



Norfolk House
School



Brief

Chef Manager



H Introduction

Dear Candidate,

Thank you for your interest in the position of Chef Manager at Norfolk House School. This is an opportunity to lead our passionate catering team in creating a consistently outstanding food experience for pupils and staff.

We're sure you'll agree that healthy and balanced nutrition is essential for children, and a daily food offering that is both nourishing and delicious plays a vital part of setting our pupils up to make the most of every school day. We also see our food offer as a learning opportunity; a chance to try new things and develop a more sophisticated palate.

The position of Chef Manager is one in which you will be given the trust and autonomy to shape the catering offer at our school into one that becomes the envy of our competitors. Working alongside an existing chef and a team of assistants, you'll have our support to lead, innovate and refine this vital component in the life of our school.

There are many prep schools in north London, but Norfolk House is, genuinely, something very special indeed. I hope you will consider exploring further all the attributes that make it so unique and all the potential it has to grow still further.

T. Lander

Mr Tej Lander FCCT
Head Teacher



H About Norfolk House

Norfolk House is a highly successful co-educational, independent day school for pupils aged two to eleven, occupying two charming Victorian sites in Muswell Hill, north London. The School prides itself on its strong sense of community and its commitment to ensuring that every pupil feels supported and valued. A maximum class size of 16 supports a personalised approach to learning, through which pupils flourish academically and as individuals. At the end of their time at Norfolk House, pupils achieve excellent results, allowing them to move onto a range of leading senior schools in London and beyond.

This is an exciting period for Norfolk House School, as the school is midway through a three-year development plan aimed at widening our community engagement and partnerships, developing a future-facing curriculum and becoming a leading prep school for developing pupil creativity.



Lower School | Princes Avenue

Formerly a Montessori nursery, this site now houses our Pre-Nursery, Nursery and Pre-Prep (Reception and Year 1) phases.



Upper School | Muswell Avenue

The original site of our school, which opened in 1897. Now home to our Junior Prep phase (Years 2 & 3) and Senior Prep phase (Years 4-6).



H 2024 11+ Results

Below are the offers received by this year's Y6 pupils (22 children) following their 11+ applications

Aldenham School		3	
Belmont School (Mill Hill)		9	
City of London School for Boys		1	
Channing School		6	incl. 1 x Academic Scholarship
Eaton Square School		1	
Forest School London		5	incl. 2 x Academic Scholarships
Francis Holland School (Regent's Park)		4	
Henrietta Barnett School		1	
Haberdashers Boys' School		2	
Haberdashers Girls' School		2	
Maida Vale School		1	
Merchant Taylors School		1	
Mount House School		1	
North London Collegiate School		2	
Northbridge House School (Hampstead)		4	
Palmers Green High School		1	
Queen's College School		2	
Queenswood School		2	
St Michael's Grammar School		1	
South Hampstead High School		2	
The Latymer School		2	
University College School		2	

Overview of the Role

Chef Manager | Norfolk House School

Norfolk House School is seeking a Chef Manager to help us deliver exceptional food experiences to our children across both our Upper and Lower School sites.

As a Chef Manager, you will be leading a passionate and hard-working team to create an outstanding catering experience for our school community.

The Person

The successful candidate will understand and support the School's ethos and core values whilst driving improvements in the catering offer with a sense of aspiration and a relentless pursuit of excellence. The successful candidate will have the following key skills, experience and attributes:

Personal Attributes

- Someone who is passionate about good food and who loves the science and art of cooking
- Someone who genuinely enjoys working with children and cares about their wellbeing, growth and development
- Front-facing and engaging; able to engage and interact with a range of stakeholders
- A willingness to go 'above and beyond' in the best interests of pupils
- Financial sense and the ability to manage a budget and control costs without compromising on quality
- Negotiation skills and the drive to ensure the school and its families always get a good deal
- A sense of moral values and their importance in education
- Commitment to the personal and social development of pupils, understanding the experiences and concerns of their age group
- Open, participative, and collegiate by nature, receptive to new ideas and thoughts, with an ability to listen, consult and discuss
- Able to act as an ambassador and professional advocate for the school, with strong personal credibility and the capacity to build relationships with a wide range of people
- Respected and respectful
- Competence with the use of technology and the willingness to keep IT skills up to date
- Considered in taking action and calm and collected under pressure
- Resilient, driven, dedicated and determined with a good sense of humour!

