

An aerial photograph of the Warwick Independent Schools campus. The image shows a large, modern school building complex with multiple wings, a central courtyard with a green lawn, and several parking areas. The school is surrounded by lush green fields and trees. In the background, there are more green fields and a line of trees under a clear sky.

APPLICATION PACK FOR THE POST OF Chef de Partie

Required as soon as possible

WARWICK INDEPENDENT
SCHOOLS FOUNDATION

Independent • Co-educational 3 to 7 • Single-sex from 7-18 years



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Welcome from the Foundation Principal

Thank you for the interest you have shown in the role of Chef de Partie.

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

The successful candidate will join an ambitious, forward-thinking and future-centred organisation, ready to embrace both the challenges and opportunities for independent schools in the years ahead.

The Chef de Partie will work in close liaison with the Head Chef and Executive Head Chef to support the provision of Food Services, primarily at King's High School.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

Richard Nicholson MA (Oxon)
Foundation Principal



About Warwick Independent Schools Foundation

The Warwick Independent Schools Foundation (the Foundation) proudly educates girls and boys from 3-18 years of age. We are one of the largest independent school charities in the country, with some 2,800 pupils and 800 staff, and are committed to providing an outstanding education for all our pupils; for our schools to be the first choice for those seeking independent education for their children; and to be an exceptional place to work.

Our historic schools are Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep, and Warwick Junior School and Warwick School, which operate as a through-school for boys. These schools are located on the Foundation's 55-acre site in Warwick. Between them, they educate some 2,500 pupils, and offer a unique model of education in the Midlands: co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This provides 'the best of both worlds' for our pupils: teaching specifically tailored to their needs with extensive learning opportunities to collaborate outside the classroom.

In a new and exciting development for the Foundation, we are delighted to have welcomed The Kingsley School, Royal Leamington Spa into our family of schools. Kingsley is an established and highly regarded school for girls (3-18) and boys (3-7). Kingsley will continue to operate from its site in Leamington.

More information about the schools may be found on their websites:

www.warwickprep.com

www.kingshighwarwick.co.uk

www.warwick-school.org

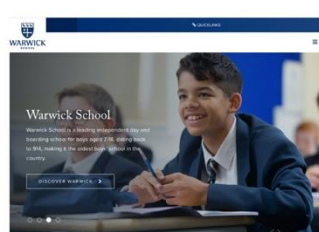
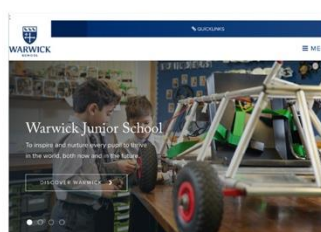
www.thekingsleyschool.co.uk

Some of the work of the schools during the recent lockdowns may be found on the following website:

www.foundationathome.co.uk

The Foundation is an active membership of the following associations:

- AGBIS
- GSA
- HMC
- IAPS
- ISBA



Organisational Structure

September 2020 saw the introduction of a new structure for the Foundation. For the first time in its long history, a Foundation Principal acts as CEO with direct accountability to the Board for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson, who was previously the Head Master of King's High School.



Our Facilities

Warwick Campus

Home to some 2,500 pupils aged 3-18, the 55-acre campus boasts outstanding and cutting-edge facilities for all our pupils.

The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

The most recent development – ‘Project One Campus’ – has seen the relocation of King’s High from its historic town-centre site to join Warwick Preparatory School and Warwick School on one spacious, green campus. This has seen facilities developed and enhancements for all and has included:

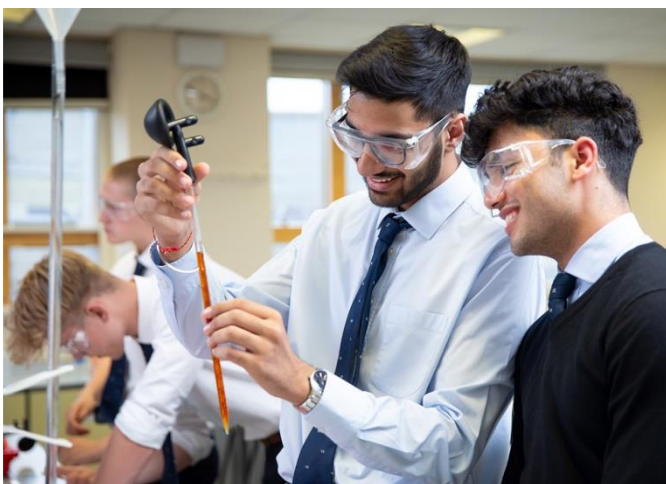
- A new home for the pupils of King’s High School.
- A new shared Sixth Form Centre for both Warwick and King’s High School students to enjoy for shared curriculum enrichment and social activities.
- New and enhanced sports facilities, including a 3G rugby pitch for Warwick School, four netball and five tennis courts.

