



THE GRAMMAR
SCHOOL AT LEEDS

Be Inspired



Prep chef

The role

Prep chef

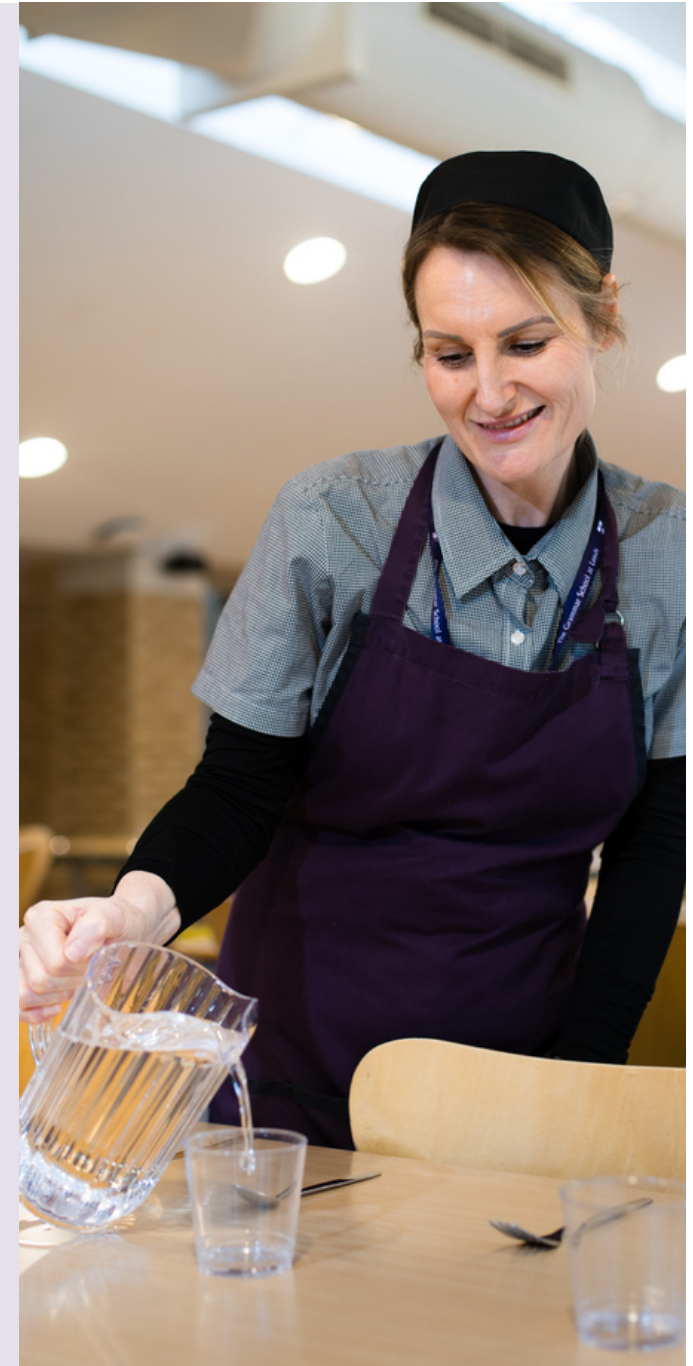
Reports to: Head Chef/Catering and
Commercial Manager

Main responsibilities:

- Responsible for the preparation and presentation daily fresh salad bar, meals for service at the required times, ensuring these are to the school standard and client's satisfaction.
- To ensure that school and statutory regulations pertaining to the safe and hygienic operation of the kitchen and ancillary areas are adhered to under HACCP and current regulations.
- To assist as required in the planning of menus, rotas, orders, update recipe, allergen data bases.
- To keep all work areas and surfaces as clean and tidy as is practicable at all times, and especially at the end of the day/shift.
- To ensure the security of the stores during all working hours.
- To assist as directed with services and cleaning down of the unit.
- To carry out any reasonable request by management.
- To prepare and assist at any special functions, which also may sometimes be outside normal working hours.
- To report and where possible, take action about customer complaints or compliments.
- To report and where possible action any incidents of accident, fire, loss, theft, damage, unfit food or other occurrences.
- To attend meetings and training courses as may be requested from time to time.

General:

- Any other assistance as may be reasonably required from time to time by the Principal or other senior manager in order to facilitate the efficient running of the school.
- This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal.
- All colleagues employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.
- All colleagues should be aware of the school's health & safety policy and implement it as appropriate.
- Actively contribute to a culture that promotes positive mental health and wellbeing among colleagues and pupils, recognising the impact of workload, behaviour, and communication on others.





