



CHRIST'S COLLEGE  
FINCHLEY



# Recruitment Pack

## Chef De Partie

## ADVANCE YOUR CAREER

At Christ's College Finchley we value our staff by providing a positive school climate. Our aim is to ensure a balanced, secure and healthy workplace where our teaching and support staff can flourish. We do this because we know that our staff are central to the success of our pupils.

Your passion for education will be evident along with essential qualities such as the ability to communicate effectively, the ability to listen and the ability to collaborate and work with others. You will have that unique skill of monitoring and inspiring our young people and in return we will provide you with every opportunity for a rewarding career.

Christ's College Finchley has a high-performing workforce and staff talent which is evident by the low levels of staff absences and turnover. Our staff wellbeing approach is a priority and, along with our focus on promoting from within, is central to our staff retention strategy. We place great emphasis on reviewing individual workloads and time pressures to ensure there are flexible work routines; workplace support and integration; individual and team recognition; and positive working relationships to maintain and improve the mental and physical wellbeing of our staff.

In the same way that we have high expectations of our pupils, we have high expectations of our staff but the benefits and rewards are multitudinous, from job satisfaction and career development to professional and lifestyle benefits.

### CAREER, HEALTH AND WEALTH BENEFITS

In choosing to join us at Christ's College Finchley, you will be entitled to a range of benefits, designed to support you. We believe that staff can only discharge their responsibility for pupils if their own wellbeing is strong and therefore we prioritise reducing staff workload and fostering good wellbeing for all staff at CCF.

- Joining a welcoming team - we tend to describe CCF as Christ's College Family - with an environment where staff are encouraged to thrive and where senior leaders focus on strategies to ensure workloads are manageable, there is flexibility where possible and that staff are recognised for the excellent work they do.
- A school where teachers can teach because of strong behaviour systems and a recognition that teachers are the experts and therefore have autonomy, with no fads or 'non-negotiables'.
- A well-planned and personalised CPD programme to ensure we continue to improve year-on-year.
- Teaching staff have access to the Teachers' Pension Scheme with generous employer contributions and support staff are enrolled in the local government pension scheme.
- Annual on-site flu jab for all staff, including those not eligible for a free NHS flu jab.
- Free tea and coffee in our large staff room.
- A range of social events including summer barbeques and winter socials. Cake at Break takes place every Wednesday.
- On-site free parking.
- A scheduled calendar for staff, published in advance, with flexibility for events such as parents' evenings, which take place virtually, and a commitment to remaining under directed time.
- Trained Mental Health First Aiders.
- Eligible staff are entitled to an eye test and a contribution towards corrective glasses where they are required specifically for display screen equipment use.
- Membership of the Schools Advisory Service which provides access for staff to a range of benefits including: GP appointment, counselling, some operations, physiotherapy and menopause support.



Work alongside and be mentored by the Head Chef at Christ's College Finchley, *Great British Menu Champion of Champions* series 20, 2025

**Amber Francis**



Are you passionate about providing high quality nutrition for children and playing a key role in educating the next generation on how they can develop and sustain a high-quality diet? This exceptional school seeks a highly talented individual for this post.

We have transformed the food provision for our pupils and expect the very highest standards to inspire young minds to make the right choices for their health now and in the future. This is a unique opportunity for an inspirational Chef De Partie.

At Christ's College Finchley, we have a long history of success. We strive to advance all the way by combining the most enduring aspects of the CCF traditions (including high academic standards, excellent behaviour and a commitment to the personal and social development of our pupils) with effective, innovative approaches to teaching and learning. The successful candidate will be committed to our vision of high standards of nutrition and food education for all children.

