

APPLICATION PACK FOR THE POST OF  
**Head 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 Head 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 Head 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](http://www.warwicksschool.org)

[www.warwickprep.com](http://www.warwickprep.com)

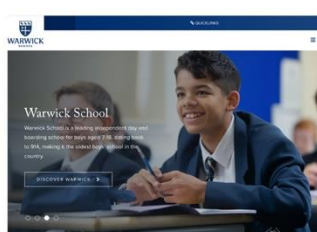
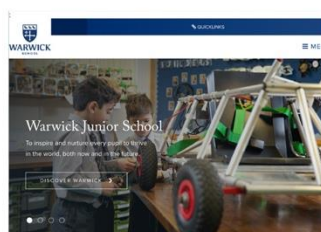
[www.kingshighwarwick.co.uk](http://www.kingshighwarwick.co.uk)

[www.thekingsleyschool.co.uk](http://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: Head Chef

**Hours of Work:** 37.5 hours per week (working 5 days out of 7), 40 weeks per year

**Pay Banding:** 29-32, £32,922 - £35,869 per annum FTE (£30,060 - £32,751) per annum pro rata. Plus benefits.

**Location:** Working across the Warwick & Leamington Campus but predominantly based at Warwick Prep School

**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

- To ensure an exceptional standard of food for pupil & staff dining.
- To take a lead chef role to ensure an exceptional standard of food for school lunches, functions and events
- To lead, manage, recruit, train, retain and appraise Chefs, Catering Assistants and Kitchen Porters
- To rota team members to meet all Catering requirements
- To assist the Executive head chef in creating and implementing service levels and Standard Operating Systems to consolidate

and improve the catering sites under one ‘brand’

- To provide a healthy balance of menu items and be aware of nutritional needs
- To achieve best prices from existing and new suppliers to meet budgets
- To monitor ordering and stock to achieve budgets
- To attend Food Forum, Food Committee and Operational Meetings
- To conduct regular team meetings
- To produce menus for core dining and for Foundation functions and external events
- To monitor and produce costings for all menu items using company software
- To communicate and cooperate effectively with Front of House staff to achieve an exceptional service for core dining, functions and events
- To communicate effectively with Catering Administration to maintain Catering Operational requirements
- To ensure correct HACCP, risk assessments and Safe Systems of Work to comply with Government legislation is undertaken and reviewed regularly throughout the Foundation
- To monitor, control and recycle wastage
- To advise on health and safety issues
- To ensure and advise on equipment purchase, maintenance and repair
- To support across the foundation as required
- To undertake training as and when required to do so
- Any reasonable request made by the Executive head chef

## 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"> <li>• Level 3 Food Hygiene Certificate</li> <li>• Competent English Language Skills</li> </ul>  | <ul style="list-style-type: none"> <li>• Professional catering qualifications to at least NVQ level 3 or City and Guilds equivalent.</li> </ul>   |
| Experience/<br>Knowledge | <ul style="list-style-type: none"> <li>• 2 year minimum at a senior chef role</li> <li>• Experience in heading a brigade in a multi-site environment</li> <li>• Fine dining and banqueting experience</li> <li>• Microsoft office literate</li> <li>• Understanding of health and safety principles and safe working practices in a catering environment</li> </ul>  | <ul style="list-style-type: none"> <li>• Previous Head Chef experience</li> <li>• Experience working in an educational environment</li> <li>• Knowledge of nutritional guidelines in schools</li> <li>• Patisserie skills</li> <li>• Previous use of systems</li> <li>• Budget analysis</li> <li>• Knowledge of fire safety procedures</li> </ul> |
| Skills/Abilities         | <ul style="list-style-type: none"> <li>• Excellent culinary skills</li> <li>• Strong leadership qualities</li> <li>• Training and mentoring staff</li> <li>• Producing and developing creative menus in a fresh food environment</li> <li>• Manages staff appropriately and is able to motivate teams</li> <li>• Ability to work on own initiative</li> <li>• Ability to effectively organise operational systems</li> <li>• Ability to prioritise and organise both own and other's workloads, delegating effectively where necessary</li> <li>• IT skills</li> </ul> |   |
| Personal Attributes      | <ul style="list-style-type: none"> <li>• Clean and Tidy Appearance</li> <li>• Strong leader</li> <li>• Effective communicator</li> <li>• Team player</li> <li>• Integrity and discretion</li> <li>• Resourceful</li> <li>• Highly organised</li> <li>• Dependable Able to communicate well with staff and visitors</li> </ul>  |   |

|   |   |  |
|---|---|--|
|   | <ul style="list-style-type: none"> <li>Interested and happy to communicate with young people</li> </ul>   |  |
| Safeguarding Children, Young People and Vulnerable Adults | <ul style="list-style-type: none"> <li>Understands their role in the context of safeguarding children, young people, and vulnerable adults.</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul> |  |
| Equal Opportunities                                       | <ul style="list-style-type: none"> <li>Understanding of the requirements of Equality and Diversity</li> </ul>   |  |



# Remuneration

**Working hours: 37.5**

**Working weeks: 40 (term time plus 23 days)**

**Pay Banding:** , £32,922 - £35,869 per annum FTE (£30,060 - £32,751) per annum pro rata. Plus benefits

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](mailto:hr@warwickschools.co.uk)

Deadline for submissions:

**Closing date: 12 noon on 24 May 2024**

**Interviews: w/c 3 June 2024**

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.

