



Downe House



CANDIDATE INFORMATION PACK – CHEF DE PARTIE



## Message from the Headmistress

Thank you for the interest that you have shown in joining us at Downe House. I hope that this information pack will give you a good overview of the position and working at our School, but if you have any queries then please do contact us, we are more than happy to help. I would recommend that you also take a look at our website, where you will find a wealth of information about us.

Downe House is a very special place where we all work together with one common purpose of supporting our pupils to reach their full potential. There is a strong community spirit here, and all of our staff, whatever their role, play an important part in our success.

We seek to recruit the best staff at Downe House, and I could not be more proud of our committed team. We have high expectations, but in return we provide a supportive and friendly working environment, generous benefits, wide CPD opportunities and the chance to really make a difference.

I hope that you are interested in applying and we look forward to hearing from you.

With all good wishes

A handwritten signature in cursive script, reading 'Emma Mckendrick'.

EMMA MCKENDRICK



## About the School

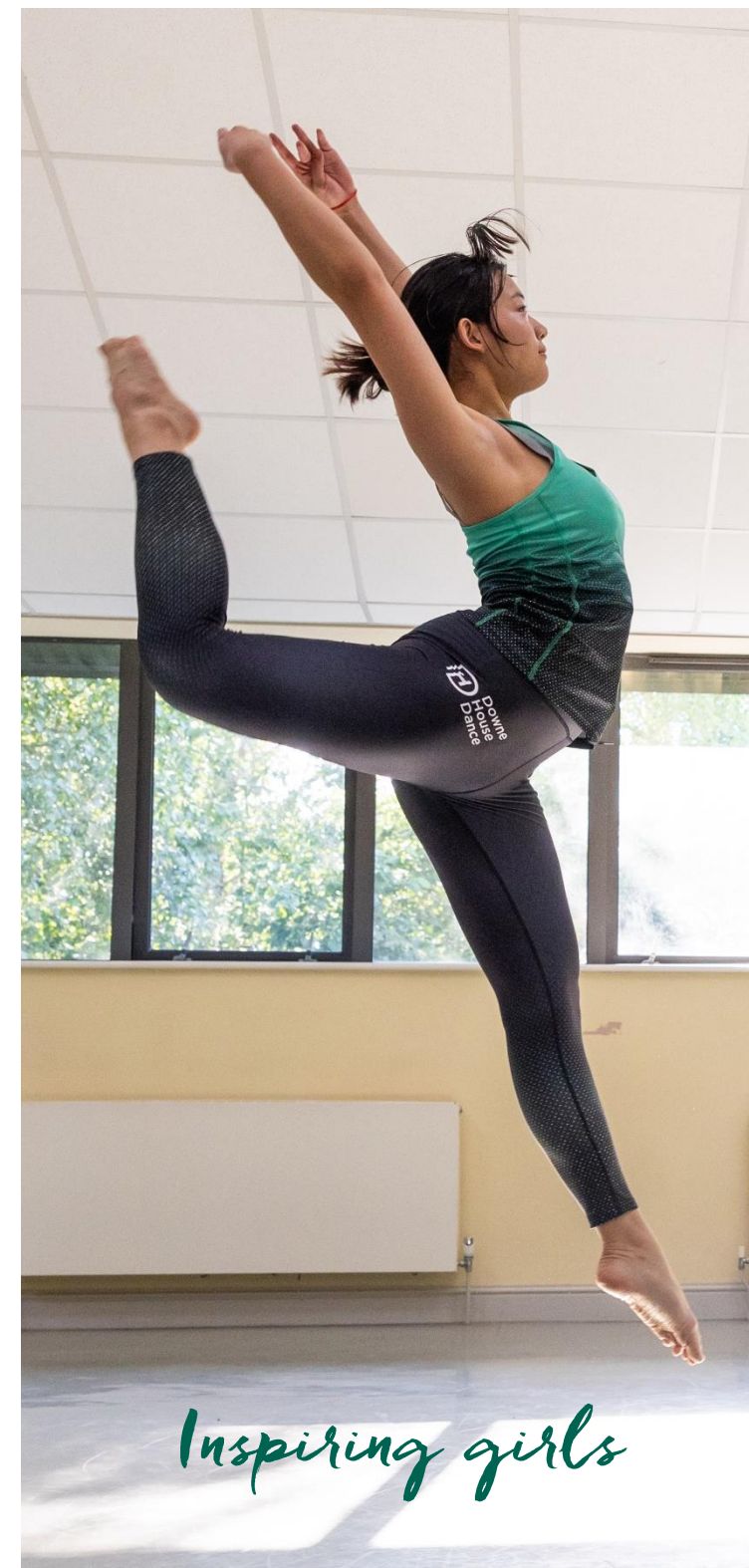
Downe House is one of the UK's leading boarding and day Schools for girls aged 11 to 18. With a charm and character of its own, the School is set on a beautiful 110-acre site in the village of Cold Ash, situated 3 miles from the market town of Newbury. The School is passionate about creating a strong learning and inspirational environment and community, where every individual matters.

