

## **Commitment to Safeguarding**

As Badminton School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. The cost of application will be met by the School.

Badminton School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and are required to adhere to the School's Safeguarding Policy and related procedures. 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 or she must report any concerns to the Designated Safeguarding Lead or other appropriate person as set out in the Policy.

All posts in the School are offered subject to the receipt by the School of satisfactory references, verification of qualifications cited by candidate and proof of a right to work. As these checks can take some time to complete, candidates are advised to disclose any possible impediment to appointment at the time of interview, as failure to do so could result in an appointment not being confirmed, or being rescinded. All appointments in the School are offered subject to the completion of a satisfactory probation period.

## **The School**

Badminton is a leading independent school for girls. Founded in 1858, the school occupies an attractive 15 acre campus in the north-west of Bristol and admits girls from age 3 - 18. There are approximately 330 girls in the Senior School, which can accommodate up to 200 boarders. In the Junior School there are 130 girls, the majority of whom are day pupils.

As a Boarding School, Badminton operates a busy campus seven days a week and all support services and departments therefore work on all seven days to provide a full support service to pupils and staff. Campus facilities are extensive, enhanced hugely by the completion in 2018 of our new state of the art Sports Centre. During the School holidays, the campus is used for a wide range of educational and commercial activities and this results in an all year round operation.

## **The School's Vision and Values:**

"Badminton provides the best preparation for girls living and working in a global society"

### **Values:**

- To provide an education which nurtures intellectual curiosity and which is challenging and fun, balancing academic excellence with fulfilment of individual potential in the arts, sport and extra-curricular activities.
- To provide pastoral care which teaches respect and tolerance for the whole community and requires each girl to take responsibility for herself and others. To create opportunities for every girl to make a contribution to the well-being of the School and genuine mutual support.
- The international mind-set of the School aims to create an awareness of the needs and concerns of society at local, national and global levels.
- Badmintonians leave the School as curious, confident and courteous individuals who will thrive in a competitive, global society.
- Badminton respects the past and looks to the future, ensuring good stewardship of the Badminton name, the campus and the School's world-class reputation.

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## **The Department**

The Catering Department provides meals throughout the week in the School's Dining Rooms and also provides in-house catering and hospitality for functions, events and activities across the campus. Pupils are in School for approximately 35 weeks in each year and are provided with three meals and two breaks every day (including, for boarding pupils, at weekends). The School remains open for holiday activities and for staff throughout the year and so a meal service is also required during School holidays.

The Catering Department consists of approximately 20 staff who support all internal dining for the pupils, all hospitality events and the catering requirements for any external letting or holiday activity business during School holiday periods. There is also an expectation that shifts should be altered to oversee service in the evenings, weekends and outside of normal service periods.

The Sous Chef role focuses on providing high quality fine dining for special events taking place at the school as well as general day to day food production, kitchen & Front of House management and direct communication with Senior Staff at the School and Junior School.

## **Aim of the role**

The Sous Chef plays a vital role in the delivery of a quality catering service for special events as well as high quality day to day service for pupils, staff, parents and visitors.

The principal focus of the role is assisting the Head Chef in the planning, preparation, cooking and serving of meals and refreshments for the schools pupils and visitors. The post holder will deputise for the Head Chef when required and is responsible for the management of the kitchen in the absence of the Head Chef.

The role also carries a responsibility for the supervision of duty staff and the management of the catering and housekeeping functions during specified shifts, in order to support the delivery of a quality hospitality service to our internal and external customers. The post-holder will be expected to be flexible and to use initiative in identifying and resolving any matters that may arise when the post-holder is on duty.

## **Accountability**

All staff are accountable to the Deputy Head (Academic) on academic matters, to the Deputy Head (Pastoral) and Designated Safeguarding Lead on matters of welfare and discipline, to the Deputy Head (School Management) and to the Director of Finance and Operations on financial matters and ultimately to the Headmistress.

The Sous Chef is line managed by the Head Chef.

