

## Commis Chef

<b>Location</b>	Mercia School (Sheffield)
<b>Salary FTE</b>	Grade 3 (£24,790 - £25,183 FTE)
<b>Actual salary</b>	£21,322 - £21,660 (with under five years' service)
<b>Contract term</b>	37 hours, 39 weeks, permanent
<b>Responsible to</b>	Head Chef
<b>Start date</b>	As soon as possible
<b>Closing date</b>	Midnight Sunday 6 April 2025

## Mercia Learning Trust

Mercia Learning Trust is a successful partnership of four primary and three secondary schools located in the south-west of Sheffield. Established in 2012, with one secondary school, our trust has grown to serving over 5000 pupils, with 650 staff.

### Why do we exist?

- To empower everyone in our communities, especially the most disadvantaged, to succeed.

### How do we behave?

- We are kind - showing care and supporting each other.
- We have integrity - doing the right thing and always putting children first.
- We work with diligence - overcoming obstacles and having no excuses.

### What do we do?

- We run schools that focus on academic excellence, cultural capital and the development of character.

### How will we succeed?

- A culture of excellence – high standards shaped by clarity, not control.
- Academic focus – empowering all children through an exceptional curriculum.
- Purposeful collaboration – relationships built on trust, reducing sub-optimisation and driving collective success.

Our staff are a crucial part of our trust, just like our pupils. We are devoted to recruiting, training, retaining and taking good care of our highly skilled and dedicated team.

## Mercia School

Mercia School (11-18) opened in 2018 in a brand-new building. Leaders and governors have an ambitious vision for the school and are determined that all pupils, irrespective of background will thrive and achieve well. The school has secured a strong reputation for educational excellence and during the last three years, has been the most over-subscribed school in the city.

In February 2023, Ofsted inspected the school and graded all aspects of provision, and its overall effectiveness, to be 'Outstanding'. Mercia School published exceptional GCSE results in the summer of 2023, achieving the highest Progress 8 score for disadvantaged pupils, this high-level of performance was repeated in 2024.

Mercia Collegiate Sixth Form opened in September 2023. As the school continues to grow, it is crucial that we sustain our culture and effectiveness, and this role is central to our continued success.

## The role

We have an exciting opportunity for an experienced, multi-talented and highly skilled Commis Chef to join our friendly and supportive team at Mercia School.

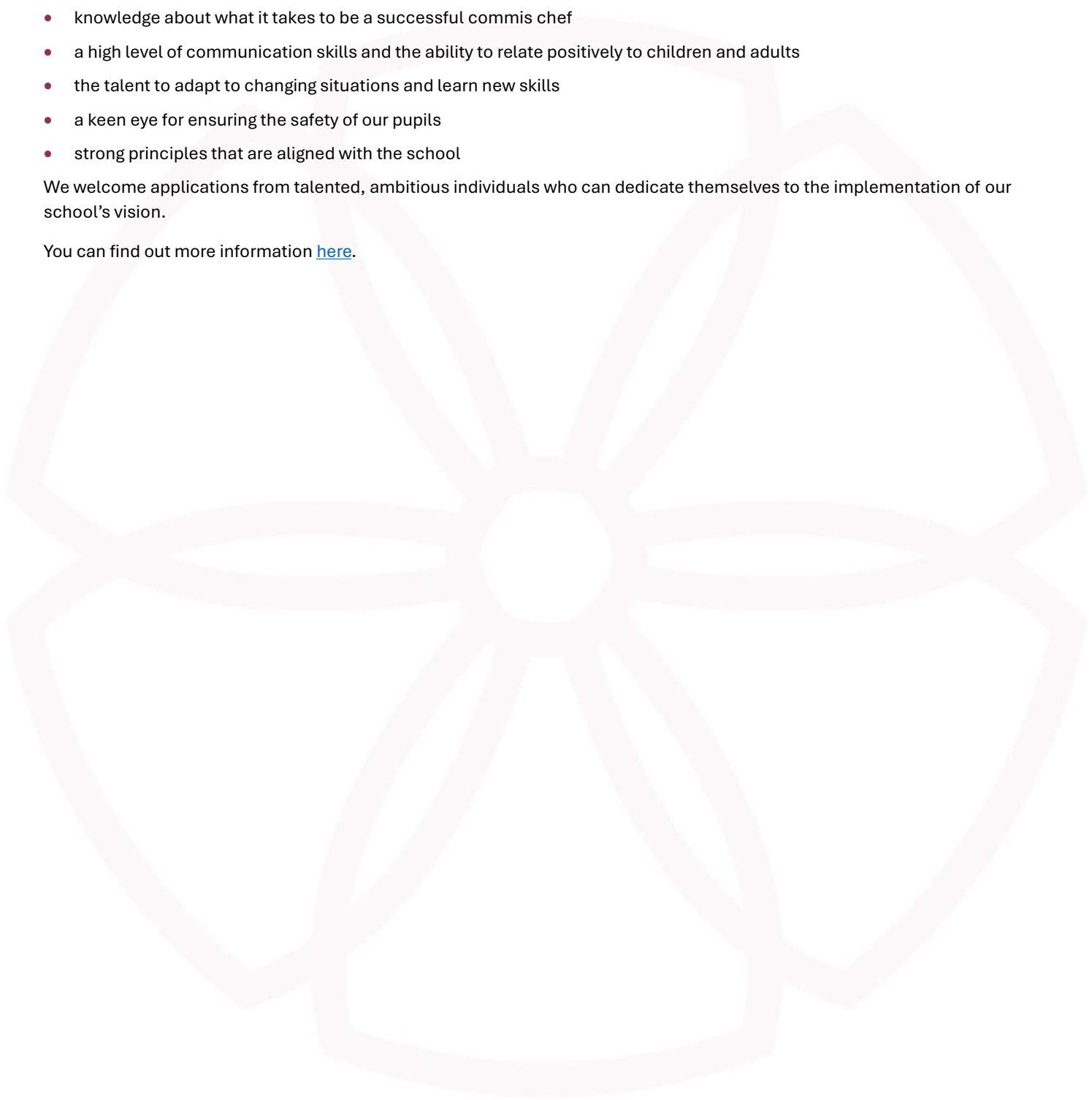
The Commis Chef will support operations in all areas of the kitchen assisting with preparation and cooking to consistently present food to the highest standards.

