



TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



Information for Candidates

Chef Manager

Commence September 2026

Permanent / 37.5 hours per week (term time only) plus a bank of hours to be worked in the School holidays

From Kieran Topping Chief Operating Officer



Dear Candidate,

Thank you for your interest in the role of Chef de Partie here at Truro School.

Our School is steeped in 140 years of history, and is Cornwall's leading coeducational independent school for children aged 3-18. We are situated over two campuses. The Senior School educates around 840 pupils and is set within 40 acres of sports fields and open spaces overlooking Truro and its iconic Cathedral. The Prep School educates around 300 pupils and is located next to the Royal Cornwall Hospital. We have superb facilities and resources at both sites that support our forward-looking educational ambitions.

Our Cornish setting allows us the privilege of working in a thriving city surrounded by beautiful rural and coastal opportunities. Our educational philosophy is to promote inclusive excellence, academically, pastorally and via a vibrant co-curriculum, for all who join our school.

Underpinned by a welcoming and liberal Methodist ethos, we champion the values of curiosity, courage, creativity, compassion and confidence in all we do. We want all our pupils to be and to become the very best of themselves, embracing the richness of a broad and forward-thinking education. We want our staff to be excited by what we are able to provide for the children under our care.

We are an excellent co-educational school that is large enough to offer many diverse and exciting opportunities, but small enough to know our children and families well. We champion an ambitious, broad and balanced education, and we hope that everybody who joins us will feel an important part of this flourishing community.

For a flavour of life here at Truro School please look at our website www.truroschoo.com and view our virtual tour, where you will see and hear from staff and pupils, and find a glimpse of who we are and where we work.

A handwritten signature in blue ink, appearing to read 'Kieran Topping'.

Kieran Topping
Chief Operating Officer

Job Description: Chef Manager

ACCOUNTABLE TO:

Operations Director

ROLE OVERVIEW:

The Chef Manager will be directly responsible to the Operations Director for the provision of a high-quality dining experience to meet the needs of Truro School and its pupils. This role must adhere to current government legislation, School policy and budgetary constraints and deliver a healthy, nutritional, diverse and current catering service.

The Chef Manager will be responsible for the overall preparation, cooking and service of all food offers, ensuring that efficient use is made of all resources and the highest standard of hygiene and food safety are maintained at all times. Also, to be able to act as an Executive Chef to provide a variety of functions to a highly professional level and demonstrate passion and flair to develop the skills of the catering team.

This position requires someone who is flexible and willing to work weekends and evenings where necessary.

KEY TASKS AND RESPONSIBILITIES:

Menu Planning and Catering Provision

- Ensuring all food is prepared, cooked and served on time to the correct standard complying with current legislation.
- To identify opportunities to improve the catering offer throughout the school.
- To produce termly 3-week menu cycles taking account of seasonal availability, nutritional, cultural, religious, dietary, allergen and budgetary requirements – to be published on the School website.
- Dishes to have a bias towards healthy eating and using fresh ingredients.
- To remove allergens wherever possible and if not possible, to identify all allergens in dishes and prominently display them at meals.
- To liaise with pupils and pastoral staff to understand and meet any dietary needs.
- To be responsible for the ordering of all food goods and other commodities required from the School's preferred suppliers, to include locally sourced produce wherever possible.
- To monitor the standard of produce provided by suppliers.
- To be responsible for stock control, including rotation, maintenance of accurate records and timely submission of all appropriate reports.
- To conduct termly stock counts.
- Respond to all feedback, positive and negative, swiftly.

Events

- To liaise with clients and the Head of Enterprises to establish requirements.
- To prepare costed menus for functions to meet the clients' dietary and budget needs.
- To organise the staff to deliver all functions, including Front of House when required.
- To operate as the Executive Chef for the delivery of functions as necessary.
- To produce timely invoices in relation to all functions and events.

Maintenance and Resource Management

- To be responsible for the standard of cleanliness, safety and hygiene of the catering premises and equipment.
- To ensure there is a planned maintenance schedule for all catering equipment.
- Plan the replacement of all major catering equipment in line with the anticipated life expectancy.
- Ensure all new equipment meets government guidelines for energy efficiency and food hygiene.
- Monitor all kitchen equipment ensuring appropriate usage and maintenance, reporting and following up on any defects or requests for new purchases.
- Monitor the usage and correct distribution of cleaning products/materials and disposables within the catering department.