The person

Qualifications & attainments

- Educated to level 3, GCSE grades in Maths and English or equivalent
- NVQ Level 3 or above, City & Guilds 706/1/2, or above in food preparation and cooking, or qualified by experience
- Level 3 food hygiene and safety, or qualified by experience

Experience & knowledge

- Experience of working effectively as part of a team
- Experience of working in a large commercial catering or school catering background in a similar or section chef position, with experience and drive to advance

Essential Desirable

	✓
✓	
✓	
✓	

Essential Desirable

- Experience of working in a customer facing role and innovating new ideas

Skills & qualities

- Ability to communicate effectively at all levels with colleagues and young children
- Excellent customer service skills

Values & ethos

- Commitment to the school's support and promotion of equity and diversity
- Committed to child protection and the promotion of a safe environment for children and young people to learn in

Work circumstances

- Role will involve working flexibly to assist with catering events outside of normal working hours

✓	
✓	
✓	
✓	
✓	

Your benefits

Colleague benefits - term time only support

Colleagues at The Grammar School at Leeds have access to a wide range of benefits including:

Access to our Colleague Assistance Programme well-being app, Perkbox, offering telephone counselling, financial and legal advice plus 6-8 face-to-face counselling sessions



Personal pension plan with Aviva up to 5% colleague contribution and 10% employer (with the facility to pay higher or lower colleague contributions)



Beautiful lunch time walking routes around our 140 acre site



Generous leave of absence scheme to support our colleagues when they need it



Colleague discounts through multiple providers, including Perkbox, Discounts for Teachers and Extras



Access to our 24/7 GP provider, Health hero



Training and CPD available including five inset days per academic year



Enhanced school holidays, approximately 16 weeks non-term time



Onsite gym and swimming pool available for colleague use within set times as well as colleague classes such as pilates, meditation, kettlebells, spinning and bootcamps



Significant discount on school fees



Colleague lunches: three courses available for £2.40 during school lunchtimes plus free tea, coffee and hot chocolate



Subsidised childcare provided for colleague's children during school INSET days (from the age of 3 up to age 11) as well as discounted summer camps



Opportunity to be involved in co-curricular activities such as the colleague pantomime, wellbeing committee or volunteer for community events



Use of the school's extensive library facility



Free car parking available on site



Salary sacrifice schemes for cycle to work



Free after school childcare until 6pm for the hours that you are working (subject to availability)



Subsidised flu vaccination onsite



Enhanced payment for maternity, paternity and adoption leave (subject to meeting certain eligibility criteria)



Free use of the school bus service (subject to availability)



About us

The Grammar School at Leeds is a highly successful, academically selective co-educational school of over 2,000 pupils and 435 colleagues, based on a modern, purpose-built campus in north Leeds.

Combining a rich heritage with an innovative and forward-thinking approach, GSAL offers academic excellence alongside a broad range of opportunities that develop and celebrate the strengths of both pupils and colleagues. We aim to nurture every pupil, helping them to make the most of their talents, realise their potential and develop the confidence to rise to any challenge.

Academic achievement sits at the heart of a rounded education at GSAL. A rich and stimulating curriculum, combined with a strong and caring pastoral system, supports pupils to become curious, successful learners and well-rounded citizens, while consistently achieving excellent academic outcomes.

GSAL follows the co-educational 'diamond model'. Pupils are taught together between the ages of 3 and 11, before moving into predominantly single-sex academic classes from ages 11 to 16, and then returning to mixed teaching groups in sixth form. This structure offers the advantages of single-sex teaching and learning, alongside the continued benefits of mixed co-curricular and pastoral engagement.

This year we are proud to be recognised as a Sunday Times Best Place to Work in the Large Organisation category, reflecting our commitment to creating a positive, inclusive and rewarding working environment for colleagues. In 2026, we were also awarded the Mental Health in Schools Award, recognising our ongoing commitment to supporting the wellbeing of our pupils and colleagues.





Our ethos and values

The school aims to foster an inspiring environment of learning and aspiration where pupils and staff alike can flourish every day, within and beyond the classroom. Everyone in the community is encouraged to grow, reflect, be kind and have respect for others. The school is a positive, caring, and inclusive environment where every child is valued and supported by a dedicated team of staff to become confident, resilient, and capable young people.

The school also recognises its role in society more widely, inspiring an outlook that is both local and global, and fostering an ambition for the highest impact and achievement in life beyond the school gates.

