

Chef

Information for Candidates.



**Queen Margaret's
School for Girls**

Escrick Park, York

Queen Margaret's

Established in 1901, QM is an independent boarding and day school for girls aged 11-18. You will find us in glorious parkland about six miles south of York. But we are much more than our surroundings, we are more than a school:

We're a home from home,
A family of learning and belonging,
In a truly inspirational setting.

We are somewhere each and every girl can thrive,
Where they'll be happy and healthy,
Grow their knowledge, skills and confidence,
And make friends for life.

Somewhere that's the bedrock for success,
Opens up opportunities and possibilities,
Inspires them to forge their own future,
And gets them ready for life, whatever their calling.

We nurture girls to fulfil their ambitions,
To realise their potential,
To become the best women they can be,
And give them an amazing start in life.

Girls do so much better in single-sex education and here we see our pupils engaging enthusiastically in a range of activities - academic, sport, extracurricular and social. No airs and graces, no frills or make-up, just girls getting stuck in, and having fun while they do it. They achieve academically (outstandingly so), they come from a variety of backgrounds and, with an increasing emphasis on the level of support available, we are proud to continue making a QM education possible for an increasingly diverse range of girls. Our girls have homes in York, Ripon, Thirsk, Newcastle upon Tyne, Inverness, Hong Kong, Madrid, Frankfurt and Bangkok. Many girls board, not because they have to, but because they want to. The girls are the focus of life at QM and are at the heart of everything we do. It's this focus and an individualistic approach that allows our girls to carve their own path, and flourish as formidable, independent women.

Working at QM

We are an equal opportunities employer and actively seek applications from candidates of all genders and all backgrounds. We employ around 170 staff, with over 90 teachers, and the majority of staff live within 30-45 minutes of the School including York, Hull, Leeds and Harrogate.

Working in a boarding school is an experience like no other. The sense of community is very strong and the opportunity to get to know both girls and staff is more apparent than would be the case in a day school. There are lessons on a Saturday morning and our term dates are shorter than schools in the state sector, although we adhere wherever possible to the half term dates of the local authorities in order to support our staff with children of school age.

Most girls stay at School after their lessons finish each day, either because they are boarders or because they are involved in activities. There are a variety of enrichment activities and clubs on offer including horse riding, squash and tennis coaching plus clubs as diverse as debating, fashion, philosophy and swimming. We have extensive sports facilities and all girls play hockey, lacrosse, netball and rounders as well as an array of other sports. Day girls are able to stay until 19:00.

Job Description

Chef

Your responsibility as a Chef is primarily (but not exclusively) to prepare quality food for the girls of Queen Margaret's and also at the various functions we hold for parents, staff and other visitors to the School. As a Chef you will be one of the key members of the catering department, overseeing the work of the kitchen porters and liaising with the food service staff. You will deal with all aspects of preparing the food and will be responsible for maintaining high standards in the kitchen. You will be the senior member of staff present in the kitchen during your shift and will deal with any day to day issues which arise, liaising with the Senior Chef when needed.

You report to: The Sous Chef who in turn reports to the Senior Chef

Key functions and skills

- Experienced in the preparation and service of food to the highest standard;
- Through the effective use of QM documentation ensure that all relevant control procedures are in place to deliver accurate food production records from delivery to service;
- Ensure all dishes are produced to the highest quality required by the school ensuring the batch cooking method is used at all times;
- Ensure that the storage of food meets school and statutory health and safety requirements
- Prepare food for service with due care and attention, particularly with regard to customer's special dietary requirements;
- Ensure temperatures, seasoning and flavourings are to specification;
- Ensure readiness for service and that the pace is set for peak service periods
- Ensure all food is presented for service in a timely manner and in correct sequence;
- Maintain continuity of menu offer throughout each service period;
- Deal with any customer comment and complaint in a timely and appropriate manner;
- Demonstrate effective communication skills at all levels to all staff, girls, and visitors;
- Maintain and comply with all Health and Safety and Food Hygiene requirements;
- Can work on own initiative to deal with problems and opportunities as appropriate
- Praises and recognises good performance
- Ensures appropriate temperature records and food labelling systems are maintained and up to date
- Ensure the kitchen is maintained in clean and hygienic condition and report;
- Ensure the kitchen runs smoothly and efficiently on a daily basis;
- Promotes a positive perception of the School at all times; and
- Ensure staff are briefed as to the menus so that they are able to inform girls, staff and visitors as to the content of the dishes;

Person Specification

A Chef must:

- Be enthusiastic about food, cooking and catering service in general
- Be able to think ahead and anticipate the requirements of the kitchen
- Have the qualifications and/or experience necessary to deliver quality food for the girls and at functions:
 - 7061/2 or NVQ Equivalent
 - Level 2 Hygiene certificate
- Maintain and set high standards of personal hygiene and be careful about his or her appearance
- Understand the demands of customer service
- Be able to proactively manage people to ensure the kitchen runs effectively
- Understand the systems and legislative standards for the environment in which he or she works
- Ensure that those standards are maintained
- Be able to communicate effectively ensuring every Chef in the team is aware of the important role they play in the girls' wellbeing within Queen Margaret's;
- Be willing to work to a flexible manner to reflect changing requirements of the school
- Have high standards of discipline and integrity

- Be aware of the importance of Safeguarding young people
- Be prepared to undergo appropriate training as requested
- Support the ethos of a full boarding school and boarding education
- Be able to exercise total discretion and uphold confidentiality
- Be inspired by challenges and seek to set individual targets
- Have energy, drive, enthusiasm and a positive manner

Terms and Conditions

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook, will be documented in due course.

1. Appointment

The Chef is appointed by the Bursar, subject to enhanced DBS clearance and receipt of satisfactory references. The appointee will be required to complete a confidential medical questionnaire (and medical examination where applicable), the costs of which will be met by the school.

2. Line Management

The Chef reports to the Sous Chef and Senior Chef and the Bursar.

3. Reputation

All members of the Catering Department, as with all other members of staff, are responsible for the protection of the reputation of the school through their contact with girls, parents, visitors and outside organisations and through their conduct and the contributions they make whether in or outside school. Actions that may tarnish the reputation of the school are to be regarded as disciplinary issues.

4. Working Hours and Holiday Entitlement

The contract is full time with a core 40 weeks plus holiday entitlement being remunerated at the full hourly rate and the residue of the year at 50% of the hourly rate. Outside the core weeks you will be required to work up to your contracted weekly hours as required. Any work done during these non-core weeks attracts additional pay at 75% of your basic hourly rate (bringing the total to 125% of your basic rate for these weeks)

28 days holiday (inclusive of Bank Holidays) will be provided. After working for 1 year, one additional day's paid holiday will be earned, rising by a further day for each additional completed year to a maximum of 5 additional days. Holidays have to be agreed with the Senior Chef 8 weeks in advance. No holidays may be taken during term time unless under exceptional circumstances agreed by the Bursar. 6 days of your holiday entitlement must be taken during the School shutdown at Christmas

Extra hours worked during term time between 06:00 hours and 20:00 hours on any day of the week will be paid at the standard hourly rate. Extra hours worked outside those times during term time will be paid at 125% times your basic hourly rate. You will be obliged to work overtime, when requested, up to a maximum of 25% of your contracted hours in term time.

Pay for contracted hours not fulfilled during term time will be deducted from your monthly salary; however please refer to the school's sick pay policy for pay during periods of illness.

5. Rate of Pay/Pension

Your pay is as detailed in your letter of offer of employment. Your monthly wage is paid each calendar a month in arrears. After 3 months, you will be entitled to join the School's pension scheme; employee contributions are 6% and employer contributions are with the 8.4% of gross

pay. Depending on your particular circumstances, the School may be obliged to enrol you in this scheme under the Pensions Auto-Enrolment legislation.

6. Sick Pay

The School operates a non-contractual sick pay policy full details of which are available in the Red Book.

7. Notice Period

The appointee is required to give the school not less than one term's notice of his or her intention to leave this post.

8. Meals

Food and refreshments are provided during term time during the hours of duties.

9. Safeguarding and Child Protection

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding policies and procedures at all times. Staff members must be aware of how to contact the Designated Safeguarding Lead and not hesitate in communicating concerns regarding Child Welfare to the DSL or DDSL as appropriate.

10. Health and Safety

All staff at Queen Margaret's are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and address minor physical problems by reporting them as maintenance requests through the School's internal ticketing system on the VLE.

11. Equality and diversity

Staff at Queen Margaret's are expected to promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values diversity.

12. Promoting British Values

Queen Margaret's recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of School life. These values reflect the ethos of the school and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All subject areas, and all non-teaching staff, are responsible for promoting these values when opportunities arise.

13. Data Protection

All staff at Queen Margaret's have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the Data Protection Act 2018 and the Queen Margaret's Privacy Policy.

14. Policy awareness

All staff are required to be aware of the School's policies and procedures from time to time which are set out in detail in the Red Book on the VLE.

How to Apply

Should you require any further information please contact the Senior Chef, Lauren Kirk by email lkirk@queenmargarets.com. All applicants must complete the school's official application form (electronically if at all possible), providing a full career history and names and contact details for two referees. This should be accompanied by a letter of application addressed to the Bursar and sent to the HR department by email to hr@queenmargarets.com. The closing date for applications is Monday 29th November 2021 with interviews being held shortly afterwards.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.