

APPLICATION PACK FOR THE POST OF
Casual Chef
Required ASAP



Warwick
Schools
Foundation



Enabling transformation through the power of education

Welcome from the Foundation Principal

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

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.

We are seeking to appoint a Casual Chef to help a busy and thriving Catering Department.

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



The Warwick Schools Foundation is a unique and inspiring group of schools. 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.

Richard Nicholson, Foundation Principal



About Warwick 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 while being an exceptional place to work and the first choice for those seeking independent education for their children.

Our historic schools are Warwick Junior School and Warwick School, which operate as a through-school for boys, and Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep.

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 2021 we 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).

From September 2025, Kingsley will move to become fully co-educational, and we will initially welcome boys into Years 7 and 12. Kingsley will continue to operate from its site in Leamington.

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

www.warwicksschool.org

www.warwickprep.com

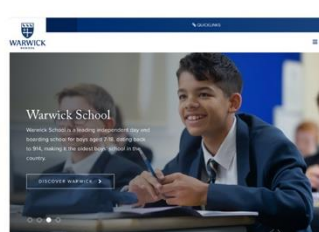
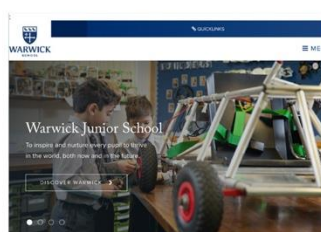
www.kingshighwarwick.co.uk

www.thekingsleyschool.co.uk

More information on the Foundation can be found at <https://www.warwicksschoolsfoundation.co.uk/>

The Foundation is an active membership of the following associations:

- AGBIS
- GSA
- HMC
- IAPS
- ISA
- ISBA
- ISA
- IDPE



Organisational Structure

Warwick Independent Schools Foundation, known as “Warwick Schools Foundation”, is registered as both a Charity and a Company, with the Governors being both Trustees of the Charity and Directors of the Company.

The Governing Body is the legal guardian of the Warwick Schools Foundation and is responsible for ensuring that it delivers its charitable objective:

‘To advance education by carrying on in or near Warwick, day and boarding schools for boys and girls.

Governors delegate the operational running of the Foundation to the Foundation Principal, who acts as Chief Executive Officer with direct accountability for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson. He is supported by the Foundation Bursar, Mrs Victoria Espley, who acts as Chief Operating Officer for the Charity.

This role will report to Executive Head Chef.



Our Facilities

Warwick Campus

Home to some 2,600 pupils aged 3–18, the 55-acre Campus boasts outstanding and cutting-edge facilities for 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’ – saw 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:

- W Enhanced sports facilities, including a 3G rugby pitch for Warwick School, five netball and six tennis courts.
- W New landscaping, creating a series of pedestrianised Quads.
- W A shared Sixth Form Centre for both Warwick and King’s High School students to enjoy for shared curriculum enrichment and social activities.
- W Improved play space for Warwick Preparatory School, including a new nursery garden and ‘forest school’.
- W A new home for the pupils of King’s High School.
- W A shared Music School for the pupils of King’s High and Warwick Preparatory School.

Leamington Campus

The Kingsley School is home to around 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. Twelve 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.

Sports Development

A programme of enhanced sporting facilities across Warwick and Leamington sites is underway.



Warwick & Surrounding area

Warwick is the County Town and sits on the banks of the beautiful River Avon. It combines medieval history and architectural wealth with a modern vibrancy rich in bars, restaurants, and culture.

There are also many great places to live nearby. 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.

Warwick itself has an annual literary festival. In recent years, a number of events have been held within both King's High School and Warwick School.

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.

Road and rail links are exceptional. There are mainline train stations in Warwick, at Warwick Parkway, just outside town, and at Leamington Spa with the Chiltern Line providing a good service to Marylebone London and Birmingham. London is less than an hour and a half away by train, and Birmingham has its own international airport.



