

Orley Farm School



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Appointment of Chef

Background

Orley Farm School is a leading co-educational independent preparatory school set in 34 acres of beautiful grounds. We are a friendly, stable and caring community, proud of our academic achievements and dedicated to bringing out the full potential of each of our 500 pupils.

The Role

To support the Chef Manager and Sous Chef in delivering high quality food for all pupils and staff in the School. You will also help the Chef Manager in setting up weekly menus and preparing high-quality dishes. You will delegate tasks to other kitchen staff to ensure meals are prepared in a timely manner.

Remuneration Package and Terms of Employment

- Reports to the Catering Manager.
- Salary will be between £20,700 - £22,000 dependent on experience and qualifications.
- The normal hours of work are 42.5 hours per week from 7:00am to 4:00pm, term time only, approximately 36 weeks a year.
- Membership of a Pension Scheme.
- The opportunity to select and attend relevant training courses.
- Breakfast and lunch are provided free of charge in the school's dining hall during term time, including vegetarian options. Refreshments are supplied throughout the day.
- An offer of employment will be subject to a probation period of 12 months. During the probationary period, employment will be subject to termination of one weeks' notice on either side.
- Death in service benefit.
- Excellent transport links (we are in close proximity to both the Piccadilly and Metropolitan lines and very close to the A40)
- An outdoor swimming pool which staff are encouraged to use throughout the summer months.

Duties and Responsibilities

The main duties and responsibilities are set out below, although the post holder is expected to undertake such other duties within their capabilities that may be required by the Line Manager. The job description is subject to change.

- Lead the kitchen team in the absence of the Sous Chef.
- To work as an effective member of a team and to promote team work at all times.
- Prepare & cook breakfast for staff, pupils and parents and ensure it is ready for 7:45am.
- Fill in all H.A.C.C.P bookwork.
- Prepare for lunch service once breakfast has finished.
- Be able to make fresh soup, bread, vegetarian options and allergen options daily, separating ingredients to avoid cross-contamination.
- Will be responsible to set the food on the hot counter, oversee and replenish food during lunch service.
- You must be must be flexible and willing to work additional hours for evening school events when required.
- Oversee and organise all kitchen stock and ingredients and ensure a first-in, first-out food rotation system and verify all food products are properly dated and organised for quality assurance.
- Keep cooking stations stocked, especially before and during prime operational hours.

- Manage food and product ordering by keeping detailed records and minimise waste. Work with existing systems to improve waste reduction and manage budgetary concerns.
- Supervise all food preparation and presentation to ensure quality and standards.
- Verify that food storage units all meet standards and are consistently well-managed.
- To prepare and cook allergy menu daily, separating ingredients to avoid cross-contamination.
- To understand the business needs and requirements.
- To employ food safety best practices and make sure that all kitchen staff members do the same.
- To ensure the highest standards of cleanliness are maintained within the kitchen.
- To assist maintaining all legal health, hygiene and safety records.
- Ensure that all policies and procedural requirements of both legislation and the school are adhered to in order to promote a professional and forward approach at all times.
- Ensure that the correct uniform is worn neatly and cleanly at all times.
- Ensure that details of any accidents or near misses are reported to the Chef Manager immediately.
- To carry out all reasonable tasks expected by the Director of Operations.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead in line with School Policy or to the Headmaster.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • NVQ qualification or equivalent. • Level 2 Food and Hygiene Certificate 	
Knowledge and Skills	<ul style="list-style-type: none"> • 2+ years' experience as a Chef • Excellent culinary skills. • Knowledge of health and safety and other legislations that are required in the kitchen. • Able to work in a fast-paced environment and an ability to remain calm under pressure are essential. • Understanding of relevant policies and procedures. • Dedicated to food quality and control. • Strong knowledge of proper food handling and sanitation standards; food hygiene certificate. • Ability to plan ahead. • Excellent communication skills, both verbal and in writing. 	<ul style="list-style-type: none"> • Understanding of COSHH • Experience of working in a School environment. • Experience with stock takes and ordering.

	<ul style="list-style-type: none"> • Ability to communicate with people at all levels. • Ability to work as part of a team. • Good knowledge and ability to use MS Word and Excel. 	
Attributes	<ul style="list-style-type: none"> • Ability to work independently and as a team member, taking instructions and direction. • Be a quick learner and have the ability to follow instructions. • Efficient and self-motivated. • Disciplined and organised with the ability to work under pressure and manage their own time. • Able to react calmly and quickly in an emergency. • Reliable, punctual and honest. • Flair and innovative with food presentation • Smart clean appearance, very high standard of personal hygiene. 	
Training	<ul style="list-style-type: none"> • The successful candidate will be required to complete Safeguarding training online including Level 3 (arranged by the school) where they have not already received training in the past two years. 	

The Application Process

Suitability for the post will be measured through the application form, interview process, supporting evidence, e.g., certificates, and references undertaken. Copies will be taken of ID documents and qualification certificates when invited for an interview and will be only be kept on file if your application is successful. If you are unsuccessful all copied documents will be destroyed confidentially and securely.

Applications should consist of the school's application form. CVs will not be accepted in place of the School's application form. Candidates should complete the application form provided with details of qualifications and experience and the names, addresses, telephone numbers and email addresses of two professional referees, one of whom should be the Head of their present or most recent school.

We encourage all application forms to be e-mailed directly to Purvi Patel, HR Manager, at **HR@orleyfarm.harrow.sch.uk**

If you would like to return the completed application form by post, please marked it for the attention of:

Purvi Patel, HR Manager

**Orley Farm School
South Hill Avenue
Harrow,
HA1 3NU**

If you have any questions or would like to discuss the role further, please contact Purvi Patel on **020 8869 7602**. All applications will be acknowledged and candidates who have not heard from us further within two weeks of the closing date should assume that the post has been filled.

As the information contained in the application form is used during the selection process, it is essential that you complete all sections as fully as possible. If you need more space, please continue on a separate sheet of paper.

Orley Farm School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.