## **Catering Duties:**

- To assist in the responsibility for the ordering, delivery, storage, stock rotation, preparation, cooking and serving of menu items to the satisfaction of the customer, within budget and to the required hygiene and safety standards.
- To design creative, new menus for events. Ensure presentation of dishes is at the highest standard and train other chefs in the kitchen to this standard.
- To assist the Head Chef in producing menu cycles that is nutritionally balanced, interesting, varied and appreciated by the School customer. Menu cycles must be reviewed frequently (at least once per term) in order to reflect changes in season, cost and customer response.
- The supervision of the servery operations at mealtimes, including storage of meals, presentation of food, resupply from kitchen and service of meals, clearing away and cleaning.

- Ensure best use of staffing for each shift. Liaise with the Front of House Manager and take appropriate action in the event of any unexpected changes to planned staffing.
- Liaise with duty housemistress over late arrivals, any changes to normal timetables, ensure that all pupils and staff are provided with meals and provision made for any unexpected arrangements. Keep FOH team informed on status.
- Provide hands-on support where necessary.
- To take charge and provide bespoke hospitality services for any special events or functions specified by the Head Chef. To ensure appropriate co-ordination of staffing and resources for such events while maintaining the quality of service in the dining room.
- School lettings, including overnight residential stays, are catered for to the satisfaction of the customer.
- To take responsibility for the maintaining and improving of standards throughout the shift.
- Promoting effective lines of communications throughout the working environment.

#### **Housekeeping:**

- Ensuring that high standards of housekeeping are maintained throughout the kitchen, servery, the dining room and adjacent areas.
- Assist with the co-ordination of the department's waste and recycling disposal arrangements. Review processes and procedures.
- Assist with the responsibility for all reviews and repairs of catering equipment.
- Assist with the security of the kitchen and goods receipt and the safe storage of school master keys.
- To report maintenance defects to the Estates Department via use of recognised computerised systems.

#### **Administration and Accounting:**

- Assist on the procurement and accounting of any necessary food stock and resources for the upkeep of the school.
- Conduct and record monthly stock takes.
- Ensure stock levels of department items and consumables are kept at levels in line with the school needs.
- Assist in the management of day-to-day budgets.
- Ensure the confidentiality regarding information and disclosures of information relating to pupils and users of the school in accordance with the Data Protection act 1984.
- Assist in ensuring that the department complies with Health and Safety Law including COSHH and the preparation of risk assessments and records.
- Assist in maintaining accurate department records in order to remain compliant with latest legislation and guidelines.
- Assist with and respond to audits and inspections including the EHO visits.

#### **Specific areas of responsibility:**

- To provide high quality catering for internal and external events taking place at the school.
- To manage areas of specific responsibility as identified and delegated by the Head Chef.

#### **Other:**

- Be prepared to react to and execute any short notice tasks in support of the school.
- Carry out any other duty that reasonably falls within the general nature and level of responsibility.

**This is not an exhaustive list of tasks. This job description is subject to regular discussion and review. The post holder will be expected to adopt a flexible attitude towards these duties, which may have to be varied subject to the needs of the school.**

The Sous Chef must be a charismatic chef who is able to communicate a passion for food and for its preparation and presentation.

*Personal qualities*

- Strong culinary knowledge/expertise and skills
- Initiative to plan service delivery over the academic year and organise workloads for staff to meet service targets and objectives
- Strong leadership and management skills
- High level of organisational and administrative competency and high computer literacy;
- Ability to maintain close and harmonious relations with work colleagues at all levels;
- Successful and effective customer relations, communication and customer care skills;
- Good oral skills and a sound command of written English;
- Be a pro-active person of integrity, drive, energy and stamina;
- Ability to manage change and small development projects, for example relating to menu development, use of physical space, refurbishment etc.
- Be capable of showing initiative including the ability to think ahead and work flexibly without constant direction to deliver his/her outputs;
- Be responsive to advice and guidance;
- Be well groomed, of smart personal and professional appearance.

