

# EXECUTIVE CHEF

## FROM JANUARY 2022 OR SOONER

### INFORMATION FOR APPLICANTS



BARNARD CASTLE SCHOOL

## **Welcome from the Bursar**

### **Dear Candidate**

Barnard Castle School is seeking to appoint an outstanding Executive Chef to lead the Catering Team in their delivery of the food and beverage service to the whole school community.

We are seeking an experienced and talented individual with a passion for innovative, healthy and wholesome food which will appeal to our youngest children in Reception Class, to our young adults in Sixth Form and our large resident boarding community, for which Barney is home during term time. An incredibly exciting challenge!

Working under the leadership of the Catering and Domestic Services Manager, you will bring technical expertise to develop the team of chefs and catering assistants together with the energy to drive change in menu, service delivery and departmental compliance.

During term time, the department is busy and demanding but working at Barney brings huge enjoyment and staff are extremely happy in the workplace. During school holidays the department has the opportunity to work at a slower pace, preparing in advance for the forthcoming term and welcoming residential guests during the longest holiday period in the summer.

Barney is an exciting and hugely rewarding place to be, and I look forward to receiving your application.

A handwritten signature in black ink that reads "S.M. Metcalf". The signature is written in a cursive style with a large, sweeping flourish at the end.

**Suzanne Metcalf**  
**Bursar**  
**Barnard Castle School**

## **The history of Barnard Castle School**

Barnard Castle School has its roots in the medieval past and its eyes set firmly on the future. The school traces its origins back to the nearby Hospital of St John, which was an educational and religious community established by John de Balliol in 1229. He was also the founder of Balliol College in Oxford and his passion for learning remains central to our philosophy today. In 1883 with a gift from Benjamin Flounders, a Victorian philanthropist, and the proceeds of St John's Hospital, the present main School building was constructed. Tony Jackson, the school's tenth Headmaster, was appointed in September 2017 as "Barney" embarks on an exciting new era.

## **The School**

'When you are steeped in little things, you shall safely attempt great things'

This motto perfectly sums up what Barnard Castle School - or 'Barney' as it is affectionately known - aims to do in preparing its pupils for life beyond its doors. Through creating an inspirational, compassionate and unpretentious environment, Barney aims to develop young adults with character. Our staff believe that our pupils should be confident, resilient, intellectually curious, tolerant and driven, with an undercurrent of humility, and are prepared to live, embrace and lead in an ever-changing world.

'Parvis imbutus tentabis grandia tutus'.

The school has a genuine warmth amongst its 716 pupils and 190 staff, which fosters a strong sense of community and endeavour. It is highly unusual to find a school where pupils from Year 9 and Year 11 sit on a table at lunch together sharing a conversation, discussing their latest sports fixture or drama rehearsal. However, this attitude is ingrained in a Barnardian from very early on. The co-educational and cross-year group atmosphere starts in the journey from the Preparatory School (ages 4-11) right through to the state-of-the-art bespoke Sixth Form Centre in the Senior School (ages 11-18). A Barney pupil is quick to make someone else feel at ease, whether that is through simple encouragement or a warm smile.

Whilst we are extremely proud of what our pupils achieve academically, we also recognise the importance of preparing the next generations for an evolving and increasingly competitive global marketplace. To do this we focus on developing the individual character of every child, and during their journey with us, we aim to cultivate vital life skills through building relationships amongst the pupil body and teachers alike. Each pupil has a dedicated Tutor who meets with them a couple of times a week to discuss anything from pastoral issues to academic progress.

We want our pupils to develop a prepared mind for life beyond school. This requires confidence, resilience and compassion, all built up over a period of time, and in a variety of ways, both within and beyond the classroom. It also requires that most important quality: humility. At our core is an unpretentious and humble outlook, and it is this combination of confidence and humility that allows our pupils to light up a room.

We want staff who believe in our purpose and are proactive in immersing themselves in school life during term time. We would like them to role model the qualities we hope to instil in our pupils throughout their journey from the Prep School through to the end of the Sixth Form.

The School is situated in its own extensive grounds on the outskirts of an historic market town, recently noted as being the safest in England, in an area of outstanding natural beauty. It is well-resourced and enjoys an enviable reputation for its pupils' achievements on a broad variety of fronts. It is also in proximity to and enjoys close relationships with departments in the universities of Durham, York and Newcastle.

Continuous improvement and investment have produced a number of new buildings, including the MacFarlane Building which houses Physics and ICT, the Atha Fitness Centre, an extension to our Prep School including a new science lab and the new purpose built Sixth Form Centre.