Staffing

- In conjunction with the Operations Director, to ensure that the levels of staffing within the catering department are appropriate to provide an efficient catering service which fulfils all the School's requirements.

- To be responsible for the recruitment, induction and development of all catering staff, in conjunction with the HR team.
- To manage the kitchen staff rosters ensuring they provide the correct amount of cover to meet the School's needs.
- To manage and supervise the activities of the kitchen staff to they operate effectively, efficiently and to the required standard.
- To ensure all staff are correctly dressed, including footwear, and smartly presented.
- Comply with Truro School staffing policies.

Waste

- To reduce food waste from preparation and over production to an absolute minimum.
- Monitor the uptake of meals and adjust portions produced as necessary to reduce waste.
- To work with other School staff to promote recycling initiatives.

Compliance

- To actively keep up-to-date with changes in legislation and guidance and implement changes accordingly and maintain the Food Safety Policy in accordance with current legislation.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures, e.g. School Safety Policy, Health & Safety and Food Hygiene regulations.
- To implement HACCP procedures for all stages from receipt of deliveries through to the recovery of food at the end of meals, to include working practices.
- To implement and maintain a robust allergens protocol ensuring staff are trained and assessed on food preparation and delivery.
- To undertake and record all food safety related checks, to include delivery, fridge and freezer and hot and cold service.
- To maintain an effective cleaning schedule.
- To arrange the annual deep clean of the catering premises and all associated equipment.
- To be responsible for the production and update of all Risk Assessments.
- To promote a strong H&S culture.

Training

- To ensure that all catering staff receive the relevant food safety training and hold a minimum of an up to date Foundation Food Hygiene certificate.
- To ensure all catering staff undertake H&S and Fire Safety training on an annual basis.
- Be able to further enhance the skills of the catering team.
- Provide training prior to the introduction of new dishes.
- Provide guidance to staff on customer service and relations.

Budgetary Responsibilities

- To control and monitor the financial performance of the catering department and to maintain costs within agreed budget control totals.
- Responsible for bidding for and thereafter controlling funds to support the following areas:
 - Food
 - Cleaning
 - Consumables
 - Maintenance
- Thorough management and swift processing of invoices.
- Monitor financial performance of suppliers, staff/labour, expenses and internal processes to ensure the agreed budget is adhered to and, when variances do occur, to provide a written explanation and implement plans for correction.
- Monitor and regularly review all food supply contracts and preferred suppliers to ensure they are renewed before they expire, and the School is getting the best deal.
- To deliver the strategic plan for the future of catering at the School with the Operations Manager.

Supervisory Responsibilities

- Line management of the Catering team including chefs, catering assistants and kitchen porters with the support of the Sous Chef and Catering Supervisor.
- Manage any contractors working on Catering related projects.
- Complete staff annual appraisals and reviews with the assistance of the Catering Supervisor.
- To proactively seek continual improvements in all aspects of the catering operation.
- Monitor and minimise absence.

- Keep employees motivated and appropriately trained.
- Maintain accurate and effective records of control and audit systems, utilising electronic and paper records, for internal management and external audit purposes.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i> • Recognised level 3 and above management qualification. • Recognised level 3 and above food safety qualification. • City & Guild 706 1 & 2 or NVQ equivalent. •	<i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i> • Higher management qualification. • Level 4 food hygiene qualification. • Higher culinary skills qualification. • Health & Safety qualification. • Member of the Institute of Hospitality.
Experience	<i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i> • Track record in high volume catering. • Managing a catering function and its teams. • Recent practical experience of cooking for functions. • Menu compilation and allergen awareness. • Managing large catering budgets. • Managing hospitality. • Leading a busy catering team • Managing risk assessments. • Effective management of Complaints	<i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i>
Skills	<i>The skills required by the Applicant to perform effectively in the role</i> • Systematic worker. • Strong team leader. • Good communicator. • Highly organised. • IT proficient.	<i>The skills that would enable the Applicant to perform effectively in the role</i> • Hospitality experience. • Roster writing.
Knowledge	<i>The knowledge required by the Applicant to perform effectively in the role</i> • Knowledge food safety HACCP. • Knowledge of student feeding and its trends. • Knowledge of catering operations. • Understanding and instigating new legislation.	<i>The knowledge that would enable the Applicant to perform effectively in the role</i> • Knowledge of an in house catering department. • Knowledge of delivering annual appraisals. • Knowledge of purchase ordering systems.

