievement, Character and High Aspirations. These values drive all we do and are core to our success. Our aspirations for this community are high and we want our students to have access to the very best education.

If you would like to find out more about the position, we would love to talk to you.

For further information, please contact our HR department at HR@searcheducationtrust.com

Completed application forms must be submitted via TES by 10 a.m. on. Friday 19th July 2024. Interviews to be held on Monday 23rd July 2024.

NB: Please note that in line with the new Keeping Children Safe in Education updates, an online search will be conducted as part of our due diligence checks on all shortlisted candidates. CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school.
Applications may be considered whilst the posts are being advertised.