

RECRUITMENT PACK



Chef de Partie

Employment Status	Part Time • Permanent
Employment Location	Framlingham College Senior and Prep School
Application Closing Date	Applications will be viewed on receipt. You are therefore advised to apply at your earliest convenience
Interviews Week Commencing	To be confirmed

IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



FRAMLINGHAM COLLEGE
FRAMLINGHAM
SUFFOLK
IP13 9EY

T: 01728 723789
E: recruitment@framlinghamcollege.co.uk

FRAMLINGHAMCOLLEGE.CO.UK/EMPLOYMENT



Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Director of People

Dear Applicant,

Thank you for your interest in the position of Chef de Partie at Framlingham College.

Framlingham College is a co-educational day and boarding school comprising of the Prep School in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in the stunning surroundings in the market town of Framlingham. Curiosity and inquiry are at the heart of a vibrant learning culture and at Framlingham College we believe that every child should experience the joy that is to be found in learning. A Framlingham College education aims to nurture essential skills and habits – adaptability, teamwork and good decision-making for example – by weaving them into the curriculum. We are determined to prepare our young people for their adult world.

A fantastic opportunity has arisen for a Chef De Partie to join our dynamic team. The successful applicant will have the opportunity to deliver high-class catering to our pupils and staff and to guests at events. A flair for cooking and the ability to bring new ideas are essential.

The post is full time working 40 hours a week, straight shifts only, on a 5 day weekly rota. You will enjoy every other weekend off as well as Christmas and Easter shut-downs. The post attracts a salary of £21,481 (including shift allowance), based on an hourly rate of £11.00.

We offer a supportive working environment as well as free lunch each day the kitchen is operational. We also offer other benefits including contributory pension scheme and complimentary gym membership.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

We are always excited about enthusiastic, like-minded professionals joining our school and very much look forward to receiving your completed application.

Sally Wood

DIRECTOR OF PEOPLE, FRAMLINGHAM COLLEGE



How To Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted **in addition** to the application form in order to supply additional background information.

There is no closing date for this post. Applications will be viewed on receipt, you are therefore advised to apply at your earliest convenience. The interview date is to be confirmed. You will be receive an interview date if you are shortlisted for interview.

Please send your cover letter and completed application form to: **The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY.** You can also email your application to: **recruitment@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Standard Life
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Fram Leisure, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Fram Leisure;
- Christmas Shutdown.

Job Information

Reports To

Head Chef

Job Location

Framlingham College Senior & Prep School

Hours

40 hours per week, straight shifts on a rota basis

Weeks

48 weeks per year

Holiday

31 days pro rata plus bank holidays (taken in lieu where they fall in term time)

Salary Band

Band 4

Pension

Contributory scheme available

Job Description

JOB PURPOSE

To assist in the cooking and preparation of food, to College standards and supporting the Head Chef and the catering team in the running of the kitchen.

KEY RESPONSIBILITIES

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham College Prep School as well as Framlingham College Senior School as necessary.

- Kitchen production - 300 Breakfasts/600 lunches/300 Suppers.
- To be the senior chef on duty for supper on occasion.
- To work on a rotation basis between different departments within the kitchen.
- To work as part of a team of six chefs.
- Oversee service counters to ensure they are fully stocked and well presented.
- Batch cook during service times.
- It is the posts holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.



Continued from previous page

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

	E	D
At least NVQ Level 2 or equivalent	✓	
Basic Food Hygiene	✓	
Intermediate Food Hygiene		✓
Allergen awareness training		✓

PROFESSIONAL COMPETENCIES & SKILLS

	E	D
Must be able to cook; this will be demonstrated through a trade test at shortlist stage	✓	
Good interpersonal skills with both kitchen staff and management	✓	
Ability to cater for large numbers		✓

PROFESSIONAL EXPERIENCE

	E	D
Demonstrable experience in an establishment producing fresh home cooked food	✓	
Experience in different sectors of the market		✓
Experience of supervising junior members of a team		✓

PERSONAL ATTRIBUTES

	E	D
Willing to take instruction and work as part of a team	✓	
Flexible approach.	✓	
Punctual and reliable	✓	
Positive "can do" attitude	✓	
Polite and helpful attitude	✓	
Self-confidence and the ability to show initiative		✓

SAFEGUARDING CHILDREN

	E	D
Awareness of safeguarding children issues.	✓	
Knowledge of safeguarding children legislation and good practice.		✓



Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrichen our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.