



Chef de Partie  
To start as soon as possible

# Dauntsey's School

Set in 100 acres of magnificent grounds in the beautiful Vale of Pewsey, Dauntsey's occupies a central position in the South of England. The village of West Lavington is some five miles from the historic market town of Devizes and about 20 miles from both Bath and Salisbury. The A303/M3 and M4 motorways are nearby and there are frequent fast trains to London from Westbury (8 miles), Pewsey (12 miles) and Chippenham (18 miles). The School has been fully co-educational for over 40 years and has 829 pupils, of which 314 are boarders. Lower School boarders (aged 11-14) live at The Manor, a country house set in its own grounds, which is a 10-minute walk from the School. The Upper School boarding houses are on the main school site. Entry to the School is by 11+ examination (about 80-85 pupils), through Common Entrance or Scholarship at 13+ (30-40 pupils) and at Sixth Form level (35-40 pupils).

In the most recent ISI inspection of September 2018, the School received the highest possible rating of 'Excellent' for both categories: the quality of pupils' academic and other achievements, and the quality of pupils' personal development. Academic standards are high and results are impressive, with over 70% of pupils typically achieving A\*/A/9-7 grades at GCSE and around 80% achieving A\*-B grades at A-level. Pupils are generally taught in small mixed ability classes (except in Maths), with set sizes currently averaging 19 in the Lower School, 15 at GCSE and 9 at A-level. The School week consists of 51 periods, including lunch. Single lessons are taught for 35 minutes each, though many lessons are double periods. Pupils are also encouraged to participate in academic enrichment activities outside of lesson time.

In recent years Dauntsey's has seen substantial growth with the addition of many new facilities and the refurbishment of the main school and the Manor sites. These have included significant improvements in Science, ICT and DT, in addition to new Day and Boarding accommodation and additional Sports pitches. More recently work was completed on a Sports Pavilion and a classroom block for Business Studies/Economics, Geography and Mathematics. A new Dance Studio has also been created in the Sports Hall complex and an all-weather athletics' track was added in 2018.

Sport is taken seriously, with both excellence and participation encouraged. The major sports are hockey, netball, tennis and athletics for girls and rugby, hockey, cricket, tennis and athletics for boys. Many other sports are offered and the School prides itself on its extensive outdoor programme, with all pupils encouraged to demonstrate a sense of adventure. One of the special features of Dauntsey's is our ownership and use of the famous 'Jolie Brise', an ocean-going pilot cutter, in which our Sailing Club has been victorious in the Tall Ships Races on five occasions over the past twenty years. In 2017 she also crossed the Atlantic, for the second time in ten years, having visited Canada. Music, Drama and Dance are of an outstanding standard and three school productions have been taken to the West End over the last 17 years, including 'Billy Elliot' in March 2017. Major productions have included a number of 'School firsts' such as 'Les Misérables', 'Evita' and 'Miss Saigon'. We also became the first amateur organisation in the world to perform 'Mamma Mia!' in 2014, and Matthew Bourne's all boys' dance version of 'Lord of the Flies' in 2015. In July 2018 we staged the award winning 'Once', and last year the December show saw a dynamic production of Lin Manuel Miranda's 'In The Heights'.

# The Department

The Catering department aims to provide the highest quality of service to the school. It expects its staff to provide high standards of meals and a friendly, efficient and effective service whilst complying with quality, food hygiene, Health & Safety requirements reflected in the Department's handbook of protocol.

The department serves over 1200 meals a day in the dining hall, along with providing catering for a wide range of functions such as parents coffee evenings, concerts and theatrical production receptions and dinners, governors' lunches and elaborate summer balls. These functions can be in numerous locations around the school complex.

## Job Description

### Key Duties and Responsibilities:

**Line Manager:** Chef Manager

**Role Overview:** Reporting to the Sous Chef and Chef Manager, the candidate will work as part of a team preparing, cooking and serving over 1200 meals a day.

