The Richmond upon Thames School

Job Information Pack

Senior Chef Manager

Salary £32,353.51-£ 35,051.10 (pro-rata)

Start date As soon as possible











Dear Candidate

I am delighted that you have expressed an interest in The Richmond upon Thames School (RTS). We are a comprehensive secondary (11-16) academy which opened in the London Borough of Richmond upon Thames in 2017.

We are seeking resilient and forward-thinking people to support me and my senior team realise our Trust's vision that every student will leave RTS with excellent academic outcomes and a clear purpose for the next stage of their lives.

We have already established a vibrant, inclusive school that provides an excellent experience for every member of its community. Following our growth from 150 students in 2017 to 750 students across Years 7, 8, 9, 10 and 11 in 2021, the years which follow promise to be a very exciting time. The school is uniquely situated on the Richmond Education and Enterprise Campus Hub which comprises two special schools (Clarendon School and Capella House School) and a further education college (Richmond Upon Thames College). We are housed in state-of-the-art purpose built premises and the next phase of the campus' development continues with our new Sports Centre due for completion in 2023-24.

Starting a school from scratch is a once-in-a-lifetime opportunity that takes commitment, dynamism and a collaborative approach to working together to create something extraordinary. Although the school has reached an important milestone, with students in all year groups, our ambition to do the ordinary differently continues as we strive to position ourselves as a beacon for excellence. We know that building an exceptional school relies on our ability to inspire and nurture a phenomenal team of staff. We want to recruit dedicated staff keen to use professional development and share best practice to shape the education landscape. We want all staff to strive for professional excellence and, in doing so, prepare our students for the modern world, limitless opportunities; and to become champions for equality and social justice.

At RTS, we engage our students and staff in the process of becoming the best they can be. You will benefit from working with a strong and dedicated team of staff fully committed to ensuring that all students achieve excellence through endeavour.

I hope that you will be able to see your place in this story and come forward to apply for this fantastic role.

Prospective candidates are welcome to discuss any questions that you may have prior to submitting your application; please contact Cathy Toulmin, HR and Cover Officer via hr@rts.richmond.sch.uk to arrange a suitable time.

We look forward to receiving your application and wish you well with the process.

Kelly Dooley
Head Teacher - The Richmond upon Thames School

Application details

Thank you for your interest in our vacancy at The Richmond upon Thames School. Further details of this post, the school and the Trust are included in this pack and on our website. Details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the school website.
www.richmonduponthamesschool.org.uk

School visit

Prospective candidates are welcome to discuss any questions that you may have prior to submitting your application; please contact Barbara Munro, PA to the Head Teacher at pa@rts.richmond.sch.uk.

Supporting statement

You will be directed to respond to the following questions within the electronic application form. Please refer to the job description and person specification when responding to the questions. **We do not accept CVs.**

1. Why is your prior experience particularly relevant to the context of the post?
2. What attracts you to the Richmond upon Thames School and this particular post?
3. Why are you uniquely qualified for this role?
4. If appointed, how will you ensure your support enables the school to achieve 'excellence'?

Shortlisting

Due to the number of applications received we are unable to provide feedback to candidates who are not invited for an interview. The School reserves the right to commence the interview process at any time prior to the closing date so early application is recommended.

Interview

To be confirmed.

Safeguarding

The Richmond upon Thames School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Our motto

Excellence Through Endeavour



Our school

RTS is a co-educational, non-selective and non-faith based school for 11-16 year olds and admits five forms of entry (150 children) per year.

The Richmond upon Thames School (RTS) provides an inspiring place for young people to learn and work purposefully towards achieving their best at all times. Our students are valued as individuals, recognised for their talents and challenged in their endeavours.

Our school encourages an atmosphere that rewards hard work and expects high academic achievement, but also provides an environment where children can develop as people and learn valuable life skills. Our students will emerge as confident, resilient individuals, who can build positive relationships and demonstrate commitment in everything that they do.

