



# CANDIDATE BRIEF

HEAD CHEF



St John's School  
LEATHERHEAD



# ABOUT ST JOHN'S

Thank you for your interest in St John's. Our mission is to create an environment that is kind, supportive and full of opportunity, that inspires and equips pupils to thrive now and in the future.

We are proud of the outstanding work that our teaching and support staff do to create the vibrant, inclusive community which characterises our school. Working with us offers an opportunity to teach, grow, contribute and become part of a forward-thinking team. We look forward to welcoming an exceptional candidate to join us. **Alex Tate, The Head**



St John's is a co-educational independent school for over 800 boys and girls aged 11 to 18 and predominantly a day school (75% day, 25% boarding) with an innovative boarding offering which includes weekly, flexi or ad hoc options to create the best possible balance between home and school life for busy families.

As soon as you walk through the door into St John's, you sense the warmth and feeling of community that pervades our school. From the historic architecture to the infectious enthusiasm of staff and pupils, this is a welcoming and exciting place in which to belong.

Founded in 1851 to provide education for the sons of the poor clergy, St John's has always been progressive and has developed significantly over time to meet the changing needs of the pupils we educate. Although we have changed with the times, our core values of courtesy, kindness, respect and tolerance hold true and remain integral to what it means to be part of St John's.

The School has a reputation for innovation, academic excellence, strong pastoral care and a first class all-round education for every pupil. Interest from prospective families is strong and growing, meaning that we are over-subscribed with five candidates for every Year 7 (11+ Lower Third) place and every Year 9 (13+ Fourth Form) place. Although there are currently over 800 pupils enrolled, our strong staff team enables us to keep class sizes small.

In the first two years of St John's, Years 7 and 8 (Lower and Upper Third), pupils belong to the Lower School. From Year 9 (Fourth Form) upwards, each pupil joins either a boarding or day house where they are cared for by a team of tutors and domestic staff who are overseen by a Housemaster or Housemistress. The strong pastoral ethos provides a supportive and nurturing environment that centres upon the development of the individual child. Delivering a truly rounded education, with rich co-curricular opportunities and experiences, is at the heart of school life and all pupils participate in the varied array of activities on offer from sport, music and drama to serving the community. The School has a Christian foundation and all pupils attend Chapel once a week.

Set in the beautiful Surrey countryside, the School's 50-acre campus is a short stroll into Leatherhead town centre and just 45 minutes by train to the cultural attractions of nearby London. It has excellent transport links by road, rail and nearby airports Heathrow and Gatwick. We are fortunate to have an impressive campus with a stunning mix of mid Victorian architecture and purpose-built contemporary additions. Our facilities are excellent and, from the state-of-the-art Sports Centre to the high quality IT infrastructure which enables our 1:1 managed device scheme, we ensure that we create the best possible environment in which to learn and work.



# WORKING AT ST JOHN'S

**We believe there is no limit to our pupils' potential and, in this vibrant learning community, we encourage our pupils to work hard, aim high, help others and have fun. None of this is possible without the exceptional team of people who make up St John's staff. We value the expertise, energy and commitment of our staff across all areas of school life and reward, support and develop our employees accordingly. Attracting and retaining the very best people is fundamental to allowing us to take St John's forward.**

Our academic staff body is actively involved in developing creative and sophisticated teaching and learning practices through regular CPD, self-reflection and peer observations. Class sizes are small, our staff support is first-rate and the high standards set in the classroom reflect in excellent public examination results. We are firm believers that academic results are not the only measure of a successful education and our rounded approach aims to create open-minded, thoughtful, confident and happy young men and women who will go on to have productive, positive experiences in higher education and their adult lives.

Our support staff are integral to the wider success of the School. They are highly skilled professionals whose expertise allows the School to function effectively across functions as diverse as estates, operations, communications, catering, pastoral care, IT, finance and HR.



# EMPLOYEE BENEFITS

## PROFESSIONAL REWARD AND DEVELOPMENT

We recognise the expertise of our staff and aim to create an inspiring environment in which you can work to your full potential and develop your career.

### What We Offer:

- A competitive remuneration package with additional allowances for extra responsibilities
- A comprehensive induction and CPD programme for all levels of staff
- Regular appraisals to reflect on professional practice and developmental opportunities
- Full commitment to the induction and training of ECTs, providing excellent support and ongoing training and support with teacher training for unqualified teachers
- A comprehensive INSET programme delivering high quality seminars, shared good practice, first aid training and insights from expert external speakers
- High quality IT facilities, hardware and software
- Well-resourced departments
- Automatic enrolment into the School's pension schemes.

## REWARDS AND PERKS

To make everyday life just that bit easier, we are continually developing the variety of rewards, discounts and perks that we can offer our staff.