Personal competencies and qualities	<i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i> • Supportive of the Methodist ethos and principles. • The ability to develop working relationships with a wide range of people. • Tolerant and non-confrontational. • Customer and client management skills. • The ability to manage a varied and complex workload. • The ability to organise people, equipment and facilities. • Problem solving and decision making ability • To be a 'team player' • To be flexible and enthusiastic • A positive 'Can do' attitude. • Sense of humour. • A pragmatic approach. • The desire to work to a high standard.	<i>The personal qualities that would assist the Applicant to perform effectively in the role</i> • Efficient with time.
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ADDITIONAL

- Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. Although there is no direct responsibility for children, this role will involve daily contact with pupils.
- This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.
- To undertake any other duties appropriate to the School as and when required.



Truro School

Our Motto

Esse Quam Videri, meaning 'to be, rather than to seem to be.'

Founded by Methodists in Cornwall in 1880 our School is a welcoming community in which children and adults can flourish, thrive and be happy. They enjoy being and becoming the very best of themselves.

Our Values

From nursery through to Sixth Form, the values our community nurtures are:

- **Curiosity** to always want to discover and learn more, academically and more widely too.
- **Confidence** to build resilience by learning from both successes and failures alike.
- **Compassion** to understand and champion the needs of others, in our community and beyond.
- **Creativity** to be imaginative in how we express ourselves and approach new challenges.
- **Courage** to enjoy becoming the very best of who we are, with integrity and ambition.

Our Ambition

To be a community of inclusion and excellence delivering the best educational journey in the South-West.

Our community and its culture reflect our Methodist foundation and our ongoing evolution in an inspiring Cornish setting. In an ever-changing world, we support and challenge young people to thrive – personally, spiritually, academically, socially, and physically. We value our pupils in the diversity of their identities, beliefs, abilities, talents, interests, backgrounds, and needs. The happiness, energy and wellbeing of our community shapes and inspires who we are and who we can become.

Academic Life

Many of our pupils at Truro School celebrate exceptional results as they prepare to move on to the next stage of their lives, education and career. Our Upper Sixth pupils enjoy places at some of the best universities in the world including Oxford, Cambridge, and a range of Russell group and international universities.

47% of GCSE and iGCSE grades in 2025 awarded were 9-7 (or A*/A), with 15% at grade 9.

In the same year, we were pleased to report 50% of A-Levels were graded A*/A. Furthermore, 80 % of all A-Level grades were graded at A*-B. In 2024, we were the leading provider of A Levels in Cornwall in terms of pupils achieving AAB or above in two facilitating subjects and in 2025 outcomes in this parameter are even higher.

Further information can be found here:

GCSE results: www.truroschooel.com/senior-school/academic/results

A Level results: [A-Level Results at Truro School Sixth Form | Independent School, Cornwall, UK](#)

The Co-Curriculum

We believe that a rich co-curricular life is a key ingredient of an excellent education. Whilst having fun, participating in a wide range of activities, without academic pressures, pupils broaden their horizons and learn a new skill or extend existing skills. This develops confidence, self-esteem, teamwork and independent-thinking, communication skills and social development across all year groups.

Sport

Truro School has an enviable reputation for the high quality of its sporting provision. Several teams compete nationally and the School hosts elite sportspeople in the fields of windsurfing, fencing and sailing to name but a few. All abilities are welcome and every pupil is encouraged to participate and enjoy a healthy lifestyle.

Music

Truro School is one of the most busy and vibrant music departments in the country and is home to the Truro Cathedral choristers. We host over 60 concerts each year involving ensembles, choirs and bands. Tuition is available for numerous instruments. Over a third of our school undertake instrumental or vocal lessons each week from 30 of the county's top specialist teachers.

Drama

Truro School is renowned for the quality of its drama productions which are held in our Burrell Theatre. The school runs a number of major productions throughout the year including an annual whole school play or musical, an annual sixth form drama project (including performing at the Edinburgh Fringe Festival every two years) and the junior play in the summer term.

