



NOTTINGHAM
HIGH SCHOOL

CANDIDATE INFORMATION PACK

HEAD CHEF

To start as soon as possible



COME AND JOIN US!

Nottingham High School has a vacancy for a **Head Chef** to join the School.

Completed application forms should be sent electronically to jobs@nottinghamhigh.co.uk no later than **9am on Monday 15 January 2024**. As we are committed to securing the right person, early applications may result in early interviews & the early closing of the vacancy.





THE SCHOOL

We are a School with a rich history dating back to 1513, we pride ourselves on developing happy, confident and driven students with a love of learning.

Nottingham High School is not your average School, we have a very strong academic reputation and achieved the best examination results in the region last summer. We won the Co-Education Independent School of the Year award in 2022, were named the East Midlands Independent Secondary School of the year 2023, East Midlands Secondary School of the Decade by The Sunday Times Good Schools Guide 2021 and ranked first for academic results in the East Midlands by The Sunday Times Independent Schools Guide in 2022.

The High School is an independent day school (HMC) for boys and girls aged 4 to 18. Our Junior School, Senior School and Sixth Form are based on-site at Waverley Mount and our Infant School is based across the road at Lovell House.

The Infant and Junior School (ages 4-11) has over 325 students. There are approximately 845 students in the Senior School, with a vibrant Sixth Form of over 26. The School's move to co-education has been a great success with 428 girls in the School, with further significant growth planned in future years.

Students come from a wide range of backgrounds and the School is committed to maintaining a representative entry, supporting this with generous bursary and scholarship funds. Together, these mean that about a tenth of Senior School students receive some form of financial assistance. Entry is by competitive assessment in the Spring Term.

Our support staff are a vital part of the School's success, we work hard to make Nottingham High School a place where people love to work. Our teachers and support staff work closely to achieve the aims and objectives of the School. The Nottingham High community is at the heart of our culture.

VIRTUAL TOUR

Take a look inside our Schools!

[Infant School tour](#)

[Junior School tour](#)

[Senior School & Sixth Form tour](#)





THE ROLE

Primary Purpose

The Head Chef will have direct leadership for the School Chefs and Catering Team in order to provide first class catering support to all activities at the School including the School's external facilities and all of the internal and externally hosted functions.

The successful candidate will oversee all aspect of the kitchen operation from production planning, menu development, cooking, staffing and people management including, but not limited to:

- Plan, prepare, cook and present food to the high standards expected by the School
- Working alongside the Catering Manager, preparing in advance of each term, a well-planned and costed nutritional health rotational menu
- Providing guidance to Catering Staff on service and portion control, ensuring food is safe and served at appropriate temperatures
- Devising and costing menus for both internal and external functions
- Control and monitor waste
- Identification and recording of all allergies
- Ensure supplies are correctly issued, used and accounted for to carry out stock takes and food rotation procedures
- Maintain records relating to food production activities and supplier information as required by the Catering Manager
- Ensure Health and Safety, and Food Safety Standards are maintained in line with School policy and legislation
- Set objectives and be responsible for the day to day running of the kitchen including supervising the recruitment and selection process to ensure that it effectively meets the needs of the school
- Assess employee performance and recognise training needs and potential as appropriate
- Hold team meetings on a regular basis to communicate targets and required standards
- Ensure compliance with the School's policy on Safer Recruitment and safeguarding children and young adults at all times whilst at work
- Interact with pupils both on a daily basis in the dining room and at school council meetings

People Management

- Assess kitchen team performance and recognise training needs and potential as appropriate
- Ensure training is carried out to meet the needs and requirements of the individual
- Ensure that all employees are knowledgeable and motivated about their roles and the business through effective induction, accurate job descriptions and on the job training
- Motivate, lead and develop the team by empowering, supporting, and encouraging them and maintaining an "open door" policy that will create a culture of pride in the work of the department

Financial Management

- Ensure that all standards of food preparation and service are established and achieved in line with school budget
- Consistently look at ways of ensuring best value through effective purchasing via suppliers and creative merchandising



- Maintain budgetary records and ensure that appropriate controls are in place
- Order all necessary food, dry goods and equipment, obtaining best buys in line with directives from Catering Manager
- Undertake stock checks on a termly basis and supply other information as requested
- Be involved in all catering aspects of the school's income generation and lettings program. Examples of this include formal dinners, national chess tournaments, Alumni reunions and other small to large events which require catering

Health & Safety, Food Safety, the Environment

- Ensure that the kitchen meets statutory and school requirements of Health and Safety, Food Safety and environmental legislation and procedures
- Conduct Food Safety and Health and Safety Risk Assessments and ensure that all standards and procedures with regard to Hygiene and Safety are established and maintained
- Ensure all kitchen staff are trained to the appropriate standard and that where necessary staff are trained on the use and cleaning of dangerous equipment
- Ensure all equipment is well maintained and is in good working order
- Make recommendations for renewal and replacement of equipment when required.
- Establish and maintain kitchen cleaning schedules
- Ensure that all procedures and work instructions are fully understood and practised by all employees
- Attend all health and safety training courses as required
- Promote and encourage environment improving initiatives, as appropriate within the school

Additional Responsibilities

- Assist and deputise for the Catering Manager.
- Take responsibility for contributing towards your own development with the guidance of your Manager and attending training courses as identified.
- Show commitment to school values in all aspects of the role.
- Act as a positive ambassador for the school.