### What We Offer:

- A discount on school fees for staff children who satisfy the admissions criteria (following successful completion of probationary period / proportionally reduced for part time members of staff)
- Cycle to Work Scheme
- Microsoft 365 for up to five personal devices
- Interest free School Loan
- Access to discounts at popular retailers
- Discounts are also available at local businesses such as Nuffield Health in Leatherhead.

## HEALTH AND WELLBEING

Your health and wellbeing is important to us and we encourage our staff to make use of the services offered to help you live and work healthily and happily.

### What We Offer:

- Family friendly policies including flexible working, enhanced maternity and paternity pay
- A fun, free weekly bootcamp to get fit in an encouraging, motivating environment
- Use of the School's Sports Centre and outstanding sports facilities, including the swimming pool, at agreed times
- Access to the Employee Assistance Programme (Education Support Partnership) which provides caring and compassionate advice and support on professional or personal matters
- During term time, our excellent Catering Department provides meals and refreshments
- Free flu vaccinations
- Access to Wellbeing Champions.

## COMMUNITY AND ENVIRONMENT

This is a stimulating, welcoming community where colleagues build supportive professional relationships and friendships.

### What We Offer:

- A supportive network of experienced Heads of Department, Senior House Staff and the Senior Management Team
- Highly skilled support and academic staff who, together, are integral to the successful running of the School
- As part of the staff community you can take part in enjoyable social events, sports activities and more...
- A beautiful environment which combines well-maintained historic buildings with state-of-the-art facilities
- Many parts of our beautiful and flexible school site are available to hire at a discounted rate for staff
- For eligible staff, accommodation within walking distance to St John's may be available.



# THE ROLE

The post holder has responsibility for managing a smooth and efficient kitchen within the Catering Department, working effectively with the catering staff to ensure St John's reputation for food quality is maintained at all times and that there are sufficient and suitable resources to meet the needs of the School.

## ACCOUNTABILITY

The postholder is accountable to the Head of Catering and Hospitality and works with other key stakeholders according to events and functions.

## MAIN RESPONSIBILITIES

### General Management

To manage and lead the chefs and porter kitchen team:

- To ensure all school and statutory regulations relating to health and safety, hygiene and fire are adhered to at all times.
- To ensure all chefs meet the standard of personal and general cleanliness and hygiene to comply with school and statutory regulations. To ensure all chefs wear the correct uniform and PPE as appropriate.
- To set objectives and be responsible for the day to day running of the kitchen including supervising and maintaining a happy productive team.
- To develop the team by empowering them, supporting them, encouraging them and maintain an 'open door policy'.
- To motivate and lead by example, ensuring you and your team enjoy their work and are proud of the team's efforts.
- To hold daily kitchen team shift briefings to communicate the day's events and any special requirements.
- To report any complaints and incidents to a member of the management team, in relation to accident, fire, theft, loss, damage or other irregularities and take action if practicable.
- To work a shift pattern according to the needs of the functions and events.

### Kitchen Management / Catering

To ensure that food is prepared and served to the required standards:

- To ensure that pupils, visitors and staff are given a prompt and efficient service at all times.
- To ensure all food is cooked, presented and served in line with St John's standards.
- To deal with complaints about food in accordance with the School's procedures.
- Allocate tasks to team members and provide training, guidance and coaching to ensure staff are able to perform their duties to the required standard.
- To ensure that all service areas are fully staffed and well presented, and that the environment is well maintained and attractively displayed.
- To prepare a fully costed nutritional five week menu plan, incorporating current food trends relating to our school pupil body.
- To provide costed menus for Events to meet the clients budget and allergy requirements.
- To control and monitor food waste from preparation to production, with an emphasis on food waste reduction.
- To support the Head of Catering and Hospitality by being visible throughout key service periods and ensuring a staffing structure is applied to reflect the service.

### Financial Control

To agree and achieve realistic financial targets, which incorporate improved unit efficiencies, resulting in increased profitability:

- To ensure that all standards of food preparation and service are established and achieved in line with school budget.
- To consistently look at ways of ensuring best value through effective purchasing via suppliers and creative merchandising.
- To maintain budgetary records and ensure that appropriate controls are in place through Pelican systems.
- Assisting the Head of Catering & Hospitality in producing an annual quality budget to be followed by ongoing monitoring of departmental performance against the budget through production of monthly variance reports.



# THE ROLE

- To undertake stock checks on a termly basis and supply other information as requested, to the Operations and Commercial Director.

## Health and Safety, Food Safety and Compliance

- To ensure that the kitchen meets both statutory and the School requirements of Health and Safety, Food Safety and environment legislations and procedures.
- To conduct Food and Health safety risk assessments.
- To ensure the chef team are responsible for allergen management and compliance.
- To conduct monthly Food Safety and Health and Safety Audits and ensure that all standards and procedures with regard to Hygiene and Safety are established and maintained in line with the School policies.
- To ensure all kitchen staff are trained in their appropriate areas with regular refresher training carried out where necessary, including maintaining departmental training records.
- To ensure all equipment is well maintained and is in good working order, and also make recommendation of renewal and replacement of equipment when required.
- To maintain location cleaning schedules and ensure duties are completed and recorded.
- To review and update, where necessary, statutory notices in relation to hygiene, health and safety.