Downe House was founded by Olive Willis in 1907, who held a strong belief that a school should meet the needs of young women by prizing the individual and creating a strong community. With over 550 pupils, Downe House lives out the message that "each individual matters", an ethos as strong today as it was over 100 years ago, alongside the core values of kindness and respect for others. The aim is also to prepare girls to play a full and positive role as citizens of a global community and to become outstanding women of the future.

Our immersive education gives girls the freedom and space to nurture their talents at their own pace. Inspirational teaching, enriching Co-Curricular opportunities and personalised curricula bring out the best in each girl, with holistic pastoral support. The lifelong friendships formed here create an unrivalled network of talented alumnae helping each other succeed beyond Downe House.

The School has an established reputation for academic excellence as well as outstanding pastoral care. We offer a flexible approach to suit the individual needs of our pupils and their parents, and girls have the choice of joining us as full boarders, flexi boarders or day pupils. Many of the girls are boarders and they live in one of the twelve on-site boarding houses. The emphasis is very much on creating a 'home from home' environment and each house is staffed by a committed and caring team of staff – some of whom are residential. Our ethos is to put families at the heart of our education, from creating the right balance between family time, to working closely with parents to ensure every girl gets the most out of School life.

Our international focus reflects our commitment and ambition to share our education management expertise on a global scale and to provide genuine opportunities for staff and young people all over the world. Academic staff have the opportunity to participate in a global teacher exchange program, with our partner school in Australia. Selected pupils can also attend an international School for a short term or gain global internships for work experience. We are committed to creating a diverse and global community within our founding School in Berkshire, alongside our international Schools in Oman and the Kingdom of Saudi Arabia as well as our pioneering online DH Academy.



*Inspiring girls*




## Working for us

If you join us, you will be working for one of the leading independent Schools in the country. We have a strong reputation both in the UK and overseas, with a significant international presence as well as global links. Under the leadership of the Headmistress and Leadership Team, we believe in never standing still and encourage everyone to be innovative and to have a forward-thinking approach.

We employ over 450 staff in a wide range of positions ranging from teachers, school nurses, housekeepers, matrons, administrators, accountants, and chefs to name just a few. Whatever your role you will be joining a supportive community, and you will have an important part to play in the success of our School. We encourage everyone to get involved in the life of the School, and there will be plenty of opportunities for joining in with School events and activities, and mixing with other colleagues.

In a School setting every day is different and there is no doubt that you will be kept busy, but all our jobs are rewarding and really do make a difference. We believe in supporting and valuing our staff.



“The School acknowledges the importance of nurturing its staff by providing regular CPD opportunities throughout each term, in areas as diverse as neurodiversity and the integration of technology into classrooms.”

# Employee benefits



## ANNUAL LEAVE

25 days + Christmas shutdown + Bank Holidays



## BEREAVEMENT SUPPORT

practical, probate & emotional support



## COMMUNITY & SOCIAL

regular social events for staff & family



## CPD

weekly opportunities for learning & development



## EMPLOYEE ASSISTANCE

confidential advice & counselling service



## EYE TEST

annual free eye test & contribution towards glasses for regular VDU users



## FLU VACCINATIONS

annual on-site free vaccinations



## EMPLOYEE REFERRAL

£300 for successful referrals to Operational roles



## FREE MEALS

daily nutritious & delicious meals



## FEE REMISSION

generous discounted fees



## GROUP INCOME PROTECTION

75% salary



## GYM

free access to on-site gym & discounts at local gyms



## HEALTH & WELLBEING

a range of health benefits i.e. Virtual GP & Online Physiotherapy



## LIFE INSURANCE

3 x salary



## LINE MANAGER SUPPORT

in-house workshops & Aspiring Middle Leaders programme



## LOCATION

well connected, within easy reach of A34 & M4



## PARKING

plenty of onsite parking



## PENSION

generous employer contributory schemes



## SWIMMING POOL

access to heated on-site swimming pool



## TECH

Microsoft showcase school using leading technologies



## WORKING ENVIRONMENT

beautiful semi-rural campus on 110-acre estate

# The Position

## Chef De Partie

**Start Date:**

Immediate

**Contract Type:**

Permanent Contract

**Hours:**

Full time position, 37.5 hours per week, all year.