RTS strives to be a welcoming place where everyone is valued highly and where tolerance, honesty, cooperation and mutual respect for others are fostered. It provides equal opportunities for all children regardless of disability, gender, race, religion or beliefs. We also promote a shared sense of purpose with our students, teachers, parents, and Trustees; all working towards a common goal to make the best possible school for our children.

Our team of talented staff inspire and nurture students throughout their school life, delivering imaginative, stimulating lessons that keep every child engaged. The school is already characterised by its excellent working relationships with industry partners, giving students the best possible foundations for their future careers. Our partners help shape the curriculum and set real-world projects, and will offer work experience and provide mentoring. Our unique access to real-world facilities through on-site partners Harlequins, Haymarket Media Group and Richmond upon Thames College, offer students a huge range of opportunities that will transform their future employment potential and enhance both their personal and physical development.

As leaders in digital technologies, we give every student the opportunity for safe and responsible access to the latest digital devices and encourage them to become the developers, not just the consumers, of future technology.

As a new school, connecting with our local community is important to us. Through supporting local projects, our students are encouraged to participate in programmes that widen their experiences and teach them the value of helping others. The school will also serve as a learning hub, providing a range of before-and after-school clubs, holiday activities, sports facilities hire and adult evening classes.



Our campus and facilities

RTS is located in a new, purpose built building, and Clarendon School's secondary students as well as Capella House students are located in accommodation adjoining RTS's building.

A newly built Richmond upon Thames College, together with the schools, make up the Richmond Education and Enterprise Campus.

When complete, RTS's outside spaces will include five multi-purpose sports pitches for hockey, tennis, netball and more direct access to 4G and grass pitches for rugby and football. In 2022, our double-height Sports Centre, comprising four-courts, dance studio and changing facilities will open.

The Campus approach will enable a new model of learning integrated with enterprise, delivering high quality education hand in hand with developing young people's skills, offering work opportunities and jobs. Our partners, Haymarket and Harlequins are both incredibly successful at home and globally; and bring an exciting additional dimension to our school.

Richmond upon Thames College

Richmond upon Thames College

"Over the next two to three years the College is undergoing a transformation to become a first class further education college and a major technical and professional hub for West London with a reputation for academic and vocational excellence. The College is delighted to be a founder member of a school which will provide a high quality education, with a curriculum co-designed with us and the other Campus partners to provide choice and successful progression to further and higher education."

THE RICHMOND UPON THAMES SCHOOL

Excellence Through Endeavour

haymarket®

Haymarket

"Having a clear understanding of what employers look for in a business professional is crucial for tomorrow's workforce. The Haymarket Skills Academy programme of media days, career support, work experience opportunities will help RTS students to maximise their potential."

Clarendon School

"A brand new, purpose built building will provide facilities and teaching spaces specifically designed for the particular needs of Clarendon School's pupils, including those with autism. Being co-located on the Campus with RTS and the College will provide opportunities for inclusion for students to and from each setting and improved transition arrangements post-16. It will also allow access to shared facilities and improved opportunities for sharing staff expertise between settings."

Harlequins

"Harlequins is immensely proud to be a part of RTS. As one of the school's partners, the Club will be working closely with the Free School to create a sporting programme for all age groups and levels across a range of sports to encourage participation and healthy living. There will also be a number of work placement opportunities with access to experts from the industry including health and nutrition, strength and conditioning, leadership and management. We are looking forward to working with the other partners to deliver an outstanding educational campus for 2017 and beyond."



Job Advert

Senior Chef Manager

Start date: As soon as possible

We are looking to appoint a dynamic and enthusiastic Senior Chef Manager with at least 5 years' Chef Management experience in a recognisable high quality, fresh food business to work in our busy school kitchen.

You will be wholly responsible for cooking meals, the busy lunch service for 3 schools on site and the management of the lunch service, supported by Supervisor/Chef and 3 Catering Assistants.