The school operates on FREDIE principles:

Fairness
Respect
Equity
Diversity
Inclusion
Engagement

**PROUD TO BE™
FREDIE**



Equity, diversity and inclusion

Both Leeds Grammar School and Leeds Girls' High School were built on the principle of providing outstanding educational opportunities to young people regardless of their background. This inclusive approach remains at the heart of the school's ethos today. Pupils come from a wide range of backgrounds and all are valued and respected. As has been the case throughout the school's long history, a diverse school community is united by a common thread: a genuine love of learning.

In 2026 the school was again awarded the Investors in Diversity accreditation and is proud to incorporate FREDIE values in all parts of school life. This award is recognised as the national equity standard. In the National Centre for Diversity 2023 awards Top 100 Most Inclusive UK Workplaces, GSAL was placed at number 14 and named School of the Year. Whilst the school was very proud to receive these accolades, it recognises that in an increasingly polarised world, ensuring that everyone in the school community feels heard, valued and respected is vital for creating a cohesive and tolerant school.



Investors
in Diversity
Silver UK



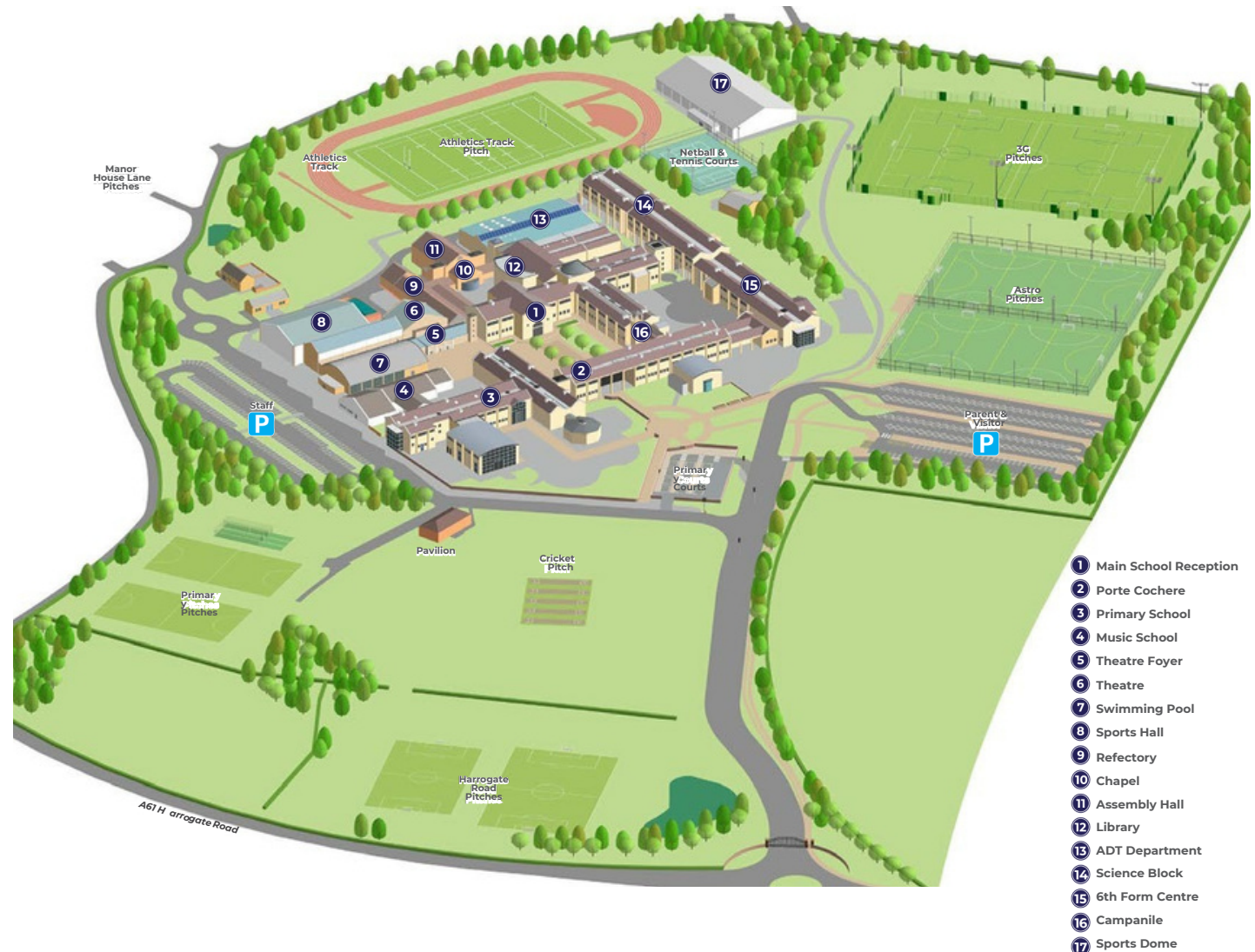
Our location and facilities

Leeds is a thriving city which has benefited from a period of sustained economic expansion. Vibrant and friendly, with a wide range of cultural, social, sporting and leisure activities, the city has something for everyone. Leeds offers the best of both worlds – all the advantages of a modern city with Yorkshire's beautiful countryside on the doorstep. In 2022, The Sunday Times named Leeds as one of the best places to live in the UK.