Cornwall

Truro School is located in the county of Cornwall, in southwest England. It is surrounded almost exclusively by water which makes it ideal for those who love to spend their downtime at the beach, surfing, sailing, windsurfing or just enjoying a coastal walk. With the nearest beach only a 15-20 minute drive either north or south from Truro School, it is most certainly a life style choice of many. Take a look at www.visitcornwall.com for more information about how to get here, where to stay and what's on.



TERMS OF APPOINTMENT

If you are appointed to the role, a formal offer will first be made verbally and then followed up with an offer letter and contract of employment. The following are for guidance and may or may not be available at the time of offer. Benefits are subject to change from time to time.

- Competitive salary based on the Truro School Salary Scales
- Pension scheme
- Lunch provided during term time
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities
- Free weekly fitness classes for staff only
- Access to a wide range of books, magazines and DVDs through the School library
- Free parking
- Free fruit, tea, coffee and use of espresso machine
- Discounted school fees
- Employee Assistance Program
- Cycle to Work scheme
- Employee benefits platform
- Continued Professional Development and training possibilities.

Terms of Employment

This role is based at Truro School, Trennick Lane, Truro, TR1 1TH. It is a permanent position working full-time, 37.5 hours per week during term time, with an additional 300 hours to be worked in the School holidays. The working hours per week are:

- Monday – Friday, 7am – 3:30pm with a 1-hour unpaid break.

Some additional hours may be required for functions or at the start/end of term which will be paid on a timesheet basis.

Salary

Based on a grade of ML2, an FTE of 0.9052 and the 2025/26 salary scales for Truro School, the starting salary will be approx. £35,212 pa (FTE salary approx. £38,900).

Pension Scheme

Truro School complies with its legal obligations to provide access to a pension scheme. Non-teaching staff have a pension via L&G whereby the School double-matches an employee's contribution, up to an employee contribution of 5%. So, where an individual contributes 5% to the Scheme, the School will make a 10% contribution.

Employee Assistance Program/Employee Benefits Platform

Truro School utilises Help@Hand as our EAP provider so all employees have access to a 24/7 helpline and website support. In addition, this platform gives to access hundreds of discounts, offers and savings from high street retailers to holidays, Marks & Spencer to Bloom & Wild.

Other Employment Checks

The offer of employment will be conditional upon satisfactory receipt of the following;

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|---|---|
| 1. Proof of right to work in the UK | 5. Overseas criminal record check (if you have resided or |
| 2. Enhanced criminal background check (DBS) & Barred List check | worked out of the UK in the past 3 years) |
| | 6. TRA and section 128 check (if applicable) |



APPLICATION PROCESS

To apply for this position, you will need to complete and submit a formal application using our Truro School application form. We are unable to accept any CVs. This should be emailed to recruitment@truroschool.com or mailed to the School address.

Through the submission of your application form you should demonstrate your qualifications, skill, and experience in relation to the role you are applying for. This information will be assessed against the requirements detailed in the job description.

Once the closing date for applications has been reached we will shortlist applicants and you will be contacted in order to either be invited to interview or to be notified that you have not been successful this time. Our shortlisting process utilises anonymised application form in order to avoid any bias. If you are called for interview you will be asked to provide your right to work in the UK evidence, complete a self-disclosure form and a provide a copy of your qualifications. Additional selection methods such as a presentation or activities/tasks may be used and you will be notified in advance if that is the case.

References may be taken up prior to interview.

All applicants must be prepared to have a Disclosure and Barring Service (DBS) check and undergo any other appropriate child protection screening including checks with past employers.

The post for which you have applied is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, amended 2013. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self- disclosure form prior to interview. Any positive disclosure will be discussed at interview.

Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. Truro School does not discriminate against candidates with irrelevant criminal convictions. For further information on which offences should be disclosed please visit:

<http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

and/or view the flowchart on our employment webpage.

Candidates who have a disability or any other special requirement should let the school know so that reasonable adjustments can be made during the recruitment process.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

We look forward to receiving your application.

Truro School, Trennick Lane, Truro, TR1 1TH
www.truroschool.com, recruitment@truroschool.com

Established in 1880, Truro School is Cornwall's leading independent schools for girls and boys aged 3 to 18