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|------------------|--|
| POST TITLE:      | Chef De Partie   |
| DEPARTMENT:      | Catering   |
| SALARY/GRADE:    | SCP 7 - 10 (£26,380 - £27,149 take home pay)<br>36 hours per week, 39 weeks a year, term time only working                                     |
| RESPONSIBLE FOR: | Work as part of a team preparing fresh, interesting and nutritious school meals within budget, which meet Government and the School standards. |
| RESPONSIBLE TO:  | Head Chef  |

## JOB DESCRIPTION

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom they come into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement, as well as the duties set out in the statutory guidance on 'Keeping children safe in education' and 'Working Together to Safeguard Children', 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, or have any concerns about a child's welfare, they must report any concerns to the School's Designated Safeguarding Lead immediately. This JD summarises the purpose of the job and lists its key tasks. It is not a definite list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Academy in consultation with the post holder.

### MAIN PURPOSE

The postholder will, along with colleagues in the Catering department, be responsible for:

- Preparing fresh, interesting and nutritious school meals within budget, which meet Government and the School standards.
- Preparation of service areas and equipment in the service area for the efficient and effective delivery of meals and catering services.
- Cleaning of catering areas and kitchen equipment to the required standards.

### DUTIES AND RESPONSIBILITIES

- Prepare meals in accordance with an agreed seasonal menu cycle.
- Prepare menus in accordance with the school food standards allowing for allergen issues, specific dietary and cultural requirements.
- Ensure full adherence to recipes, food presentation standards and portion control.
- Ensure that meals are presented and served in an attractive way.
- Assist with the creation of menu ideas for discussion with the Head Chef.
- Work to deadlines to ensure meals are served promptly.
- Support the school's emphasis on health and wellbeing.
- Support projects such as the vegetable and herb garden and food recycling projects.
- Prepare the dining area, which may include moving and setting up furniture, setting trolleys and dismantling as required.
- Ensure sufficient supplies throughout the service period.
- Ensure a high standard of hygiene and cleanliness that complies with service standards and statutory requirements.
- Work on the tills or service areas during break and lunch periods as required.
- On occasion and with agreement, to assist with food preparation and support special events which may be outside normal hours.

### Cleaning and General Tasks

- Clean on a daily basis all catering areas to the required standard.
- Attend to the cleanliness of storage areas, including fridges and freezers.
- Waste Removal: Work alongside the Kitchen Porter to empty all trash bins and ensure that all waste is disposed of promptly.
- End of the Day Clean Up: Once the kitchen is closed, assist in cleaning to make sure that the kitchen is ready for the next day.
- Ensure cutlery, crockery serving utensils, containers, tables and all other catering equipment is clean and maintained in good condition.
- Ensure that deliveries are put away in rotation.
- Take all necessary steps to ensure the maximum security of kitchen supplies and equipment.
- Inform the Sous Chef or Head Chef of any defects with equipment or of failure to meet Health and Safety Standards or Food Hygiene Regulations.
- Ensure that policies and procedures with regard to health, safety and hygiene are adhered to at all times.
- Ensure all kitchen equipment is maintained in good condition.
- Wear the correct uniform at all times.
- Attend training sessions and meetings as required.
- Work as part of a team contributing to the aims and values of the Kitchen and the School.
- Seek guidance from the Head Chef & Food Educator as appropriate.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the School kitchen.

### Professional Behaviour

- Employees of Christ's College Finchley are expected to be courteous and co-operative towards colleagues and provide a welcoming environment for visitors and telephone callers.
- Be aware of, and comply with, policies and procedures relating to safeguarding, data protection, health and safety.
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approach.
- Participate in training as required.

### General

All staff are expected to adhere to Christ's College Finchley policies and procedures. The postholder may be asked to perform other duties, including covering the essential work of absent colleagues, commensurate with the grading of the post, as directed by their line manager or senior leadership team.