THE PERSON

Skills and Knowledge

Essential

- NVQ qualification or equivalent
- Excellent craft skills background
- Basic and intermediate Food Hygiene Certificate
- Successful progressive background in catering
- Allergen training
- Strong supervisory experience
- Passion for food and customer service

Desirable

- Successful progressive background in education catering
- Management of medium sized kitchen

Key Competencies and Personal Attributes

Essential

- High standard of personal hygiene, maintaining a smart appearance at all times
- An approachable and friendly disposition with a confident demeanour
- Excellent organisational skills including ability to delegate and influence
- Ability to forward plan
- Analytical approach to problem solving
- Ability to work on own initiative
- Effective time management
- Good numeracy skills
- Computer literate
- Flair and innovation with menus and food presentation

Desirable

- Professional training in presentation and negotiation skills
- Qualification in training and development
- Professional training in leadership skills
- Keen to continue personal development within current role and driven to progress



SAFEGUARDING

Child Protection

Nottingham High School is committed to doing all it can to ensure the safety and wellbeing of its students.

All adults who work at the School must recognise that there is an absolute duty to respond to any issues that are brought to their notice and as such, this post is subject to an enhanced DBS check. The post holder's responsibility for promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. Any safeguarding concerns must be reported to the School's Designated Safeguarding Lead.

Mandatory training in safeguarding children is given to new members of staff.

All posts in School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

As a part of our pre-employment checks, your past and current employers will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although a current employer may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.

BENEFITS OF SERVICE

Professional Development

The High School believes in, supports and resources an extensive system of continuing professional development and all teachers and non-teaching staff participate throughout their careers. The School has developed an Appraisal Scheme for all staff. Each member of staff has a Line Manager with whom they have Professional Review or appraisal meetings for their individual personal development. In this case, the Catering Manager is the line manager.

Working Environment

This is an enjoyable and stimulating place to work. We offer a wide and varied range of staff benefits including free refreshments and school lunch during term time. Staff organise a series of social events during the year including an annual Christmas event. Many of the facilities of the School are open to staff and their families, including the gym and swimming pool.

Eligible employees who have children in the School currently benefit from some remission of fees in accordance with School policy, at the discretion of the Governors.

Living in Nottingham

Good quality housing in Nottinghamshire and the surrounding counties is affordable and as a result many of our staff have a good choice of areas to live in and experience a good quality of life. Most live within a twenty-minute commute of school. There are many attractive villages surrounding the city as well as good quality housing in the city. In the centre there has been considerable development of high-quality apartments.

The School is well served by public transport and is on the tram network. In addition, there is car parking available on site.



HOW TO APPLY

The Application

Candidates should complete the School's application form electronically and email this to jobs@nottinghamhigh.co.uk. Applications will only be considered from candidates completing the form in full. We will acknowledge receipt.

Before interview, we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.

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 DfE Children's Safeguarding Operation Unit.

Equal Opportunities

Nottingham High School seeks to recruit individuals of the highest calibre. We welcome applications from all sections of the community.

The High School recognises its responsibility to treat equally each person who comes into contact with the School. All members of the School are equally valued so that they can develop a sense of self-esteem. No-one is discriminated against because of actual or imagined differences.

This policy applies to both staff and students, and it is the responsibility of all staff to promote practices which overcome prejudice in our society.

The School is committed to Diversity and Inclusion. Our statement on this can be found [here](#) on the School website.

Informal Queries

If you have any questions about this role prior to applying, please email jobs@nottinghamhigh.co.uk and we will be pleased to assist you.



INVITATION TO INTERVIEW

Interviews

It is intended that interviews will be held in School shortly after the closing date.

At interview all candidates must bring with them or be able to show certificates confirming any education and professional qualifications that are necessary and relevant to the post. Where originals or certified copies are not available, candidates must provide written confirmation from the relevant awarding body.

In addition, all candidates need to show their birth certificate & valid passport to confirm their identity. Originals of these documents are required, we cannot accept photocopies. If you are being interviewed online a member of the HR team may ask to see your documents on screen before your interview starts.

Background Checks

The School reserves the right to obtain formal or informal background information about an applicant to determine whether they are suitable to work at the School. This will include online searches on shortlisted candidates. The online searches the School carries out may include searches of internet search engines and websites using three means of identification related to the individual.

Online searches will only be carried out at the shortlisting stage. The School will not carry out online searches as part of its initial sift of applications. All applicants for a role at the School will be treated consistently with regard to online searches.

Online searches will be undertaken by a person who will play no other part in the recruitment process (including the shortlisting exercise) or the appointment decision. In carrying out online searches the School is looking for any publicly available information about an applicant that:

- may be relevant to their suitability to carry out the role for which they have applied;
- may be relevant to their suitability to work at the School or in an education setting;
- is of a safeguarding nature; and/or
- may have an impact on the School's reputation (whether positive or negative).

Pre-employment checks

Any offer of employment will be conditional upon:

- receipt of satisfactory references
- verification of identity and qualifications
- evidence of the right to work in the UK
- a Barred List check
- a satisfactory Enhanced DBS disclosure (original certificate must be shown to HR) and a Staff Suitability Self-declaration
- where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of medical fitness in accordance with DfE Circular 4/99