The right candidate will have:

- a genuine passion for food
- experience ideally gained within a busy and demanding kitchen environment
- knowledge about what it takes to be a successful commis chef
- a high level of communication skills and the ability to relate positively to children and adults
- the talent to adapt to changing situations and learn new skills
- a keen eye for ensuring the safety of our pupils
- strong principles that are aligned with the school

We welcome applications from talented, ambitious individuals who can dedicate themselves to the implementation of our school's vision.

You can find out more information [here](#).



## Job description

### Purpose

To empower everyone in our communities, especially the most disadvantaged, to succeed.

### Key responsibilities

- Assist in the preparation and presentation of food.
- Prepare all food items within agreed cooking methods and portion controls.
- Implement and maintain the school's food standards, and work with the Head Chef to improve where possible.
- Ensure the food safety of pupils with particular and special diets.
- Serve staff, pupils and visitors at service time to the required standard and promote a warm, friendly atmosphere.
- Supervise and look after pupils in the dining hall ensuring good order and discipline in accordance with school policies.
- Ensure correct use of materials and equipment and ensure working areas are kept clean and tidy.
- Maintain highest levels of cleanliness and hygiene within the kitchen area and ensure that the cleaning schedule is completed on a daily basis.
- Carry out a deep clean as directed by the Head Chef.
- Ensure compliance with the School's Health & Safety policy, COSHH regulations and all statutory health and safety requirements, and ensure that these are observed by all members of staff and visitors.
- Report immediately any machinery faults to the Head Chef.
- Maintain a high standard of personal cleanliness and hygiene.

### General/other

- Assist in the production and service of special functions, as required.
- Attend and participate in relevant meetings and training as required.
- Contribute to the overall development of our school and Mercia Learning Trust, ensuring both operate because of shared and collective responsibility, including, contributing to trust partnership activities to drive school and trust improvement.
- All schools in Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- Be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
- Any other delegated roles as directed by the headteacher.

***This job description is current at the date as shown, but in conjunction with the post holder, may be changed by the headteacher to reflect or anticipate changes in the role which are commensurate with the grade and job title.***

## Person specification

### Role: Commis Chef

Attributes	Essential	Desirable	Assessment
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>Willing to undertake any in-service training offered which is relevant to the duties of the post</li> </ul>	<ul style="list-style-type: none"> <li>Catering qualification</li> <li>Basic Food Hygiene Certificate</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Demonstrate patience when working with and serving food to young people</li> <li>Able to work in a busy and demanding environment</li> <li>Ability to take initiative</li> <li>Ability to follow instructions</li> <li>Willing to undertake training as required</li> </ul>	<ul style="list-style-type: none"> <li>Previous food handling experience</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous experience of working in a catering environment for a minimum of 2 years</li> </ul>	<ul style="list-style-type: none"> <li>4-5 years' experience</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Strong moral purpose and drive for improvement</li> <li>Flexible</li> <li>Honest and reliable</li> <li>Calm under pressure</li> <li>Sense of humour and perspective</li> <li>Patient</li> <li>Team player</li> <li>High personal and professional standards</li> <li>Strong attention to detail</li> <li>Aligned to values of our trust and schools</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>

## How to apply

- All candidates must complete the following application process:
  - submit an application form via <https://www.eteach.com/careers/merciatrust>
- We do not accept CVs or council forms.
- After your application has been submitted:
  - in all cases written references will be taken up and made available to interviewers before the final selection stage
  - an email and/or letter will be sent to shortlisted candidates with details of the interview process
  - if you have not heard from us within two weeks of the closing date, please assume that, on this occasion, your application has been unsuccessful
- Further information:
  - Take a look at [www.merciatrust.co.uk/careers](http://www.merciatrust.co.uk/careers) for more on what it's like working for the trust, what we offer you, and what we're looking for
  - Should you require any additional information about the role or the school or would like an informal discussion or out of hours visit, please contact us on 0114 553 9080 or [gdarlow@merciaschool.com](mailto:gdarlow@merciaschool.com)
  - For more information about the application process, please email [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk)

The closing date for applications is Midnight Sunday 6 April 2025.

## The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

In accordance with DfE Keeping Children Safe in Education 2024, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

We are an equal opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact our recruitment team on 0114 349 4230.