Further details about Barnard Castle School may be found in the Independent Schools' Yearbook and on the School's website [www.barnardcastleschool.org.uk](http://www.barnardcastleschool.org.uk).

## **The Catering Department**

Located at the heart of the original Main School building, the kitchens and dining hall are the home of the catering department. The team of 20 staff cater for all school meals for our large day and boarding school community. In addition, the catering department provide refreshments for all School events from a tray of tea, coffee and biscuits for visiting guests to sports teas and 5 star hospitality for a variety of events. During the summer holidays in particular the department provides catering for our residential guests who hire the school facilities.

## JOB DESCRIPTION

<b>Post:</b>	Executive Head Chef
<b>Department:</b>	Catering
<b>Responsible to:</b>	Catering and Domestic Services Manager (CDM)
<b>Hours of work:</b>	40 hours per week (will include evenings and 1 in 3 weekends working) Rotating Shifts between the hours of 7.00am – 7.00pm. Late evening work for events will be required

### Overall purpose of the post:

To continuously drive the catering offer to new and higher levels through innovation and change.

To deputise for, assist and support the CDM in ensuring the Catering Department is run to the highest professional standard, delivering a food and beverage service that meets customer expectation, food & hygiene standards and financial targets.

Should the post holder excel in all aspects for their role, there is the possibility of progression to Catering Manager in the future.

### General:

1. To successfully produce and deliver, to the highest possible standard, the agreed food and beverage offer to all users.
2. Develop regular innovations to improve the catering service and food offers. This must include considerations for nutrition, special diets and be reflective of current industry trends.
3. Effectively manage food production processes by setting targets for each kitchen and ensuring documented evidence of changes are achieved.
4. Manage and further develop all aspects of the commercial catering business.
5. Manage and deliver the highest standards of formal dining to both internal and external clients.
6. To help the CDM prepare an Annual Business Plan that incorporates a detailed Annual Budget against which the Catering Department will be reviewed monthly.

### Main duties and responsibilities:

#### Operational

1. To provide internal, and identify external craft-based training and development for the teams to ensure standards are replicated and developed.
2. Interact with customers at every service period, including events, ensuring that the service is running smoothly and that customers are happy with the service they are receiving.
3. Monitor each service provision to ensure they are delivering the agreed specification within a safety and fun environment.
4. Promote and manage exceptional standards of customer service, ensuring that all services, whether pupil dining or hospitality, operate in a friendly, smooth and efficient manner at all times.
5. Ensure that all members of the catering team are aware of their duties throughout the day, especially during service periods.
6. Ensure that all areas are left spotlessly clean at all times and that appropriate cleaning schedules are in place, completed and archived.
7. To inspect and manage all legislative requirements including allergen, COSHH, health, safety, fire, food and hygiene legislation.
8. Liaise regularly with the Head Chef's/teams to ensure excellence in service provision.
9. Ensure that stock and staffing meet the needs of the department.
10. Ensure correct monitoring and recording of all Catering Department activities.
11. Ensure correct order and delivery procedures are adhered to at all times.
12. Oversee School events, and support functions organised by the Events Department as required

## **Communication**

1. Ensure timely response to communications via email or in person.
2. To support the CDM by leading or attending pre-service briefings at each service period including events.
3. Attend meetings in the absence of the CDM.

## **Financial Management**

1. Ensure the catering department operates at maximum efficiency within budgetary targets to deliver the required level of service at all times set by the CDM
2. Ensure financial best practice to be in place such as recipe costings and price benchmarking
3. In the absence of the CDM, provide support to carry out the payroll function of the department to ensure accurate and timely information is sent to the payroll administrator
4. Ensure correct billing of School and Event Department functions
5. Ensure monthly stock-taking is carried out in all areas including wine stocks.

## **People Management**

To support the CDM in the line management of the catering team by fulfilling the following duties and responsibilities:

1. To assist with interviews for the catering team, carrying out induction training, setting early objectives and acting as a guardian/ mentor, as appropriate for all new team members.
2. To assist with annual appraisals for the catering team, identifying areas for improvement, setting new targets and formulating training plans to improve skills.
3. Follow the department succession plan so developing the catering team and encourage promotion from within.
4. Assist in producing individual and group training plans and conduct internal training accordingly.
5. Ensure stocks are maintained and regularly audited and report any irregularities to the CDM
6. Ensure the school sickness and disciplinary policy is implemented as appropriate
7. Attend appropriate training courses as necessary and as agreed with the CDM
8. Report any problems with fixtures, fittings and equipment as appropriate.

