



# TONBRIDGE SCHOOL

## ASSISTANT COOK



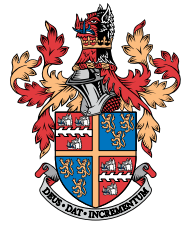
Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected internationally.

The school aims to provide a caring and enlightened environment in which the talents of each individual flourish. We encourage boys to be creative, tolerant and to strive for academic, sporting and cultural excellence. Respect for tradition and an openness to innovation are equally valued.



A well-established house system at the heart of the school fosters a strong sense of belonging. Tonbridge seeks to celebrate its distinctive mixture of boarders and day boys; this helps to create a unique broadening and deepening of opportunity. We want boys to enjoy their time here, but also to be made aware of their social and moral responsibilities. Tonbridgians should enter into the adult world with the knowledge and self-belief to fulfil their own potential and to become leaders in their chosen field. Equally, we

hope to foster a life-long empathy for the needs and views of others; in the words of the great novelist and Old Tonbridgian E.M. Forster: 'Only Connect'.



# Tonbridge School

## JOB DESCRIPTION

**Job Title:** ASSISTANT COOK (Term-time only)

**Reporting to:** HEAD CHEF & CATERING MANAGEMENT TEAM

**Main Purpose:** To provide meals as required to the highest standard whilst upholding Health & Safety, Fire, Food Hygiene rules and regulations; and to ensure that safe food is served.

### MAIN DUTIES AND RESPONSIBILITIES

1. To assist the Head Chef in all duties, if necessary, to be able to act as Head Chef in their absence.
2. To ensure a high level of hygiene of premises, equipment and staff.
3. To ensure that the cooking and preparation of food is to the highest standard and complies with all Food Hygiene Regulations.
4. To ensure that all machinery is safe to use and if not, to report any faults immediately to the Catering Management.
5. To supervise staff, ensuring they carry out their duties in a correct manner, wearing the correct uniform at all times.
6. To ensure all goods and deliveries are correct against invoices.
7. To ensure all temperature controls and hazard analysis procedures are in place and followed correctly.
8. To manage the laundering of tea towels etc.
9. To ensure the removal of waste food and rubbish at appropriate times to the designated areas.
10. To comply with Health & Safety Regulations, C.O.S.H.H. Regulations and Fire Policy, reporting any hazards to the Catering Management.
11. To manage staff under the age of 18, making sure that they do not use any dangerous equipment.
12. To undertake any other reasonable duties as requested by the Catering Management Team.

### Confidentiality

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

### PERSON SPECIFICATION

#### Skills and Abilities

- Competent knowledge of fresh seasonal produce and ingredients.
- Able to work with people at different levels within the school.
- Good verbal communication, planning and organisational skills.
- Ability to work as part of a team.
- Willingness to undertake training.
- Self-motivated, flexible and pro-active.



- Reliable, honest and trustworthy.
- High standard of personal cleanliness and appearance.
- Personal commitment to continuing professional development and to maintaining up-to-date professional knowledge.
- A flexible approach, be a team player and be prepared to learn new skills.

### **Qualifications & Experience**

- A minimum of two years catering / kitchen experience in a similar role with the ability to work on your own initiative with the minimum amount of supervision.
- An understanding of Food Hygiene and Health & Safety legislation.
- Basic reading, writing and arithmetic skills.
- Level 2 Food Hygiene Certificate.
- NVQ equivalent Catering Qualification or City & Guilds 706/1 or 706/2.

### **HOURS OF WORK**

- Monday to Friday 7.30am – 2.00pm, term time

### **Remuneration and Benefits**

- Annual salary of £11,522 including proportionate holiday pay (based on 2020/2021 Academic Year)
- Defined Contribution Pension Scheme
- Free lunch during term-time
- Fees Remission (after three years' service)
- Sports Centre membership (staff rates)

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report any concerns to the School's Designated Safeguarding Lead or to the Headmaster.





## Application Process

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

An application form and the Job Description can be found at: <https://www.tonbridge-school.co.uk/jobs>

Completed Application Forms to: **Silvia Iskrova, Personnel Adviser**  
Tonbridge School, Tonbridge, TN9 1JP

01732 304153

[silvia.iskrova@tonbridge-school.org](mailto:silvia.iskrova@tonbridge-school.org)