As a Senior Chef Manager you will have control over the menu planning and its development using fresh seasonal food. You will also be responsible for the full day to day running of the kitchen, costing, stock control, ordering, training, motivating, and mentoring the Catering Team.

The role will be working directly for the school, not via a contract caterer.

This post is a hands-on role and benefits include:

- a generous salary,
- Monday to Friday sensible hours, term time plus 1 weeks contract,
- additional paid holiday weeks,
- generous local government pension scheme
- sick pay
- access to a private medical scheme,
- meals on duty and
- the chance to be part of a new and forward-thinking catering team.



RTS is an 11-16 mixed school with an open admissions criteria. The school is co-located with Clarendon School, Capella House, Richmond upon Thames College and site neighbours Harlequins on the Richmond Education and Enterprise Campus (www.reec.org.uk).

The Richmond upon Thames School Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be expected to complete an enhanced DBS check and to disclose any information relevant to Disqualification by Association.

Job description

Job	**Senior Chef Manager**
Salary	**Scale P03 (Point 32-35) £32,353.51-£ 35,051.10 (pro-rata)**
Report to	**Senior Leadership Team**
Line management	**Catering staff**

Hours of work: The working week is 37.5 hours, 07:00 - 15.00 Mon-Fri. Term time plus 1 week

Overall Job Purpose

- To help deliver the School's aims and objectives by ensuring the provision of an efficient and effective and financially viable catering service.
- Provide attractive, healthy and varied meals for students, staff and visitors
- Develop a vibrant imaginative offer for email choices.
- The Senior Chef Manager is responsible for leading, managing and developing the catering team to ensure the delivery of the highest possible standard of food to pupils, staff, parents and visitors.

Accountabilities

Catering Provision

- Providing fresh and nutritious meals for 3 schools on site
- Prepare all meals within agreed cooking methods and portion controls
- Providing an efficient food service to students and staff
- Ensure the food safety of pupils and staff with special diets
- Participating in breakfast, lunch and dinner time services
- Ability to prepare and serve meals in a busy environment
- Full day to day running of the kitchen
- To seek out new products and recipes to ensure the food offer keeps up with trends and nutritional requirements suitable for the age of pupils being served.
- Manage an effective communication strategy between the catering areas and school departments
- Lead effectively the Catering Team to establish good communication, share best practice and ensure the department delivers the required level of service at all times
- To carry out culinary training across the department and to develop the catering team accordingly, ensuring interesting and creative food is delivered, using an appropriate balance of fresh and prepared from scratch foods

Finance

- Providing fresh and nutritious meals for 3 schools on site
- Ensure students cashless payment account is monitored and reported for overdue debts

Communication and Marketing

- Menu planning
- Marketing plans and promotions
- Putting forward ideas for the menu
- Introduce new dishes and variety

Legislative

- Ensuring food standard are kept high
- To supervise staff and ensure formal training is completed in relation to, Food safety, Health and Safety and Allergen legislation
- To check record keeping is being completed (to include volume produced/pupils fed/temperature controls/waste)

Job description (continued)

Staff Management

- To lead the Catering Team
- As part of the induction process, to provide initial induction support into any catering area for new staff
- Supervise the team to ensure all staff related issues are being handled appropriately, including induction, training, Performance management, grievances and ongoing mentoring for all aspects of fulfilling a catering role
- To be the primary point of contact for the team and to be responsible for all matters relating to the welfare, motivation, achievement of best practice and development of this team
- Produce a comprehensive succession plan so developing the on-site Catering Team and encouraging promotion from within

Purchasing

- Stock Control and ordering
- To ensure all stock levels are at a minimum, stock is rotated and stored properly and legally, order sheets are completed daily and regular monthly stock sheets are completed and costed to calculate consumption
- Monitor all suppliers to include quality audits and delivery service