This job description reflects the present requirements of the post and is not intended to be exhaustive. The individual may be required to carry out such other duties as the Bursar may reasonably require from time to time.

Duties and responsibilities, may be subject to change and development, the job description will be reviewed periodically and subject to amendment in consultation with the post holder.

## **B. PERSON SPECIFICATION**

### **Essential Qualifications and Experience**

- At least three years working as a Head Chef within a contract catering or event environment.
- Line Management experience of a medium to large catering department
- A catering and hospitality background based in hotels or education sector.
- Have a genuine passion for high quality, fresh food and delivering excellent customer service
- Food safety management systems.
- Full driving licence
- Working knowledge of Microsoft packages including Word, Excel and Outlook

### **Desirable Qualifications and Experience**

- Educated to NVQ Level 3 in any Catering Discipline
- Level 3 Award in Food Safety
- NVQ Trainer's Award/Craft based training experience
- First Aid Qualification
- Allergen training qualification
- Manual Handling Training Qualification
- A basic COSHH award

### **Essential Skills**

- Excellent interpersonal skills
- Excellent written and oral communication skills
- Excellent customer service skills
- Excellent organisational skills and a proven ability to manage and supervise teams
- Ability to follow tasks through to completion
- Skills in ICT being proficient in the use of Microsoft Excel, Outlook and Word

### **Essential Abilities**

- Excellent time management
- The ability to prioritise effectively, managing a busy diary and varied workload to meet demands and deadlines – multi tasking.

### **Personal Qualities**

- Ability to take initiative; a self-starter
- Smart and professional appearance at all times
- Physically fit to carry out operational catering activities in any part of the School Estate
- The ability to think both strategically and tactically
- Good communication and interpersonal skills with the ability to inspire confidence and form relationships quickly
- Eye to detail ensuring the highest level of service at all times
- Ability to continually update one's own professional knowledge
- Calm, even tempered, responsible and reliable
- Ability to work the required hours with a flexible approach

## **Appointment Terms, Conditions and Benefits**

Type: Permanent, Full time

Salary: Dependent upon experience.

Hours: 40 hours per week (will include evenings and 1 in 3 weekends working).

Rotating Shifts between the hours 7.00am – 7.00pm. Late evening work for events will be required.

The nature of the role will require the post holder to work flexibly to meet the demands of the role and the needs of the department. During term time the School is a 24/7 operation and the post holder should expect to work weekends and early and late shifts as required. During School holidays the School is open for business to external organisations for day and residential lettings. The catering department is expected to meet the demands of any holiday trading.

Holidays: 20 days per annum plus bank holidays (pro-rated in year 1) rising to 25 after 5 years' service.

Holiday year runs 1<sup>st</sup> September to 31 August and all holidays should be taken in School Holidays. As a boarding School, some public holidays (usually May Day) are a normal working day and a lieu day can be taken in School holidays for this.

TOIL: Due to the busy nature of the department during term time, additional hours worked can be taken as time off in lieu during school holidays.

Probationary period: 6 months

Notice: During the probationary period by School and Employee is one week in writing. Post probationary is 2 months.

Absence: Entitlement to Statutory Sick Pay (SSP) only during first year. School sick pay as detailed in your contract will apply in 2<sup>nd</sup> and later years.

Pension Scheme: In accordance with the Pension regulations 2013, eligible job holders will be automatically enrolled into the Occupational Pension Scheme with Pensions Trust.

## **Recruitment Process**

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### **Applications**

If you feel that you can meet the above requirements then please submit a letter of application along with the Barnard Castle School application form to the Bursar. Only applications containing the requested information will be considered.

Applications should be sent to:

Mrs Suzanne Metcalf  
Bursar  
Barnard Castle School  
Barnard Castle  
County Durham  
DL12 8UN

Phone: 01833 696098  
Fax: 01833 638985  
E-mail: [hr@barneyschool.org.uk](mailto:hr@barneyschool.org.uk)

### **Applications will be considered as they arrive**

Applicants should read carefully the application procedure – guidance for applicants, Policy on the Recruitment of Ex-offenders and the Disclosure policy and the Safer Recruitment policy.

Barnard Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all

applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service.

Barnard Castle School is an equal opportunities employer.

## Contact

Mrs Suzanne Metcalf  
Bursar  
Barnard Castle School  
Barnard Castle  
County Durham  
DL12 8UN

Phone: 01833 696098

E-mail: [hr@barneyschool.org.uk](mailto:hr@barneyschool.org.uk)

Telephone: +44 (0)1833 690222

Fax: +44 (0)1833 638985

[www.barnardcastleschool.org.uk](http://www.barnardcastleschool.org.uk)

