



**TERRINGTON HALL**  
PREP SCHOOL

## Job Description

### *CHEF*

<b>Department:</b>	<b>Catering</b>
<b>Hours:</b>	The appointed person will be expected to work on a full time, term time only basis for 40 hours per week, plus 10 working days during school holidays by arrangement with the Bursar
<b>Salary:</b>	
<b>Report to:</b>	Bursar
<b>Job Purpose:</b>	To support all catering operations at Terrington Hall School ensuring the delivery of high-quality, efficient, and effective catering services. This role demands strong communication and organizational skills, alongside a solid understanding of food safety, food preparation and service. The chef will sometimes deputise for the Head Chef in leading the catering team, consistently upholding high standards in food quality, service, and presentation.
<b>Key Responsibility/ Accountability</b>	<b>Kitchen Operations</b> <ul style="list-style-type: none"><li>• Assist in the smooth running of the school kitchen and support school catering functions</li><li>• Prepare, cook, and serve meals and beverages under the direction of the Catering Manager</li><li>• Contribute to menu planning to ensure variety, nutrition, and dietary requirements are met</li><li>• Assist with ordering supplies and maintaining appropriate stock levels</li><li>• Deputise for the Head Chef when required, ensuring continuity of kitchen operations</li><li>• Open and close the kitchen and dining room independently, ensuring all procedures are followed for security, safety and hygiene</li></ul> <b>Food Preparation &amp; Service</b>

	<ul style="list-style-type: none"> <li>• Set up the dining and service areas, including tables, trolleys, and serving stations</li> <li>• Serve food efficiently in a clean, hygienic environment</li> <li>• Maintain high standards of hygiene and cleanliness in all catering areas</li> <li>• Load/unload dishwashers and clean kitchenware, equipment, and surfaces</li> </ul> <p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Always Follow Health and Safety and food hygiene regulations</li> <li>• Report defective equipment, food safety concerns, or hazards to the Catering Manager</li> <li>• Ensure safe and appropriate use of catering equipment and report faults</li> </ul> <p><b>Teamwork &amp; Communication</b></p> <ul style="list-style-type: none"> <li>• Work closely with the Catering Manager, Bursar, Headmaster, and wider school staff to ensure effective service</li> <li>• Maintain confidentiality and follow school policies on Data Protection and Information Security</li> </ul> <p><b>Training &amp; Development</b></p> <ul style="list-style-type: none"> <li>• Take part in relevant training and development to support professional growth</li> <li>• Stay informed about updates in catering, cleaning, and housekeeping procedures</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Complete routine administrative tasks accurately and promptly as required</li> </ul> <p><b>General Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Contribute to a safe, inclusive, and welcoming environment for all</li> <li>• Carry out any other duties in line with the role, adapting to changing school needs</li> <li>• Always uphold the school's values, policies, and procedures</li> </ul>
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<p><b>Additional Elements:</b></p>	<p><b>Child Protection and Safeguarding.</b> Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child related. This means that they should consider, always, what is in the best interests of the child.</p> <p>You must comply with Terrington Hall School’s Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.</p> <p>A safeguarding induction and ongoing safeguarding training will be provided.</p>
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<p><b>Person Specification</b></p>	<p>The successful candidate will demonstrate a combination of relevant qualifications, experience, and personal qualities aligned with the values and ambitions of Terrington Hall School.</p> <p><b>Qualifications &amp; Training</b></p> <ul style="list-style-type: none"> <li>• Commitment to ongoing professional development (e.g., CPD, training in legislation and best practices)</li> <li>• Willingness to attend staff meetings and participate in performance reviews</li> </ul> <p><b>Experience &amp; Knowledge</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Proven success in a similar role within a catering environment</li> <li>• Advanced culinary skills, including menu planning and food preparation</li> <li>• Strong knowledge of food safety regulations, HACCP principles, and catering compliance</li> <li>• Understanding of school financial environments and budgetary constraints</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience catering for a variety of events (e.g., large gatherings, school functions)</li> <li>• Creative menu development and awareness of evolving trends</li> <li>• Educated to a high level with relevant catering qualifications</li> </ul> <p><b>People Skills</b></p> <ul style="list-style-type: none"> <li>• Work well in a team</li> <li>• Good organisational skills with the ability to delegate and prioritise</li> <li>• Clear goal setting and effective time management</li> <li>• Ability to handle challenges and make sound decisions in a fast-paced setting</li> </ul> <p><b>Communication &amp; Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Ability to build strong relationships with pupils, parents, colleagues, and external partners</li> <li>• Able to collaborate effectively across departments</li> </ul> <p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• Positive, proactive, and solutions-focused attitude</li> <li>• High levels of energy, enthusiasm, and commitment to the school's success</li> <li>• Role model of the school's values, acting with honesty and integrity</li> <li>• Flexible and adaptable, able to work evenings/weekends as needed</li> </ul> <p><b>Safeguarding and welfare of children</b></p> <p>The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with, will be to adhere to and always ensure compliance with</p>
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the Schools' Child Protection Policy Statement. If while carrying out the duties of the post the role holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's DSL or the Headteacher.

Terrington Hall School is committed to safeguarding and child protection and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to appropriate vetting procedures and a satisfactory Enhanced DBS with Barred List check.