### Key Duties and Responsibilities:

#### Purpose of Position:

- To carry out and the preparation, cooking, presentation and service of all meals using a variety of cooking equipment and methods.
- To ensure a high standard of professional practice throughout all procedures, from preparing and presenting at the hot plate or table.
- To be conversant with craft skills and be creative in design and presentation of the finished product.
- To be responsible for the hygiene standards of all areas of the catering department and ensure quality control is monitored and standard maintained.

#### Premises:

- To advise the Chef Manager of any malfunctioning of catering equipment, heating, lighting or emergency systems within the catering department.
- To ensure the catering department and all the equipment is maintained to a high standard and in accordance with manufacturers guidelines and all equipment is in good working order. Informing the head chef of the need for any new or replacement purchases when necessary.

#### Principle Duties:

- To provide nourishing, balanced, attractive, varied and tasty meals as required, including special dietary needs, medical, religious or other (vegetarians).
- To ensure all mealtimes are adhered to, whilst preparing the food in different batches to allow for different service times.
- To garnish all food attractively and serve with traditional accompaniments.
- To liaise with the Sous Chef & Chef Manager to ensure all stocks are properly stored and rotated in accordance with manufacturer's guidelines.
- To prepare daily lists of stores and accepting responsibility for these items after issue from the stores.
- To ensure all temperatures are logged throughout the receiving, cooking and serving processes.
- To ensure that all food stored in refrigerators and deep-freezers is wrapped correctly labelled as to its contents, date of opening/storing "use-by" date etc.
- To actively contribute to the cleaning of the kitchen and the serving of food.
- To adhere to a kitchen and equipment cleaning rota.
- To monitor the servery during mealtimes ensuring the choice is not limited, presentation standards are maintained, and you are smartly presented.

### **Staffing Matters.**

- To ensure teamwork and good relations are maintained within the Catering Department.
- To report any identified disciplinary problems to the Chef Manager.
- To be prepared to undertake any training the school feels relevant and beneficial. To then impart the knowledge gained to other members of the catering team.

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times.
- Be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role.
- Conduct yourself with professionalism, tact and diplomacy as a representative of Dauntsey's, in line with school policies and procedures.

### **Safeguarding**

Dauntsey's is committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff are expected to familiarise themselves with and follow all these policies and procedures as part of their professional responsibilities. This includes participating in training and other activities that ensures Dauntseys stays compliant with relevant legislation, regulations and good practice.

**The post holder may reasonably be required to perform duties other than those given in the job description, including work with a different department or team without changing the character of the duties or the level of the responsibility entailed.**

<b>Person specification</b>			
<b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level</li> <li>• City &amp; Guilds 706 1 &amp; 2 or NVQ equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety certificate</li> <li>• Immediate Food Hygiene</li> <li>• Full clean driving licence</li> </ul>	View certificates Interview View qualifications
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years within the catering industry</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience within a boarding school</li> </ul>	Application form Interview Professional references
<b>Skills</b>		<ul style="list-style-type: none"> <li>• An interest in patisserie or other speciality culinary areas</li> </ul>	Application form Interview Professional references
<b>Personal competencies, qualities, attitude and behaviours</b>	<ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours</li> <li>• Good interpersonal and front of house skills</li> <li>• Presentable and reliable</li> <li>• The ability to work calmly under pressure</li> </ul>		Application form Interview Professional references

## **Training**

Full training for the role will be given to support the successful candidate.

# Terms and conditions

## Hours of work

You will be required to work 50 hours a week. These hours will be worked on a rota basis over 5 days, Monday to Sunday between the hours 06:30 – 19:30. You will have 11 weeks when you're not required to work each academic year, during school holidays, this includes 2 weeks off over Christmas. The successful candidate will not be required to work more than 15 weekends a year.

## Salary

The salary will be in the region of £27,000-£28,500 and is dependant on skills and experience.

## Application Process

If, having read the above information, you would like to be considered, please apply by completing the application form before the closing date of 9am on **Monday 6<sup>th</sup> June 2022** and e-mailing it, together with a letter of application, to [recruitment@dauntseys.org](mailto:recruitment@dauntseys.org)

Thank you for your interest in the position.