Health and Safety

- To attend training as and when required for the purposes of safeguarding children and corporate safety
- To ensure The Richmond upon Thames School is immediately notified of any issues that may affect your right to maintain enhanced clearance to work on the school site (DBS)
- Immediately report any faults in the kitchen equipment to the Facilities team
- Work in a safe condition in the schools kitchen
- Establish a comprehensive cleaning programme to ensure that all catering areas and ancillary rooms, and all equipment and machinery are maintained in a clean, hygienic and safe condition throughout and at the end of each working day, with regular deep cleaning as required.
- After service cleaning in the dining areas
- To test recipes in relation to allergens and dietary needs
- To check and update risk assessments as and when required and review with the Facilities Manager yearly
- Ensure that all food is stored, handled, prepared, processed, cooked and served in accordance with the highest standards of food hygiene at all times

Training and Development

- Regularly review own practice, set personal development targets and take responsibility for own continuing professional development
- Ensure that the whole catering team are multi-skilled and can be allocated work on a rota system
- Provide instruction, through an on-the-job training programme, to all catering staff in order to enable rotational work practices
- Training and motivation of the Catering Team

Other

- This job description is current at the date shown, but, in consultation with the post-holder may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title
- The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunity for disabled applicants or continued employment for any employee who develops a disability or disabling condition
- RTS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Person specification

Qualifications and experience	• At least 5 years' experience of working as a Senior Chef Manager, Head Chef or Senior Second Chef • Recognised cookery qualification (City and Guilds 7061 or 7062 or NVQ equivalent) • Food Hygiene level 3 • Qualified to work in the UK • An awareness of whole school issues
Knowledge and skills	• Deliver nutritious and tasty meals for students and staff • Knowledge of Health and Safety practices • Experience with using fresh ingredients • Excellent craft skills • Basic financial understanding of gross profit management • IT literate • Experience of working in schools preferred • Self motivation, using own initiative • Desire to learn and achieve • Ability to motivate others and lead a team • Ability to manage the workload of others • Managing and adapting to change in order to move the catering service forward and ensuring that it keeps up to date with customer demands • Experience of managing budgets
Educational Commitment	• To support the school unreservedly in its commitment to safeguarding and promoting the welfare of young people
Personal qualities	• Excellent organisational skills / time management / ability to prioritise and organise own workload / able to work to deadlines • Good time management • Willing to contribute to the wider life of the school, including its enrichment offer • Clarity of vision/strategic thinker • WIllingness to learn new skills • Flexible over working hours according to the needs of the school
Professional development	• Evidence of a broad range of continuing professional development over time, and a commitment to further development • Evidence of professional development relevant to this post.

Working At RTS

The school is well placed for excellent transport links whether travelling by foot, cycle, car, bus or train.

- There are ample secure cycle racks for staff to use (as well as staff showering facilities on site), as well as access to a 'Cycle to Work' scheme.
- Access to employee health insurance
- The site also has a secure, controlled access car park for staff to use with direct access to the A316.
- The school is well served by local bus routes in all directions; and is within easy walking distance to Twickenham train station, which is in Zone 3 and well served by South Western Trains. The station has recently undergone a major redevelopment with a new station building, access and shops.

There is a focus on developing community and positive staff wellbeing through

- Private Medical, Health and Optical insurance
- Quiz nights;
- Free yoga and relaxation sessions;
- Staff-led fitness;
- Staff 'pique-nique' events;
- Seasonal gatherings;
- Free tea and coffee in the light and airy staff social room

Continuing professional development has a strong focus. There is an extensive programme available which extends to internal and external specialists, as well as partnerships with other educational and business providers.

Reciprocal school visits are encouraged with existing arrangements already in place.

Membership of a pension scheme is available.

The school has a two-week Autumn half-term break.

RTS is proud of its well established links within the community and has an active PTA. We welcome and encourage local businesses and groups to join us during the annual Summer and Christmas Fairs.

The Richmond upon Thames School
Egerton Road, Twickenham
Middlesex, TW2 7SL
Email: info@rts.richmond.sch.uk
Tel: 020 8891 2985
www.richmonduponthamesschool.org.uk