The school occupies a 140 acre campus in north Leeds. The school is easily accessible to families from across Leeds as well as Harrogate, Wetherby, Ilkley and surrounding towns and villages. The school operates a comprehensive bus service which enables over 600 pupils a day to travel to and from school.

The campus has outstanding facilities. The Primary and Senior Schools each have their own well-equipped specialist classrooms, libraries, laboratories, halls, music rooms and indoor sports facilities. The Primary School has its own dining area for the youngest children, while in the Senior School there is a refectory, and each year group has a common room.

Sixth form students have their own café, common room and study areas. Modelled on some of the best university resource centres and libraries, the Lawson library in the Senior School provides an environment and range of study facilities befitting a 21st century campus, enhancing the learning experiences of pupils. In addition, a state-of-the-art swimming pool, track and field facilities, all weather pitches, 3G pitch and sports dome provide unrivalled opportunities for physical education.



Colleague voice

These quotes represent just a small selection of the positive feedback shared by colleagues through our wellbeing and EDI surveys. In our 2026 wellbeing survey, 82% of colleagues said they felt proud to work at GSAL, while 80% said they enjoyed their job.



"There is a significant and substantial consideration of staff wellbeing at this school – more than I have experienced in any other work setting previously."



"I want to share that SLT are a fantastic team that lead with a human approach. I respect the team rather than fear them and this is so important for workplace happiness."

"GSAL are doing a brilliant job at representing and welcoming staff from different backgrounds and nationalities, myself included"

"I feel school is well led and cares deeply about the wellbeing of colleagues and pupils which I am proud to be part of."

Recruitment process

COMPLETE APPLICATION FORM

Please ensure you complete your full employment history since leaving school, accounting for any gaps in employment.

1

APPLICATION REVIEWED

The recruiting panel will review your application against the criteria as listed on the person specification, as well as your experience and qualifications where relevant.

2

SHORTLISTING

The recruiting panel confirm the shortlisted applicants. You will receive a decline notification at this time if you are not shortlisted.

3

APPOINTMENT CONFIRMED

You will be contacted by the recruiting panel following interviews to confirm if you are being offered the role. You confirm your acceptance at this point. Once you verbally accept, you will receive an offer letter from HR.

6

INTERVIEWS

You will attend site for interview. You will need to make sure that you bring three pieces of ID and your qualifications listed on your application. These must be original documents. You must also complete a self-disclosure ahead of interview and return this to HR.

5

INTERVIEW INVITATION

For shortlisted candidates, you will receive an invitation to interview detailing the specifics of the day. For some roles, there may be an initial longlist interview before shortlist interviews face to face.

4

NEXT STEPS FROM HR

HR will contact you with next steps. This may include inviting you to bring any missing documents you did not bring to interview, confirming gaps in employment.

7

DBS APPLICATION

You will receive an invitation from HR to complete your DBS application via a third party provider, Carecheck. HR will then use the ID you provided in an interview to submit your application. You will receive your DBS certificate in the post directly. Please let HR know when you receive this.

8

HR CHECKS

From your offer letter, HR will be completing your pre-employment checks in the background. This includes checking for gaps in your employment history, chasing your references, checking your health and childcare disqualification forms, checking your DBS and any overseas checks. HR may send you queries during this time to complete these checks.

9

CHECK REVIEW

Once your checks are complete, the HR team will put together a personnel file for you. This is then reviewed by the Director of HR and VP and Head of Primary before you can receive an unconditional of appointment.

10

AGREE A START DATE

Your line manager will contact you to agree a mutually convenient start date for you. Once agreed, HR will send a contract to you listing the agreed start date.

13

TRAINING AND POLICIES

You will be sent access to the HR system to complete training and policy reading ahead of your first day onsite. You will also receive induction information at this time.

12

NEW STARTER INFORMATION

You will provide personal details to HR as well as an ID photo for them to be able to add you to systems and make an ID badge ready for your first day.

11





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