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

## FOOD POLICY STATEMENT

- We aim to equip all of our pupils with the skills and knowledge required to lead a healthy and fulfilling life.
- All pupils will need to understand the link between what they put into their bodies and how healthy and effective their bodies are likely to be.
- We seek to ensure that the nutrition received in schools is consistent with pupils being able to lead a healthy life and also to be able to learn effectively in the classroom.
- As a school we are committed to prioritising the health of our pupils above profit margins of the canteen/ food service.
- We aim to ensure there is consistency between the learning objectives of our curriculum (particularly in Food Technology, Science, PHSE and assemblies) and the food that children consume whilst on our site.
- The school will work hard to educate pupils about the importance of eating the right proportions of fruit and vegetables every day. These are important for providing children with the nutrition they need to develop, to stay alert, learn and attend school on a regular basis.
- We want to ensure that there is consistency between our principles on food and nutrition, the curriculum we deliver and what is served and eaten on our school site.
- CCF also recognises the evidence of the clear link between diet and good mental health and are committed to help children build healthy relationships with food, nutrition and body image.
- We seek to adopt and promote sustainable food initiatives to reduce the negative environment impact of the food we eat.
- Our new food policy and offering is available to all pupils, including those on free school meals.
- Growth mindset - This is vital to the experience that pupils have within the subject exploring reasons for food choices, cultures and a wide range of dishes. Opportunities are given for pupils to be exposed to educational concepts that inspire, teach and support a growth mindset in relation to food.
- Knowledge and understanding - Pupils are taught about the importance of healthy eating and making better-informed choices through the UK Government Framework 'The Eat Well Guide'.
- Sustainable food initiatives are put in place to reduce the negative environmental impact of the food we eat; we recycle & dispose of biodegradable food responsibly, currently looking at other initiatives to support eco-friendly systems.

## PERSON SPECIFICATION

| Qualities and Skills   | Essential | Desirable |
|--|-----------|-----------|
| Level 2 certificate in food Hygiene  | X         |           |
| NVQ in food preparation and cooking  | X         |           |
| Experience of preparing fresh, interesting and nutritious meals  | X         |           |
| Good understanding of multiple cooking methods and an understanding of correct cooking procedures such as blanching, searing, grilling, steaming, browning, sautéing | X         |           |
| Understand the needs of pupils with special dietary requirements and allergen  | X         |           |
| Awareness of required cooking temperatures and log these if necessary  | X         |           |
| Liaise with co-workers regarding world cuisines and new skills   | X         |           |
| Able to identify and prepare fresh fish, meat, bake fresh breads and pastries  | X         |           |
| Ability to read and complete simple instructions, such as cleaning rota, work rota, temperature control.   | X         |           |
| Able to cook savoury dishes and be willing to learn and/ or improve on existing knowledge  | X         |           |
| Ability to work on multiple tasks of varying difficulty through the day  | X         |           |
| Able to use and clean catering machinery and light equipment.  | X         |           |
| Demonstrate a willingness and enthusiasm for training and progression  | X         |           |
| Able to encourage children to select a balanced meal   | X         |           |
| Able to communicate and relate well with colleagues and children in a polite professional and friendly manner at all times.  | X         |           |
| Display and maintain a high standard of personal hygiene.  | X         |           |
| Be able to work within Health & Safety standards and Food Hygiene regulations.   | X         |           |
| Committed to the highest standards of safeguarding children  | X         |           |

**Early applications are encouraged: Christ's College Finchley reserves the right to close the advert before the advertised closing date.**

*Pupils and students receive a first-class education at Christ's College Finchley (CCF). This is reflected in the excellent examination results at GCSE and A level, as well as pupils' highly positive attitudes to school and respect for others. The bringing together of academic excellence and high expectations for pupils' conduct is what makes CCF so successful.*

OFSTED, FEBRUARY 2025



## FURTHER INFORMATION

### Compulsory declarations of any convictions, cautions or reprimands, warnings or bindovers

It is the school's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitations of Offenders Act 1974.

### Online Searches

After shortlisting, Christ's College Finchley will conduct an online search as part of our due diligence and compliance with KCSIE. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore further with the applicant at interview.

### References

Referees will be asked about all disciplinary offences which may include those where a penalty is 'time expired' if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

### Privacy Notice for Job Applicants

This can be found on the school's website.

Providing false information will result in the application being rejected or withdrawal of any offer of employment, or summary dismissal if in post and possible referral to the police. Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire, and may be required to undergo a medical examination.



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Christ's College Finchley

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