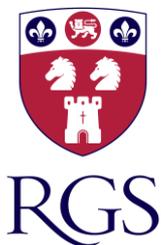




**ASSISTANT
CHEF
JOB
INFORMATION**



RGS



ASSISTANT CHEF

Newcastle upon Tyne Royal Grammar School

Required as soon as possible

We seek to appoint a professional and enthusiastic Assistant Chef to join our Catering services team in producing high quality food for our students and staff in our busy school.

THE SCHOOL

Newcastle upon Tyne Royal Grammar School (RGS) has long had a reputation as a premier independent school in the North East. Founded in 1545, the School has over 1300 students, including more than 250 in the Junior School, and is located in Jesmond, within walking distance of the city centre, and adjacent to Jesmond Metro station. A boys' school since its foundation, girls were admitted to the Sixth Form in 2001 and the school became fully co-educational in September 2008.

In addition to its reputation for academic excellence, the school also enjoys a wide range of excellent resources and facilities, and its accommodation has been extensively rebuilt and refurbished in recent years.

THE POSITION

The post will be to provide a high quality, professional and responsive catering service to the Junior and Senior Schools and staff, reporting to the Catering Manager who in turn, reports to the Director of Finance and Operations.

The Assistant Chef will join a multi-disciplined catering team consisting of one Catering Manager, one Head Chef, three Assistant Chefs and a team of part-time catering assistants.

Service is cafeteria style and offers a wide choice including soup, a choice of hot and cold main courses and puddings, a vegetarian dish, open sandwiches, and ploughmans and salad meals.

Very little frozen food is used and the team, working together, takes great pride in producing interesting and healthy food.

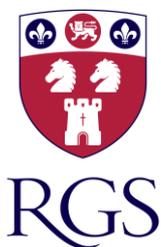
KEY DUTIES

The principal duty will be to prepare seasonal, traditional and specialty style dishes and manage all foodstuffs in accordance with requirements. Other duties will include:

- Maintain statutory and school standards of hygiene, food safety and Health and Safety.
- To deliver and provide food and beverages to the highest standards within the financial budget limitations.
- To maintain good relations between the Catering department and the whole school community.
- In the absence of the Catering Manager you will be required to step up and ensure the continuous smooth operation of the Catering department.
- Food preparation and service.
- General cleaning duties.

Job description: Assistant Chef

Contact: Barrie Bulch, Catering Manager, 0191 212 8929



- Occasional weekday and weekend overtime.
- Lunch counter service when required.
- Setting up of functions including internal and external events, Junior School Parents' Conferences, student interviews and exams etc.
- Working independently or in close cooperation with other support staff teams, actively assisting in the provision of support services across the school, e.g. setting up and clearing away after events to ensure the school is ready for students the following day.
- Attending and participating in team meetings, training activities and performance development as required.
- Other reasonable additional duties which may be required from time to time.

KEY QUALIFICATIONS, TRAINING, KNOWLEDGE & SKILLS

THE FOLLOWING ARE ESSENTIAL:

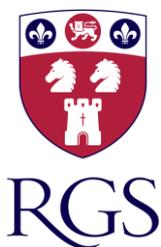
- Minimum qualification of City & Guilds 706/1/2 qualification.
- Hygiene certificate.
- An ability to work as a member of a team in a busy environment.
- Equally, an ability to show initiative and work with minimal supervision.
- Take a pride in his/her work.
- A strong commitment to quality standards and good practice as they relate to Catering operations, including:
 - An awareness of health and safety, food safety, safe use of cleaning materials and environmental health issues associated with an understanding of COSHH Safety procedures.
- A willingness to actively support the ethos and vision of the school.
- The post holder must show a professional, positive and enthusiastic approach to work and must be flexible and sensitive to the needs of a wide range of school users.
- They must:
 - be customer focused;
 - be confident and courteous;
 - be organised and methodical;
 - have good timekeeping;
 - have a tidy appearance.
- Show an understanding, or willingness to learn the issues associated with working among young people in a school.

THE FOLLOWING ARE DESIRABLE:

- Experience of working in a school or similar environment.

A day working in the kitchen prior to appointment will be required

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HEALTH & SAFETY

An awareness of health and safety, environmental health issues are essential. Assisting the Catering Manager in providing lunch for over 1500 students and staff in a safe environment for the school community and its visitors, the post holder must perform their duties in accordance with the school's health and safety procedures and policies, taking remedial action and reporting hazards where additional action is required.

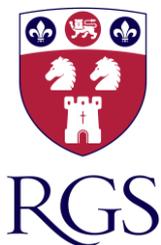
- Ensure that appropriate signage is in place when cleaning is in progress.
- Make safe any hazards where possible, and ensure the area is cordoned off.
- Ensure that all allocated equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.

