Heartlands High School

SEARCH Education Trust
Strong, Sustainable, Successful Schools



Job Pack

Sous Chef

Content

Executive Headteacher Page 3
Job Description Page 4
Person Specification Page 6
Job advert Page 7

October 2023

Dear Applicant,

I am delighted that you have chosen to apply for a post with SEARCH Education Trust. We are a family of schools focused on positively transforming the lives of our students! We believe passionately in the power of 'stronger together'.

The SEARCH Education Trust is founded upon the following principles:

- **Subsidiarity** - the Central Trust performs only those functions which are better undertaken together to improve quality, efficiency and sustainability;
- **Empowerment** – of schools and young people to overcome the disadvantages resulting from background, personal circumstances or characteristics; helping them to become leaders and courageous advocates of justice, fairness and equity;
- **Autonomy** – which is aligned and accountable within a framework of shared understanding and which balances freedom and independence, with unity of purpose;
- **Resilience** – the ability to adapt and recover quickly from challenging situations and see problems as opportunities to build something better;
- **Community** – a focus on people working together for the good of each other, celebrating difference and diversity and seeing the humanity which unites us all;
- **Honesty** - the quality of being open and transparent which enables good listening, fosters mutual trust and supports good decision making.

This form part of our SEARCH vision which is at the heart of our community, provides a space within the wider education system where schools can come to work together, to grow and flourish.

I have been a proud member of the trust for 14 years and am excited to now have the privilege of leading our group of strengthening and growing schools.

Choosing the SEARCH Education Trust means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your talents whatever they may be and be looked after in your journey. We look forward to receiving your application.



Yours Faithfully

Mrs Elen Roberts
Executive Headteacher
For and on behalf of SEARCH Education Trust

Job description

Post	**Sous Chef**
Grade	**Scale 4 point 7 to 10 £25,629 to £29613 Actual pro rata salary £18,930.14 to £19,878.53**
Contract	**1 Year Fixed Term Contract**
Hours	**30 hours per week, Monday to Friday (8.30 a.m. to 3 p.m to 8am to 2.30pm) 39 weeks per year**
Responsible to	**Catering Manager & Chef**
Responsible for	**Kitchen Team**
Location	**Multi Site Sover Required**

Overall Objectives

To help with the smooth and efficient running of the kitchen; this will be done by working closely with The Catering Manager. The Sous Chef must be familiar with all the daily operations of the kitchen, and must be able to perform any task in the kitchen if needed. The Sous Chef must be a problem solver, ready to come up with on the spot solutions for problems that may occur in the kitchen. The Sous Chef will be able to run the food production and service if the catering manager is away.

The Sous Chef will be expected to produce top quality food for the school and ensure that service runs smoothly with both the first and the last plate served being of the same high quality. This will be achieved by following menus already in place and having support of the kitchen team. The Sous Chef will ensure that food production and recording is in line with legislative requirements. The Sous Chef will be able to help maintain a safe and hygienic kitchen environment. This will be achieved by having level 3 food safety training and following the catering safety management system. This Sous Chef will have a good understanding of stock control and food purchasing and ordering.

The Heartlands High School motto is SEARCH for Success, and we would welcome a candidate who is able to promote these steps to success:

School Matters
Effort
Achievement
Responsibility
Citizenship
High Aspirations

Please note that there is flexibility in the approach to achieving our shared vision for this school and that the above specification is not definitive.

Key Organisational Objectives

The postholder will contribute to the SET objectives in service delivery by:

Enactment of Health and Safety requirements and initiatives as directed.

Ensuring compliance with Data Protection legislation.

At all times operating within the Trust's Equalities policies, demonstrating commitment and

contribution to improving standards of attainment.

Adopting Customer Care and Quality initiatives.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned.

Safeguarding Children

SEARCH is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the
nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date Signed: ……

Signature of Postholder: ……....

Name of Postholder: ……....

Person Specification

	Essential	Desirable
Skills		
Personal		
Team player	✔	
Ability to perform under pressure	✔	
Excellent time management	✔	
Excellent attention to detail	✔	
First rate culinary skills	✔	
Creative and innovative	✔	
Flexible	✔	
Financial Awareness	✔	
Excellent organizational skills	✔	
Confident in working independently	✔	
Excellent communication abilities	✔	
Passion and love of food	✔	
Other		
Multi Site Cover	✔	
Commitment to safeguarding and promoting the welfare of children and young people	✔	
Participate in training and other learning activities and performance development as required	✔	
Attend and participate in relevant meetings as required	✔	
Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person	✔	
Contribute to the overall ethos/work/aims of the school	✔	
Appreciate and support the role of other professionals	✔	

Heartlands High School, part of the SEARCH Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

Sous Chef – Heartlands High School

Salary: Scale 4 point 7 to 10 £25,629 to £29613 Actual pro rata salary £18,930.14 to

£19,878.53 Location: Haringey

Contract type: 30 hours per week, Monday to Friday (8.30am to 3pm - 8am to

2.30pm), 39 weeks per year

Contract term: 1 Year FTC Contract

Closing date: Monday 30th October 2023 at 10am

Interview Date: TBC

Heartlands High School has the opportunity to invite a talented and ambitious Sous Chef to help with the smooth and efficient running of the kitchen. The Sous Chef will be able to run the food production and service if the catering manager is away.

An ambitious and inspiring professional, you believe that producing top quality food for the school is essential and must possess a real passion for food. You will also ensure that service runs smoothly with both the first and the last plate served being of the same high quality. So, join our team – and enjoy the support you need to make that difference. Bring your talents to Heartlands High School

We can offer you

- A very positive working environment
- Exceptional professional development opportunities
- Collaborative colleagues

We are driven by ambition: a clear desire to deliver results as we combine our strong ethos and culture. We're also committed to providing first-rate training and development to all our teaching staff and support staff, plus excellent career advancement opportunities within this evolving Trust. You'll find high expectations here too. We expect the kind of exemplary behaviour that allows our teachers to do their jobs as effectively as they can.

With state-of-the-art facilities, Heartlands High School is oversubscribed and a first-choice school for parents and students in the local community. Our intake is diverse and is a real reflection of the community that we serve. Our ethos is captured in the acronym SEARCH; School Matters, Effort, Achievement, Character and High Aspirations. These values drive all we do and are core to our success. Our aspirations for this community are high and we want our students to have access to the very best education.

If you would like to find out more about the position, we would love to talk to you.

For further information, please contact our HR department at HR@searcheducationtrust.com

Completed application forms must be submitted via TES by 10 a.m. on Monday 30th October 2023. Interview date to be confirmed.

NB: Please note that in line with the new Keeping Children Safe in Education updates, an online search will be conducted as part of our due diligence checks on all shortlisted candidates. CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school.

Applications may be considered whilst the posts are being advertised. SEARCH Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.