Qualifications and Experience

- Recognised catering qualifications
- Recognised food hygiene credentials
- A proven track record of successfully leading and managing a kitchen
- Substantial and successful experience, ideally in a range of hospitality settings
- An understanding of the preparatory school age group
- A good understanding of all aspects of compliance (e.g Health & Safety) in food preparation
- Experience of leadership and management of teams and developing an open, inclusive and supportive working environment and culture
- Experience in and willingness to hold others to account to keep standards high
- Sound knowledge of the most recent safeguarding legislation and an understanding of the effective implementation of robust policies and procedures

Knowledge, Skills and Abilities

- Strong technical skills in the kitchen
- A broad and varied repertoire of dishes, across various cuisine styles
- The flexibility and versatility to work within constraints and deal with setbacks
- The ability to cater to the needs of individuals with specific food allergies, intolerances or religious prohibitions
- The ability to consistently prepare excellent food, day in, day out
- Experience with compliance inspections (e.g food hygiene, health & safety)
- Proven experience of improving a catering operation through innovation and stakeholder engagement
- An appreciation of what makes a preparatory education different to a primary school one
- Alignment with the school's mission statement and core values
- Ability to establish buy-in among a group of staff and the integrity to persist in the face of challenge and/or resistance
- Demonstrable skills in building and maintaining strong relationships, both internally and externally
- Good verbal and written communication skills
- Ability to solve problems independently and to give pertinent and reasoned advice when important decisions need to be taken, including evidence of having dealt successfully with a range of challenges
- Ability to work with conflicting demands and timescales
- An appreciation of the commercial imperatives of a fully fee-funded independent school

H Job Description

Line of Responsibility

The Chef Manager is responsible to the School's Leadership Team in all matters relating to catering at the school.

Key Responsibilities

The Chef Manager will lead and manage the school's in-house catering team, comprising a second Chef and a team of assistants. They will oversee the provision of excellent food and service for breakfasts and lunches and will also lead any additional catering services required, e.g at parents evenings. The Chef Manager will grow and develop the professional capabilities of their team and contribute to wider school life through running cooking clubs and similar co-curricular provision.

Key Roles of Chef Manager

- Food preparation for
 1. Breakfast clubs
 2. Lunches
 3. Additional school events (e.g parents' evenings)
- Ordering ingredients and supplies
- Receiving deliveries and managing supply storage
- Minimising wastage
- All compliance matters relating to the catering functions of the school (e.g food hygiene, health and safety, etc.)
- Organising and running co-curricular provision for pupils (e.g after-school cooking clubs)
- Deploying catering staff effectively and covering any absences as needed
- Overseeing the continuing professional development (CPD) of the catering staff



How to Apply

Norfolk House School is seeking to appoint a new Chef Manager from 1st September 2024.

The closing date for applications is 17:00 BST on Friday 23rd August 2024. Final interviews will take place the following week. To apply, please complete an application on the online portal where you found this listing, or by completing a school application form with a supporting cover letter.

School application forms should be sent directly to Dee Hutchinson (dhutchinson@norfolkhouseschool.org). Please include current salary details and the names and addresses of two referees. Referees may be approached prior to interview but not without prior permission from candidates.

For an initial discussion, please contact:

Dee Hutchinson, Office & HR Manager of Norfolk House School on +44 (0)20 8883 4584 or at dhutchinsons@norfolkhouseschool.org

Further information about Norfolk House can be found on the website at www.norfolkhouseschool.org

A school prospectus and application form can be downloaded using the links below.

Norfolk House School and its parent group, Bellevue Education, are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS)



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Muswell Hill
London
N10 3LS
02084444399



UPPER SCHOOL
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