MAIN TERMS AND CONDITIONS

- The salary for this position is £19,083 per year. Salaries are paid monthly, in twelve equal monthly instalments and at the equivalent rate of pay, £9.38 per hour, for a 39 hour working week.
- Assistant Chefs are paid throughout the year, although only formally required to attend for work during term time and a few days before the start and after the end of each term. This means that in general, the holiday entitlement is about 65 days each year, roughly divided into seven weeks in the summer, three weeks each at Easter and Christmas, and one week at each of the three half term holidays. Single day students' holidays will be a normal working day. Holiday during term time is not permitted.
- **Normal working:** In return for this paid holiday entitlement, staff are expected to display some flexibility over hours worked during term time. Normal hours of work are 6am - 2pm, but this is often extended so that a tea can be provided at various events and meetings for parents and visitors.
- **Weekend working:** An Assistant Chef can expect to work most Saturdays during term time, usually 3-4 hours. The requirement is to provide either a lunch or tea for sports fixtures. For these extra hours, pay will be at the normal overtime rate (time x 1.5).
- **Evening working:** There are about 20 special evening events throughout the year, which may consist of either a formal meal or a buffet, or providing coffee and biscuits during the interval of a concert.
- There is no collective agreement in place affecting this employment.
- The school will be required to auto-enrol the Assistant Chef into a qualifying pension scheme. The RGS Support Staff Pension Plan is such a scheme and the Assistant Chef will be encouraged to join it.
- RGS contracts of employment have attached Disciplinary and grievance procedures, which are in line with current employment law and good practice.
- The Assistant Chef will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme, details of which will be provided within the contract.
- All RGS staff are required to work in accordance with the school's Health & safety policy, Safeguarding and use of Communication and IT facilities; copies of which will be made available.
- New employees are required to complete a medical questionnaire, to be submitted in confidence to the School's Medical Officer (SMO), and the appointment is subject

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to a satisfactory report from the SMO.

LIVING IN THE NORTH EAST

Whilst the North East is beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to a city and region which we love, and believe you will too. Newcastle is a medium-sized city with an historic centre and a vibrant life of its own. There's culture and arts in the form of the award-winning BALTIC Art Gallery, and The Sage, alongside several theatres that attract national touring productions. There's music from classical to club and we are home to the Royal Northern Sinfonia. There's also a growing food culture with some fantastic restaurants.

If you like sport then there's certainly no shortage of top class entertainment: from Premier League football being played at St James' Park and EFL at the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at the Falcons, not to mention basketball and even ice hockey, and then there is the annual Great North Run. The North East has also produced some of the country's finest athletes in track and field and there are clubs aplenty to get involved with, most famously in Gateshead.

The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches are up the road in Northumberland, less than 40 minutes by car. There's mountain biking, road cycling, climbing, and endless hill walks in stunning countryside. There are green spaces all over the city too, with plenty of parks for children and dogs alike to run around.

There are three local teaching hospitals, two universities in the city with another three close by. Some pioneering medical work goes on at the RVI, Great North Children's Hospital and the Freeman Hospital.

History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded and very friendly local population and we have most things you could want.

There are some really excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.

The RGS is on the edge of the city centre, a ten-minute walk from the main shopping areas. The leafy, affluent suburbs of Jesmond and Gosforth are close by with housing ranging from purpose-built flats in terraced streets and conversions of bigger houses to terraced houses, post-war semis and large, family-sized detached houses with big gardens. All of this is within walking distance of the school so no commute is needed. Properties are very affordable both within the city and the surrounding area. If you want to travel to work then you could wake up with a sea view, hop on the Metro and be at school just half an hour later. The region wins tourism and lifestyle awards for very good reasons!

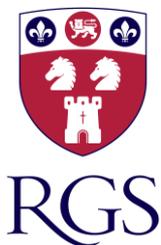
HOW TO APPLY

Confirmation of any appointment offered can only be made when the following procedure has been fully completed.

All staff who work in a school environment and may have unsupervised access to children must receive a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS), which the school will arrange. The provisions of the Rehabilitation of Offenders Act 1974 regarding disclosure of spent convictions do not apply to those seeking to work in a school. We ask if you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exemptions Order 1975 (2013) provide that

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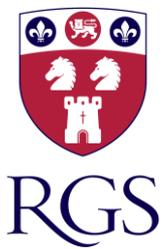


certain spent convictions and cautions are “protected” and are not subject to disclosure to employers, and cannot be taken into account.

In addition, as the position may involve supervising children under the age of eight outside teaching hours or managing the supervision of children under the age of eight, the declaration will ask if you are living in the same household as someone who could be a danger to children. We will ask you to sign a declaration to that effect.

- Confirmation of appointment to this post will be subject to:
 - receipt of a full, continuous, c.v.;
 - receipt of a satisfactory Enhanced Disclosure from the Criminal Records Bureau;
 - receipt of two satisfactory written references, one of which should be from the applicant’s current or most recent employer;
 - a satisfactory Disqualification by Association declaration; and
 - a satisfactory medical screening report.
- Applicants must provide:
 - a completed RGS job application form;
 - a full c.v. (which under the regulations for selection of school staff must provide a continuous employment record and account for any gaps in employment);
 - a supporting letter setting out the strengths which the applicant believes he/she would bring to the post;
 - their daytime and home/mobile contact numbers;
 - their email address; and
 - the names of two referees (one of whom should be their current or most recent employer), indicating whether the school may contact them prior to interview.
- Applications must be received by email **NO LATER THAN MONDAY 21ST SEPTEMBER 2020**.
- Please send completed application forms to jobs@rgs.newcastle.sch.uk (with documents as Word attachments).
- Further information about the school is available at its website, www.rgs.newcastle.sch.uk

Enquiries about this post should be made in the first instance to Barrie Bulch, Catering Manager. For an informal chat about the post, contact Barrie Bulch on 0191 212 8929



CONTACT DETAILS

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

General enquiries: jobs@rgs.newcastle.sch.uk.
or communications@rgs.newcastle.sch.uk

www.rgs.newcastle.sch.uk

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