

# Stormont School

## Post: Chef Manager

### Information for Candidates



### Introduction

Stormont School currently has in the region of 150 pupils (across its Lower and Upper Schools) and is a day school for girls aged between 4 and 11. There are some 50 members of staff and the usual number of covers for lunch is in the region of 200. This forms the main part of the catering service, although there are other special events and requirements, some of which are set out below:

- Refreshments for Open Mornings and Prize Giving
- Sports Day, Harvest (including baking the bread), Christmas Lunch and other special occasions
- Refreshments for netball and rounders' matches
- Tea & coffee for various meetings
- French Breakfast
- Governors' meetings, new parents' dinner, Stormont Old Girls dinner (generally in the evening)
- Various events in tandem with the Stormont Parents' Association, such as Yuletide

In addition to being responsible for the delivery of food at the School, the Chef Manager will manage the catering team and ensure that all health & safety considerations are adhered to and documented accordingly. The management of the service will include all ordering, stock taking and recording of costings, to include the breakdown between the daily lunch service and other catering provision.

### Terms and Conditions

The working pattern is based on the published school terms with an additional two days before the start of term and two days after the end of term. In addition, a further two days are to be worked within the school holiday periods between each term in order to plan ahead and oversee any deep cleaning or other catering specific maintenance by agreement.

The normal hours of work are expected to be 7.30am to 3.15pm Monday to Friday with a 30-minute paid lunch break and these may be varied to suit school needs. The Chef Manager will be required to undertake overtime working on occasions when required, which would be agreed in advance.

### The application process

In order to apply, please complete the School Application Form including the names of two referees with full contact details and email addresses (referees will not be contacted until after candidates are notified that they have been selected for interview). The Application Form is available on the school website: [www.stormontschool.org](http://www.stormontschool.org), or by email at [hr@stormontschool.org](mailto:hr@stormontschool.org).

As part of the recruitment process, candidates invited to interview can expect to undertake a suitable trade test, the details of which will be provided beforehand.

The successful candidate will be asked to undertake identity and qualification checks which conform to the School's Safer Recruitment Policy. The offer of an appointment will also depend on satisfactory references and a medical check.

### Dates for the selection process

Closing date:	Friday 13 <sup>th</sup> September 2019 at noon
Candidates notified if selected for interview:	Monday 16 <sup>th</sup> September
1 <sup>st</sup> stage interviews at the school:	week beginning 23 <sup>rd</sup> September
2 <sup>nd</sup> stage interviews at the school:	Within 2 weeks of 1 <sup>st</sup> stage interviews

*Stormont School 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.*