

Application Pack

for the position of

Chef

(Term-time only)

Required to start as soon as
possible.

About St George's

St George's is an independent boarding and day school with approximately 270 pupils aged from 11-18 years about 45% of whom are boarders (both full and tailored) and with a Sixth Form of approximately 80 pupils. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA), Boarding Schools Association (BSA), and is ISC accredited.

We are a welcoming school with a warm sense of community and visitors often comment on the perceptible supportive and cheerful atmosphere. We believe that a happy and successful school is one where all pupils have the opportunities to develop their strengths. The richness of opportunities within and outside the classroom are fundamental elements of the St George's experience and this allows the girls to foster the confidence, independence and academic curiosity that lead to success. Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest.

Over the past two years at GCSE, St George's has been placed in the top 5 to 10% of schools nationally for value added.



#SGACapable
#SGAConfident
#SGAConnected



@stgeorgesascot

Our location

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street. We are close to Windsor, Eton and Bracknell and equidistant from the M3 and M4 motorways. Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

All facilities are on site and include, amongst others, a state-of-the-art 350 seat theatre, three boarding houses, a sports hall, squash courts, gym, dance studio, spacious library, Science centre, photographic, textiles and art studios, 6 floodlit netball/tennis courts, extensive grass sports pitches and a new 25m 6 lane indoor swimming pool.



Academic Results

We aim to get the very best from each girl and Georgians are encouraged to work conscientiously and to the best of their ability as well as get involved in the wider school community and all the activities that are on offer in the busy co-curricular programme. This, combined with committed and inspirational teaching, delivers excellent GCSE and A Level results. Our pupils achieved the following results in 2020:

A Level: 69% A*-A, 99% pass rate

GCSE: 45% 9/8 or A*, 65% 9-7 or A*-A, 94% 9-4 or A*-C

The Role.

The role of the Commis/Salad Chef is to assist the Head Chef and Sous Chef in the kitchen operations and ensure that the School's reputation for food quality is maintained at all times.

Person Specification:

The Commis/Salad Chef must:

- Be self-motivated;
- Be smart, with a clean appearance and high standards of personal hygiene;
- Have a good eye to detail;
- Have good organisational skills;
- Have the ability to communicate in basic written and spoken English;
- Be capable of working alone and as a team member, taking instruction and direction;
- Be enthusiastic, punctual and reliable;
- Be approachable, friendly and cheerful.

Duties and responsibilities:

The Commis/Salad Chef is required to undertake the following duties, which are not exhaustive and will be the subject of periodic review:

Specific responsibilities:

- Assist in the preparation and cooking of salad bar items as directed by the Head/Sous Chef;
- Assist in the development and planning of the menus for the salad bar, developing innovative and quality dishes;
- Assist with hospitality items, including sandwich provisions and packed lunches;
- Carry out the smooth and efficient running of the section as appropriate;
- Ensure that the School's 'No Nut' policy is strictly adhered to;
- Have the ability to use seasonal produce and adapt to new customer trends;
- Oversee the breakfast and lunch provision on each Saturday that boarders are in school.

Service:

- Provide a prompt and efficient service to customers and ensure that expectations are consistently exceeded;
- To be customer focused at all times; approachable and quick to exceed expectations in fulfilling customer needs.

Health & Safety, Food Safety and the Environment:

- Adhere to the School's Food Hygiene, Health and Safety and Environmental policies;
- Ensure that food storage area are maintained in accordance with the School's Food Hygiene, Health and Safety and Environmental policies and procedures;
- Keep appropriate records relating to stock and equipment.
- Record Temperature checks where appropriate.

- Record Allergen information where appropriate.

Additional responsibilities:

- Proactively seek continual improvement in all aspects of the catering operation.
- Work in harmony with other staff within the catering department and other departments within the School, to ensure optimum conditions are provided for the delivery of catering services;
- Act as a positive ambassador, approaching all tasks with a positive, 'can do' attitude.
- Take responsibility for contributing towards individual professional development under the guidance of the Head and Sous Chefs, attending training courses as identified;
- Show commitment to School values in all aspects of the role including supporting of all School events;
- Attend all training sessions as directed by the Domestic Bursar;
- Ensure compliance with the School's policies on Safer Recruitment and the Safeguarding of children and young adults, at all times whilst at work.
- Any other duties commensurate with this position as directed by Head Chef/Domestic Bursar.

Salary and Benefits

- a. **Start date:** As soon as possible.
- b. **Normal Hours of Work:** This position is term time only; some additional hours may be available during the School's holidays periods. The normal hours of work are 7.00am to 2.30pm, Monday to Friday.
- c. **Remuneration:** The hourly rate of pay for this role will be £11.55 per hour; this includes an element to cover statutory holiday entitlement.
- d. **Probationary and Notice Periods:** The first year of employment will be a probationary period. During this period, performance and conduct will be monitored. The School may extend the probationary period at its discretion. In the probationary period, the notice required to terminate the employment will be one month, increasing to one full term by either side on the successful completion of the probationary period.
- e. **Pension:** The successful candidate will be auto-enrolled in the School's defined contribution pension scheme. There is an opportunity to opt out.
- f. **Facilities:** The Commis/Salad Chef is entitled to take lunch during term time in the dining room. There is free on-site parking.

The Process

Letters of application together with a completed application form (available to download from the School's website) should be emailed to recruitment@stgeorges-ascot.org.uk and marked **FAO Mrs A Craciun, Domestic Bursar**.

Any queries about this post may be made in the first instance to the Resources Officer, Mrs

T Barber on 01344 629 979 or by email to tbarber@stgeorges-ascot.org.uk.

The vacancy will close once a suitable candidate has been recruited.

The School reserves the right to interview and / or appoint at any time during the recruitment process.

St George's School is committed to safeguarding the welfare of children at the School. Therefore, this appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.