## Good Practice

- To consistently demonstrate the School's commitment to provide a quality service and to develop initiatives that strive to improve performance through compliance with minimum standards in good housekeeping and being aware of new opportunities.

**NB This list is not exhaustive and you may be required to undertake other duties as required by the Head of Catering and Hospitality, Operations and Commercial Director or The Head. The job description may be amended to meet the needs of the School .**



# PERSON SPECIFICATION

<b>Qualifications</b>	
Higher education qualification in City and Guilds 706 Level 1 and 2, or NVQ 2 or 3 in Professional Cookery; or an equivalent qualification;	Essential
Relevant managing food safely and/or catering health and safety qualification	Essential
<b>Knowledge or Experience</b>	
Significant experience of leading and managing a large catering team in a high-volume operation, with strong organisational and planning skills	Essential
Proven ability to work under pressure	Essential
Experience of managing a budget	Desirable
Demonstrate strong attention to detail in general and in relation to food service (quality, portion size and consistency);	Essential
Extensive proven track record in providing a range of creative, high quality food and first-class customer care;	Essential
Show a thorough understanding and experience of compliance with Health and Safety, Food Safety and Allergen Regulations.	Essential
<b>Personal Skills and Attributes</b>	
Demonstrate professionalism, excellent communication skills with the ability to liaise tactfully and assertively with staff, pupils, visitors and the general public;	Essential
Able to plan and demonstrate an ability to lead, motivate and guide others;	Essential
Ability to prioritise and organise both own and others workloads, delegating effectively where necessary;	Essential
highly self-motivated, willing to learn and adapt with a focus on continuous improvement;	Essential
A flexible approach to work, in terms of responding to changing or unforeseen circumstances and being willing to work outside regular hours as the need arises	Essential
A team player with a keen sense of humour	Highly desirable



# PERSON SPECIFICATION

## **CONDITIONS OF SERVICE**

Basic salary will be in Band 1b on the Support Staff Salary Scale, £46,785 - £52,556, actual salary based on hours worked including bank holidays, weekends etc depending upon experience and qualifications. The salary is inclusive of holiday entitlement and annual leave must be taken in the School holidays. Holiday entitlement is 25 days in addition to Bank Holidays and three days at Christmas when the School is closed.

Hours of work will be 40 hours per week, Monday to Saturday, 50 weeks per year. The work pattern will be on a rota basis that includes morning, afternoon, evening and weekend work. Flexibility in terms of working weekends and evenings where necessary is essential.

There is a probationary period of six months and the appointment is subject to satisfactory references and clearance by the Disclosure and Barring Service. The post carries entitlement to membership of the School's Group Personal Pension Plan.

Staff are permitted to use the facilities on site (such as the swimming pool, tennis courts and Library) at times which do not conflict with the School's requirements and within the School rules. Meals are provided during term time.

## **Health & Safety at St John's School**

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at St John's are expected to comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow St John's policies and procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Compliance Department.

## **Data Protection at St John's School**

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website.

## **Staff Conduct**

Colleagues at St John's are expected to adopt high standards of personal conduct in order to maintain the confidence and respect of all those with whom, and for whom, they work and must abide by the Staff Conduct Policy at all times.



# THE SELECTION PROCESS

## CHILD PROTECTION

St John's School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. 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).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."

Though this role does not require the direct supervision of pupils, in addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at St John's. The post holder's responsibility 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 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.

## HOW TO APPLY

Please complete an application form and equal opportunities monitoring form (both forms are available to either complete via the online application form or can be downloaded from [www.stjohnsleatherhead.co.uk/about-us/careers-at-st-johns/current-vacancies/](http://www.stjohnsleatherhead.co.uk/about-us/careers-at-st-johns/current-vacancies/)) and provide a letter supporting your application addressed to: Karen Perkins, Senior HR Advisor via email to [recruitment@stjohns.surrey.sch.uk](mailto:recruitment@stjohns.surrey.sch.uk) or by post to Epsom Road, Leatherhead, Surrey KT22 8SP.

Closing date: **9.00am, Thursday 31 October 2024**

Interviews will be held: **to be confirmed**

**Applicants are encouraged to apply as soon as possible as we will process applications in order they are received and we reserve the right to appoint before the closing date.**

Please contact the Recruitment Team if you require the application form in an alternative format, please either email us at [recruitment@stjohns.surrey.sch.uk](mailto:recruitment@stjohns.surrey.sch.uk) or call us on 01372 231545.

## FURTHER ENQUIRIES ABOUT THIS POSITION OR APPLICATION PROCESS

**Karen Perkins, Head of HR**

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