



Cobham Hall

Job Description

Chef



The UK's only Round
Square Boarding and Day
School for Girls aged 11-18



ABOUT THE ROLE

We are currently seeking an enthusiastic and passionate chef to join our busy kitchen at Cobham Hall School. This is an exciting opportunity to join our successful team. Working alongside our Head Chef, you will support and prepare fresh seasonal meals for both pupils, staff and for functions and other showcasing events held at Cobham Hall. You be a key member of a small team and will therefore assist in maintaining our high standards of hygiene in the kitchen. The successful candidate will be organised, able to prioritise and have a flexible approach.

KEY TASKS AND RESPONSIBILITIES

- Ensure that appropriate methods of cooking and presentation are used to maintain the highest standards of production and service. The main services at Cobham Hall School include; breakfast, lunch, dinner and special events e.g. Parents' Evenings, Charity Dinners and Weddings.
- To work within a team to ensure Health & Safety and Hygiene Health & Safety in the workplace.
- Assist with ordering food stock.
- Assist with monitoring of production and wastage.
- To prepare all food with due care and attention, particularly regarding customers' special dietary requirements: for example, nut, dairy or wheat allergies.
- To assist as required at Foundation special/commercial functions e.g. weddings, some of which may occur outside normal working hours.
- Promote a friendly working relationship with colleagues.

PERSON SPECIFICATION

- Level 2 Food Hygiene Certificate
- NVQ Level 2 Chef Qualification or Equivalent
- Full knowledge of Health & Safety, HACCP AND COSHH Regulations and associated Codes of Practice.
- Literate and numerate
- A minimum of two years' catering / kitchen experience in a similar role
- experience working within a fresh food background
- High volume experience
- Fine dining experience.
- Able to plan time effectively, organise with forethought, showing meticulous attention to detail
- Self-motivated and able to work independently
- Demonstrate excellent communication skills
- Ability to work as a part of a team
- Flexible approach to the role

PAY, BENEFITS AND HOURS

Role: Full time, permanent

Salary: £22,000-£25,000

Hours: 40 Hours A Week (plus weekend working)

Annual Leave: 25 days pro rata plus statutory bank holidays

Reporting Manager: Head Chef

The School also offers:

- Contributory Pension Scheme
- Comprehensive induction and on-going opportunities for Professional Development
- Use of the School fitness room, tennis courts and swimming pool
- Free onsite parking
- Lunches and refreshments provided
- Access to 150 acres of Grade II* designed parkland



“Pupils are educated to a high standard and excel in extra-curricular activities fulfilling the school’s aim to develop each pupil’s potential in and out of the classroom.”

- ISI Report-



HOW TO APPLY

- 1 If you would like to apply for this role, please download the application form from the School website, Our Guidance Notes for Applicants can also be found on the website.

[View online page](#)

- 2 Your application form should be completed in full and returned to vacancies@cobhamhall.com by **9.00am on Thursday 16 February 2023.**

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Foundation is committed to safeguarding the welfare of children. The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



INFORMATION ABOUT COBHAM HALL

Cobham Hall is housed in a beautiful Grade 1 listed Tudor mansion built in 1584 and was at one stage home to the Ashes of cricketing folklore. The School is otherwise set in 150 acres of tranquil 18th Century park landscape in the pretty village of Cobham in Kent.

The School is within half an hour of central London via the High Speed train service from Ebbsfleet International to London St Pancras and within an hour of the Channel ports of Dover and Folkestone by car.

Cobham Hall was founded in 1962 and is a single sex Boarding and Day school for girls aged 11 to 18. It is a member of the Round Square network of schools and indeed when it became a member back in 1971 was, at the time, the first all-girls' school to join the network.

The Round Square IDEALS are central to the School's ethos, helping each student to realise that "there is more in you than you think": the School's moto. There is a high commitment to the personal wellbeing of each student and Cobham Hall is recognised as a leading innovator in this area.

Our small class sizes ensure that each student is supported on their educational journey and enables lessons to be dynamic and engaging.

Our Headmistress, Mrs Wendy Barrett, took up this role in 2020 having previously held the post of Deputy Headmistress. Under her guidance, the School has developed an ambitious strategy to drive up standards and ensure that our students leave with the academic and character skills necessary to adapt to, and thrive in, an ever changing World.

In March 2021, Cobham Hall merged with the Mill Hill School Foundation, a merger that has opened up new opportunities for investment and collaboration. The School is currently consulting parents on the introduction of boys into the Sixth Form.

Full details of Cobham Hall's most recent inspections are available on our website at www.cobhamhall.com. In summary, a full integrated ISI inspection in 2015 found the majority of areas looked at to be excellent, with the remainder all found to be good, whilst in 2019 the School received an incredibly positive report from CREStED.

For further details about Cobham Hall please refer to the School's website. The School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to a DBS check.





There is more in you than you think



Cobham, Kent DA12 3BL, United Kingdom
Tel: +44 (0)1474 823371
vacancies@cobhamhall.com
www.cobhamhall.com

Follow us
[@CobhamHall](#)
  