



Downe House



CANDIDATE INFORMATION PACK
KITCHEN ASSISTANT

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 proving educational excellence in a framework which was relaxed but structured. With over 550 pupils, approximately 30% of whom are international students, Downe House lives out the message that "each individual matters", 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 a 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 girls. Many of the girls are boarders and they live in one of the twelve 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 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 the Global Teacher Exchange program, with our partner school in Australia. Selected pupils can also attend international schools 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.



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 400 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 worthwhile and really do make a difference. We believe in supporting and valuing our staff.

“The School acknowledges the importance of nurturing its teachers 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



FLU VACCINATIONS

annual on-site free vaccinations



FREE MEALS

daily nutritious & delicious meals



EMPLOYEE REFERRAL REWARD

£300 for successful referrals



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 104 acre estate

The position

KITCHEN ASSISTANT

Start Date: Immediately

Contract Type: Permanent Full Time Position

Hours: 37.5 hours per week. Shift Pattern: 12pm – 8pm, 5 days out of 7 Monday – Sunday, 39 weeks a year (term time plus 5 weeks).

Benefits: We offer a competitive salary, generous pension scheme, plus free meals, to name but a few of the benefits available to you.

We offer you the opportunity to live and work in a beautiful rural area.

Reporting To: Head Chef

JOB PURPOSE

- To support the production of meals and service at the required times, working to the highest standards of presentation and quality.
- To ensure that all Food Hygiene and Health & Safety legislation is adhered to.

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 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 and have had a Level 4 Chef Management apprentice and two Level 2 Commis Chef apprentices.



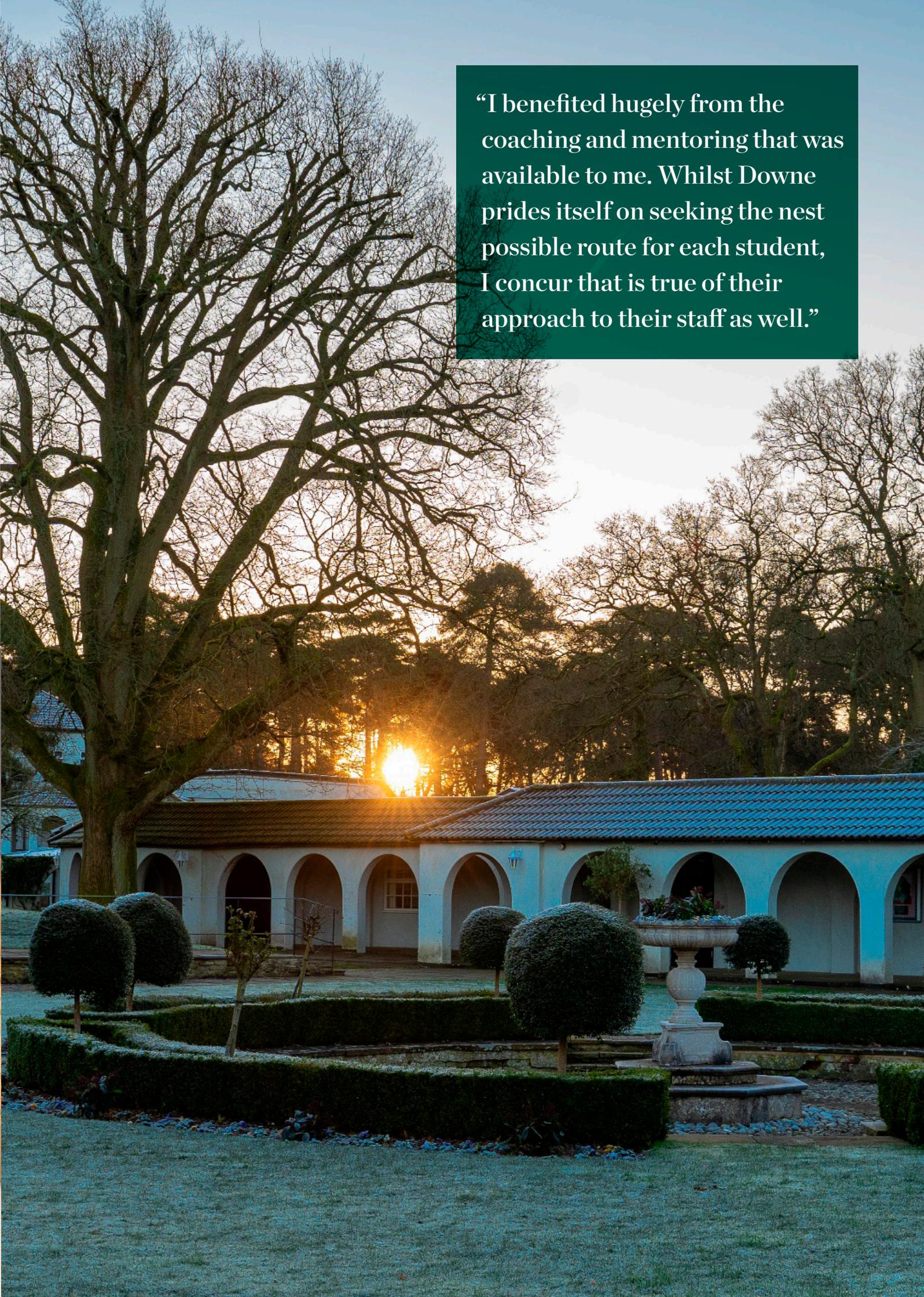
Inspiring girls

MAIN DUTIES AND RESPONSIBILITIES

- To maintain a consistent high standard of fresh food, with regards to content and presentation.
- To assist in the day to day running of the kitchen, supporting the Chef De Partis with food production and service to the required standard.
- To deliver the production of all packed meals as directed by the kitchen management team.
- To support the production of all cold buffet services as directed by the kitchen management team.
- Be responsible for the preparation, service, quality, quantity and variety of food served in the Deli Bar as directed by the Head Chef. Be involved in developing the products and dishes on offer.
- Be responsible for allergen information and date labelling of produce for the Deli Bar and any other areas you are working.
- To ensure that the highest standard of cleanliness is maintained within the kitchen.
- To ensure that Health and Safety, Hygiene and Food Safety Regulations are followed in the kitchen including reporting any incidents of accident, fire, theft loss damage unfit food or other irregularities including faulty equipment to the Head Chef or Duty Manager.
- To ensure a high standard of personal performance, hygiene, appearance and cleanliness at all times.
- To ensure that all food wastage is correctly recorded during your shift and referred to for future reference.
- To attend training sessions and meetings when required and to operate in line with the training or information received.



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



Person specification

ESSENTIAL

- ✔ Previous experience of working in a similar role
- ✔ Previous experience of catering for large numbers
- ✔ Be competent in handling kitchen knives and using industrial kitchen equipment
- ✔ Be able to understand food safety data and food labelling
- ✔ Excellent communication skills
- ✔ Ability to work as part of a team
- ✔ Proactive approach
- ✔ Excellent organisational skills - methodical in organising all workloads and individual tasks
- ✔ Ability to work unsupervised and on own initiative, quickly and calmly under pressure
- ✔ To be able to adhere to Health and Safety requirements and guidelines
- ✔ Be committed to safeguarding and promoting the welfare of children and young people.

DESIRABLE

- ✔ NVQ or City & Guilds Culinary qualification

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.



Inspiring girls



Downe House

Downe House
Cold Ash, Thatcham
Berkshire, RG18 9JJ

www.downehouse.net



The Downe House Podcast is available
on all major podcast platforms