*Education and qualifications*

- Food hygiene certificate (at least intermediate)
- NVQ 2 in Catering or equivalent
- Willingness to gain a First Aid Certificate
- FSA Allergens certification (or equivalent)

*Experience*

- Working within a large scale catering service, which includes specialist and cultural specific diets
- Experience within a hospitality/fine dining environment is desirable
- Dealing efficiently and effectively with members of the public
- Planning menus and ordering food stocks relating to those menus
- Liaison with new and existing suppliers to secure excellent value for money
- Managing and monitoring budgets and following financial policies and procedures
- Leading and managing kitchen teams as a Sous Chef or similar capacity
- Working within school kitchens or similar environment is desirable but not essential

*Knowledge and understanding*

- In-depth knowledge of health and safety requirements when working in a school kitchen, determining and pro-actively writing risk assessments to mitigate a range of potential hazards
- Knowledge of healthy eating options, cultural and specialist dietary needs
- Detailed knowledge and understanding of current food standards and regulations
- Understanding of confidentiality and why this is important in a school
- To wear the uniform provided and maintain it to the required standard

In addition to the above, the successful applicant will be expected:

- To be supportive of the School's policies on Equal Opportunities;
- To be mindful of their personal responsibilities relating to Safety, Health and the Environment;
- To be mindful of the need to treat all sensitive information relating to pupils, fellow employees and the business of the School as confidential;
- To be accepting of the need to follow all other School policies and procedures as appropriate and relevant to their post

Candidates should complete and return the Application Form and letters of application addressed to the HR Manager, to reach the School by **9.00am on Monday 17<sup>th</sup> June 2019**. **Interviews will be held in the following week.**

All sections must be completed, including the names and addresses of two referees, one of whom should be your current employer (if applicable) and a full education and employment history.

All applicants will be asked the reason for leaving previous roles if this is not explained on the application form. Applicants will be asked to confirm that they have not been disqualified from working with children. Any gaps in employment will be explored at interview.

Please submit your application by email or on single-sided sheets of **A4** paper held together with a single paper clip (no staples) since multiple copies will be made. **We do not accept/review curriculum vitae so please do not enclose this.**

**It is School policy that we write for employment references during the selection procedure and we may approach any previous employers for information to verify particular experience or qualifications, before interview.**

We would be grateful if you could complete the monitoring form and return this along with your application. Please address your envelope **for the attention of the Human Resources Department** or email it to: [HR@badmintonschool.co.uk](mailto:HR@badmintonschool.co.uk)

**Please note that if you are unsuccessful at the interview stage we will not provide feedback on your performance.**

The School underwent an ISI Regulatory Compliance Inspection in April 2018; the full report is available via a link from our website [www.badmintonschool.co.uk](http://www.badmintonschool.co.uk) or from the ISI website [www.isi.net](http://www.isi.net). We hope that the report will enable you to understand more about Badminton School and encourage you to submit an application.

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Thank you once again for your interest and we look forward to receiving your application.

### **Salary**

Badminton operates its own pay scale. Staff joining Badminton School are assimilated on to the Badminton Scale at a point appropriate to their qualifications and experience and the post to which they are appointed. The School offers membership of a contributory pension scheme and has a contractual sick pay scheme.

The salary for this post will be in the range £19,000 to £24,000 per annum (pay award pending) subject to relevant skills and experience.

This is a full time role of 40 hours per week for 52 weeks per annum. Straight shifts, 5 out of 7 days with a mixture of day and evening work and flexibility to cover events.

The post-holder is entitled to 25 days paid holiday pro rata per annum in addition to statutory holidays (perhaps more for the right candidate if wishing to keep salary the same?); the holiday year runs from 1 January to 31 December. Bank holidays falling in term time (e.g. May Day) are normal working days (a day off in lieu is given). Annual leave should be predominantly taken during School holiday periods.

Notice period (following a probationary period of 6 months): 8 weeks.

**Other benefits**

- One free meal is currently available daily via the School Dining Room
- Free onsite parking
- Fee remission scheme for staff whose children attend the School
- There is limited but free access to the School's swimming pool and fitness suite
- Pension: The School operates a Royal London Group Personal Pension Plan. Salaried members of staff may choose to join this scheme, which is a contributory scheme to which the School will contribute 10% of your salary if you contribute 5% of your salary. Staff who do not wish to join the scheme at these contribution rates will be auto-enrolled (if eligible) in line with Government legislation (in which case the contribution rates will be 4% and 2% respectively).

**Offer of the Post**

The offer of a post will be made subject to satisfactory written references, health declaration and enhanced DBS check.

Further information about Badminton School can be found on the school website:

[www.badminton-school.co.uk](http://www.badminton-school.co.uk)

Thank you once again for your interest and we look forward to receiving your application.

June 2019