- A new, shared Music School for the pupils of King’s High and Warwick Preparatory School.
- Improved play-space for Warwick Preparatory School, including a new nursery garden and ‘forest school’.
- New parking facilities and enhanced traffic management.
- New landscaping, creating a series of pedestrianised Quads.

Leamington Campus

The Kingsley School is home to over 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. 12 acres of playing fields are just a few minutes’ drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a suite of refurbished science laboratories, a re-equipped food technology room, play space for Prep School pupils, and the refurbishment of the sixth form centre.



Warwick & Surrounding area

Warwick itself is a charming, historic town, famous for its impressive castle whose soaring turrets dominate the town centre. Steeped in medieval history and a popular tourist destination, Warwick boasts a thriving social scene with many boutique shops and excellent bars and restaurants.

The delightful Regency town of Royal Leamington Spa adjoins Warwick, with its wide boulevards and grand architecture, is a thriving town, with excellent facilities for families.

Stratford Upon Avon and its outstanding theatres are just a 25-minute drive away. The Cotswolds are also within easy reach, offering tranquil walks in rolling hills and villages of honey-coloured stone.

For further cultural opportunities, Birmingham is half an hour by train and offers everything you would expect from a major and vibrant city. With a packed calendar of events hosted by its many international venues, Birmingham is also first-class for shopping, dining and nightlife.

The area has excellent transport links. Leamington and Warwick both have mainline railway stations. Birmingham International Airport is just 25 minutes' drive.



The Role

We are looking for a Chef de Partie to provide quality food for the core pupil dining service and both internal and external functions.

The successful candidate will have experience of working in a catering environment or similar and will have the ability to demonstrate good food handling and production techniques.

Predominantly, this role is based at King's High School but works across the schools on the Warwick Campus.



Job Description

Reporting Lines

This role will report to the KHS Head Chef, who in turn reports to the Foundation Executive Head Chef.

Responsibilities

- To ensure a high standard of food quality.
 - To ensure a high quality of food presentation.
 - To assist senior chef in special functions and dinners.
 - To ensure that the kitchen is cleaned and maintained to high standards as determined by Food Safety Legislation.
 - To ensure that HACCP procedures are being met.
 - To ensure that food safety documents are being recorded correctly.
 - To assist in correct ordering and stock control.
 - To follow the guidance of the Head Chef and assist them in menu compilation for core dining and functions.
 - To provide a healthy balance of menu items and be aware of nutritional needs.
 - To notify line manager on health and safety issues.
 - To notify line manager on equipment repair and maintenance.
 - To secure the department when required.
 - To control and recycle wastage
 - To work within budgets and menu costings.
 - To assist with functions and conferences when required to do so.
 - To undertake training as and when required to do so.
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- **Additional duties**
 - The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies operating at the school.
 - To report any Health & Safety problems to the Health & Safety Manager.

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS). These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.



Person Specification

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> A basic understanding of verbal and written English 	<ul style="list-style-type: none"> Food safety Training undertaken Manual Handling Health and Safety Supervisory certificates
Experience/ Knowledge	<ul style="list-style-type: none"> Experience of working in a Catering environment or similar An appreciation of cleanliness and hygiene standards and a basic knowledge of Health & Safety at Work requirements An appreciation of the importance and value of a service culture 	<ul style="list-style-type: none"> Worked in a school kitchen Supervisory experience Knowledge of Fire Safety Procedures Knowledge of Food Safety Procedures
Skills/Abilities	<ul style="list-style-type: none"> Food handling and production techniques Shows integrity and discretion Remains calm under pressure Good communicator Pleasant and courteous manner Catering knowledge of food production Able to communicate well with staff, 	<ul style="list-style-type: none"> Hospitality or Service Sector skills students and visitors Interested in and happy to communicate with young people Interested in different cultures
Safeguarding Children, Young People and Vulnerable Adults	<ul style="list-style-type: none"> Understands their role in the context of safeguarding children, young people and vulnerable adults Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	
Equal Opportunities	<ul style="list-style-type: none"> Understanding of the requirements of Equality and Diversity 	

Remuneration

35 hours per week, 36 weeks per year (term time only).

8am – 3pm Monday to Thursday, 7.30am – 2.30pm Friday.

Salary: £15,509 per annum (Support Staff Point 15)

Other benefits:

- Competitive contributory pension scheme.
- Staff Fee remission at our schools on our Warwick Campus.
- Use of the Sports Complex for staff.
- A strong, supportive staff community.



How to apply

Should you wish to apply for this position, please visit the vacancies page on either the Warwick School, King's High School or Warwick Preparatory School Websites, where you will find an application form.

www.warwickprep.com/job-vacancies
www.kingshighwarwick.co.uk/vacancies
www.warwick.school.org/employment-opportunities

Completed applications should be submitted by the deadline date to hr@warwick.schools.co.uk

Deadline for submissions:

Monday 14th March 2022 at 12 noon

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

The Warwick Independent Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

Equality, Diversity and Inclusion

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and culture that values diversity and inclusion.