Working 5 days out 7, Monday – Sunday. Shift pattern on rota 6.30am – 2.30pm or 11.30am - 7.30pm

**Salary:**

£29,045 per annum

**Reporting To:**

Head Chef

### JOB PURPOSE

- To produce meals and services to the highest possible standard of presentation and food quality, whilst ensuring all Food Hygiene and Health & Safety requirements are met.
- To assistant the Head Chef and Sous Chef in the running of daily operations to the required standards.

### DEPARTMENT OVERVIEW

As a leading independent boarding school, we take pride in everything that we do, including the delivery of nutritious, delicious, and well-presented meals to our pupils, staff, parents, and visitors.

Our catering department runs an in-house fully catered service for pupils and staff which includes breakfast, lunch and dinner 7 days a week. We are a busy and committed team, providing meals to around 560 pupils and 450 staff. In addition, we hold numerous catered events and formal dinners each year.



1  
All food must be  
covered and dated



## THE DOWNE HOUSE DNA

The Downe House DNA weaves the fabric that binds our community together as one. These qualities resonate within every Downe House pupil and staff member, epitomising the essence of the education we want to provide our pupils and the culture at Downe House.

- Compassion
- Collaboration
- Resilience
- Creativity
- Aspiration
- Communication
- Outward Looking
- Digital Ready

These are threads that run through everything we do whether you are a Downe House pupil or a member of staff.

## Main Duties & Responsibilities

- Maintain a consistently high standard of fresh food, with regards to content and presentation.
- Assist the Head Chef and Sous Chef in the day to day running of the kitchen to the required standard.
- Ensure that food is prepared to the correct recipe standard and production requirements as directed by the Head Chef.
- Ensure that food is presented and served at the correct service times in accordance with the organisation's standards.
- During service times maintain communication with the front of house team in order that food levels are correct.
- Ensure Health and Safety, Hygiene and Food Safety Regulations are followed in the kitchen including reporting any incidents of accident, fire, theft loss damage unfit food or other irregularities including faulty equipment to the Head Chef or Duty Manager.
- All food and equipment temperatures are to be recorded, and any discrepancies reported to the Head Chef or Sous Chef.
- To ensure that the highest standard of cleanliness is maintained within the kitchen.
- Have a flexible and professional approach to work to achieve higher degrees of effectiveness and standards within the department, and also when liaising with other departments and colleagues.
- Maintain a high standard of personal performance, hygiene, appearance and cleanliness at all times.
- Ensure that all food wastage is correctly recorded during your shift and referred to for future reference.
- Attend training sessions and meetings when required and to operate in line with the training or information received.



“I benefited hugely from the coaching and mentoring that was available to me. Whilst Downe prides itself on seeking the best possible route for each student, I concur that is true of their approach to their staff as well.”



Downe House is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times. Appointed candidates will be subject to an enhanced DBS check and an online social media check.

We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.

## Person Specification

### ESSENTIAL

- Previous experience of catering for large numbers.
- A passion for food, hospitality and a creative flair.
- Appropriate expertise/ knowledge to ensure the standards at the school are maintained at the highest level.
- Highly professional work ethic and commitment to the role, the department and the school.
- The ability to work as a member of a team.
- Excellent communication skills.
- Flexible approach to the type of work undertaken and the hours worked due to the operational demands of the school.
- A proactive approach.
- Excellent organisational skills – methodical and systematic in organising all workloads and individual tasks.
- Good judgment, be able to show initiative/common sense.
- To be able to meet Health and Safety requirements and guidelines.
- Ability to work unsupervised and on own initiative, quickly and calmly under pressure.
- A commitment to safeguarding and promoting the welfare of all pupils.



## How to apply

### Application:

Download an application form from our website [Vacancies - Downe House School](#) It is important that all sections of the application form are completed accounting for any gaps in employment and providing full details of your education.

Return the completed Application Form, together with a covering letter and / CV if you wish, to [recruitment@downehouse.net](mailto:recruitment@downehouse.net).

If you require any further information, please contact the HR Department on 01635 204712.



*Inspiring girls*



Downe House

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[www.downehouse.net](http://www.downehouse.net)

