

CANDIDATE INFORMATION

Chef Manager

Westbrook Hay

ORA ET LABORA

Our mission is to develop academically successful, community minded, self-confident and well rounded individuals who are well prepared for their futures.

Westbrook Hay is a thriving co-educational independent day school. Pupils enjoy a broad curriculum, achieve excellent results and have the all-important confidence to succeed.

The school roll is currently at a record high of around 370 pupils and in September 2023 announced that it is growing its Senior Section of the school from Year 8 to Year 11 and will begin offering GCSEs. From September 2026 we welcomed our first Year 10 cohort.

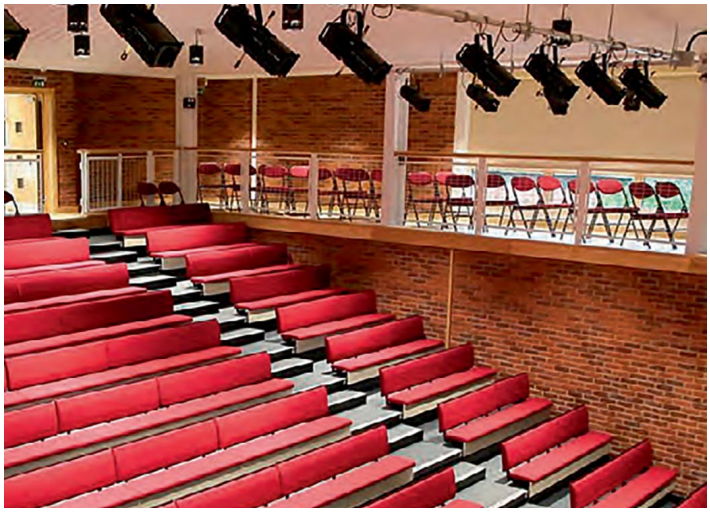
Our ethos is to be a welcoming, inclusive community that provides the best for, and expects the best from us all.

The school is well known locally for its warm and welcoming atmosphere. This is something we cherish and, even though we are potentially going to grow slightly in size, we do not want to lose this ethos. We believe our ethos separates us from larger competitor schools in our locality. This ethos is generated by the staff and their relationships with the pupils and parents. It has been regularly described as 'friendly and professional'.



Our History







Westbrook Hay School, founded in 1892 by Augustus Orlebar in Bedford, has evolved over 130 years, relocating and renaming itself multiple times. Originally a small establishment with just two pupils, it grew under successive leaderships and moved to its current location at Westbrook Hay in 1963. It transitioned from a boarding school for boys to accepting day pupils and girls in the late 1970s.

Located between Berkhamsted and Hemel Hempstead in Hertfordshire, the school's beautiful location boasts 26 acres of parkland overlooking the Bourne Valley. For example, the school has a purpose-built Pre-Prep and has very recently upgraded many of its specialist facilities. The Performing Arts Centre, added in 2016, offers impressive provision for dance, drama and music. Our new specialist facilities include two Science Laboratories with a prep room, a refurbished and modernised DT Workshop, a new ICT suite, an extended and upgraded Art Centre, six new changing rooms, and a state-of-the-art Food Technology room. These are in addition to our Sports Hall, Swimming Pool and modern, spacious classrooms.

Under various heads the school has expanded and modernised, while continuing to prepare students for prestigious senior schools such as Bedford, Berkhamsted, Haileybury, Millfield, Stowe and St Albans. The school now moves into a new phase of development becoming an all-through school to 16.

Long Term School Strategy

In September 2023, Westbrook Hay announced that it is growing its Senior Section from Year 8 to Year 11 to begin offering GCSEs.

The decision was made in reaction to the changing local market, from a position of financial strength and due to demand from current and prospective parents.

This process has started extremely well with record numbers of pupils joining into Year 7 and new starters into Year 8. Our First Year 9 cohort are now in place and thriving.



Structure of the School

The school is growing to form three main sections



Pre-Prep: for pupils from Nursery to Year 2, this section of the school is two form entry and consists of approximately 115 boys and girls.

Prep: for pupils from Year 3 to Year 6, this section of the school is two or three form entry and consists of approximately 175 boys and girls.





Seniors: currently just Years 7, 8 and 9 this section of the school consists of approximately 80 boys and girls. Under our long term strategy we will add Years 10 and 11, with the aim of having around 40 pupils in each year group.

Overview of the Role

As Chef Manager you will be enthusiastic about and demonstrate a passion for food. You will be responsible for the development of the school menus. You will be responsible for all aspects of food safety - to deliver a safe service, in line with current Food and Health & Safety legislation, whilst paying particular attention to and taking overall responsibility for the daily implementation of the Allergens practices and regulations.

Please note, we are seeking to recruit a Chef Manager for the Mill Hill Education Group based at Westbrook Hay.

Closing date for applications

9:00am on Wednesday 2 December 2026.
The school reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.



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.
- Work to and manage a consumption budget
- Monthly financial reporting e.g. stock take and keeping an account of "special" catering
- Manage the daily use of the digital due diligence system of reporting
- Produce three weekly menus using imagination, innovation and nutritional knowledge
- Manage staff rotas and absences
- 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 regarding dish content, portion sizes, service utensils and accompaniments
- To prepare all food with due care and attention, particularly regarding 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 activities. The payment for these tasks is within the framework of your annual salary
- To undertake any reasonable request by your line manager

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 act if possible
- To report any incident of accident, fire, theft, loss, damage and act as may be appropriate or possible
- To attend meetings and courses, as required

Salary
£45K

Hours
40 hrs. per week

Contract type
Fulltime

Pension
Standard life pension

Holidays
25 days

Reporting Manager
Foundation Head Chef

The position is subject to a 6 months probationary period.

Person Specification

Skills, Experience, Qualifications, Knowledge and Personal Attributes

All staff at Westbrook Hay are expected to embrace and demonstrate in their professional lives the School's values of courage, independence, integrity, reflective learner, responsibility and togetherness.

Essential: the attributes, skills, qualifications and experience that a candidate **must have** in order to be considered for the role.

Desirable: those that would **strengthen an application** but are not strictly necessary.

Advantageous: nice to have, but not a key requirement of the role.

Qualifications

Literate & Numerate	Essential
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	Essential
Ability to work well under pressure	Essential

Experience

Previous catering experience	Desirable

Personal Qualities

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

Salary and Benefits

The salary will be competitive and dependent on experience.



What can we offer you?

- A fantastic team of staff to work with and be a part of
- Commitment to continuing professional development
- Enhanced Family Leave
- Cooked lunches and refreshments throughout the day provided
- Membership of the Employee Assistance Programme
- Opportunities to attend events organised by the Staff Social Committee
- Receipt of a 'golden ticket' for assisting with an overnight event, which enables staff to apply for a half day of leave either in the morning or afternoon
- Small class sizes, a beautiful rural location and excellent facilities
- The security and opportunity that comes from working in a school that is part of a charitable group of school (Mill Hill Foundation)



Application and Recruitment Process

The school may wait until the following term for the right candidate.

Key Dates

Application Deadline: 9am on Wednesday 2 December 2026.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the number of applications the School receives 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 schools 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 f or 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.

If this new opportunity sparks your enthusiasm and you wish to be part of our team, please click the button to complete your Application Form.

APPLY

Compliance Requirements



The appointment is subject to satisfactory pre-employment checks in accordance with DfES guidance, to satisfactory references, satisfactory clearance from the DBS, proof of identity and qualifications and a satisfactory medical report. Westbrook Hay is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be required to undergo child protection screening including checks with current and previous employers and the Disclosure & Barring Service.



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