Our schools are deeply connected to the local area. We are committed to developing our partnerships, for our Foundation to mean more to more people and, thanks to the generosity of The King Henry VIII Endowed Trust, Warwick and The Charity of Sir Thomas White, Warwick, and individual donors, extend a Foundation education to more young people. We know too that to fulfil our ambitions, we will need to draw on the generosity of our community: time, talent, and for those who can, financial.

James Barker, Head Master, Warwick School



Job Description

Post Title:
Casual Chef

Hours of Work: As required.

Pay Banding:
18-20 - £14.59 - £15.22 per hour including holiday pay
(£12.47 - £13.00 per hour excluding holiday pay), plus
benefits.

Location: Working across both Warwick and Leamington
Campus

Start Date: ASAP

Reporting Lines
The post holder will report to the Executive Head Chef

Purpose of this Job Description:
The Foundation considers this document as a “snapshot”
of the job and the tasks listed are not an exhaustive list. It
aims to provide a clear guide at the time of writing to all
that is involved about the requirements of the job. It will
also be used to communicate expectations about
performance and will be used to monitor effective
performance.

Responsibilities

1. To ensure a high standard of food quality for both core dining and events.
2. To ensure a high quality of food presentation.
3. To ensure that the kitchen is cleaned and maintained to high standards as determined by Food Safety Legislation.
4. To ensure that HACCP procedures are being met.
5. To ensure that food safety documents are being recorded correctly.

6. To assist in correct ordering and stock control.
7. To follow the guidance of the Executive or Head Chef
8. To provide a healthy balance of menu items and be aware of nutritional needs.
9. To notify line manager on health and safety issues.
10. To notify line manager on equipment repair and maintenance.
11. To secure the department when required.
12. To control and recycle wastage
13. To work within budgets and menu costings.
14. To undertake training as and when required to do so.

Other

1. Any reasonable request made by the Head Chef or Executive Head Chef.
2. Attend internal and external meetings or training courses as required.

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) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

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.

Health and Safety

As an employee you are expected to:

1. Take reasonable care of your own health and safety.
2. Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. Co-operate with your employer, making sure you get proper training, and you understand and follow the company's health and safety policies.
4. Not interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. Report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. Tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury)
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.

Person Specification

	Essential Criteria	Desirable Criteria
Qualification	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Professional Catering Qualification in at least NVQ level 2 or City and Guilds equivalent GCSE or equivalent in English and Maths
Experience/ Knowledge	<ul style="list-style-type: none"> Understanding of health and safety principles and safe working practices in a catering environment Understanding of Nutritional Guidelines in Schools 	<ul style="list-style-type: none"> To have had at least 3 year's experience of working in a similar environment Knowledge of Fire Safety Procedures Understanding and knowledge of benchmarking and procurement methods
Skills/Abilities	<ul style="list-style-type: none"> Excellent culinary skills Ability to cook fresh produce to a high standard 	<ul style="list-style-type: none"> Able to teach and mentor staff IT skills
Personal Attributes	<ul style="list-style-type: none"> Clean and tidy appearance Shows integrity and discretion Mature approach to the work environment Good communicator 	<ul style="list-style-type: none"> Able to communicate well with staff and visitors Interested and happy to communicate with young people Interested in different cultures Resourceful Independent

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

Working hours: As and when required

Working weeks: As and when required

Pay Banding: £14.59-£15.22 per hour

Other benefits:

- W Competitive contributory pension scheme (employer contributions up to 14%).
- W Employee Assistance Programme.
- W Six weeks annual holiday plus public holidays.
- W Staff Fee remission at our Warwick Campus.
- W Death in Service benefits.
- W Free meals and refreshments provided during the working day.
- W Free parking on site.
- W Use of the Sports Complex for staff.
- W A strong, supportive staff community.
- W Some flexible working will be considered depending on the vacancy.



How to apply

To apply for this role, please complete the application form found by following this link: [Application Form](#)

Completed applications should be submitted to hr@warwickschools.co.uk

Deadline for submissions:

Closing date: open.

Interviews: open

We reserve the right to close this vacancy should we receive sufficient applications.

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

The Warwick 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.

