

ST GEORGE'S
ASCOT 

Application Pack

for the position of
Chef de Partie

Start date: As soon as possible

About St George's

St George's is a thriving independent boarding and day school of 270 girls aged 11-18, around 45% of whom are boarders (full, weekly and flexi), and with a Sixth Form of approximately 80 pupils. St George's offers an ambitious, connected and future-facing education tailored for pupils to realise their potential both at school and in fulfilling adult lives ahead.

Awarded 'excellent' in its November 2022 ISI inspection, the school is a place where girls flourish academically, creatively, physically and morally, a place where risks can be taken, lessons are learnt and challenges are welcomed.

We are a welcoming school with a warm sense of community. Visitors are impressed by our facilities within a beautiful setting and the ambition of our educational provision.

Our unique extended day allows all girls the time and space to foster confidence, independence and academic curiosity providing a future-facing education exclusively for girls in a world not yet designed for girls and introduces them to contemporary subjects and topics, through speakers, workshops, classes and visits.



Our Location

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street.

We are close to Windsor and Bracknell and equidistant from the M3 and M4 motorways.

Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.



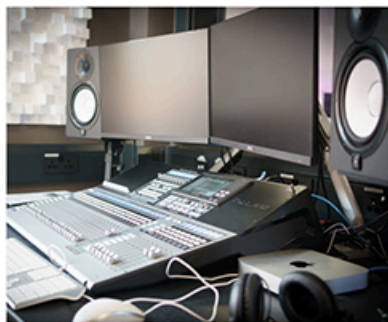
All facilities are on site and include, amongst others

- 25m, 6-lane indoor swimming pool
- Separate drama studio
- Large sports hall
- Three lacrosse/football pitches
- Eight tennis courts
- Light airy classrooms
- Purpose-built library
- A fabulous dining room serving our delicious award-winning food
- Three cosy, family-style boarding houses - one of which is solely for use by the Upper Sixth giving all girls (boarding and day) the space to study for their A Levels
- State of the art 300-seat theatre
- Brand new dance studio
- Technogym fitness suite
- Sports pavilion
- Six floodlit netball courts
- Squash court
- Science centre
- Photographic, textiles and art studios
- New state of the art Music technology suite and recording studio
- One fully equipped ICT suite and two additional ICT labs
- State of the art cookery and food technology room



“ St George’s combines small-school cosiness with big-school facilities. ”

TATLER



Role and Responsibilities

Required competencies:

- Food Safety Level 3 or equivalent;
- A good knowledge of allergen management; proven training of this would be ideal;
- A good level of basic numeracy, literacy and IT skills in order to support menu and recipe planning, stock control and staff management through effective communication;
- A City and Guilds/NVQ Level 3 qualification would be beneficial

Duties and Responsibilities

Menu Planning and Meal Provision:

- Work closely with the Sous Chef and Head Chef to ensure food production records are maintained and food produced according to the set recipes;
- Assist in creating and implementing new items for the menu;
- Adapt to new customer trends, using seasonal produce;
- Stock control of stores, fridge, fridges etc and stock rotation checks



- Complete briefings and service briefings as appropriate, ensuring an allergen briefing is undertaken for each service with front of house staff.
- Provide guidance to catering staff on food service; ensure that all food is safe and served at appropriate temperatures and ensure that all appropriate paperwork is completed;
- Ensure that all allergen information is available for each meal provided;
- Ensure that the School's 'No Nut' policy is strictly adhered to.

Hospitality Events

- Support the events of catering to either external or internal functions.

People

- Work as a team and have a can do attitude;
- Take responsibility for the work that you do and ensure is completed to the right standard;
- Self motivated and ensure you take pride in the food that is produced;
- Ensure the food hygiene and health and safety within the kitchen is followed; high cleanliness rules, practices and routines to avoid accidents, food spillage or waste

Resource

- Take responsibility for the food safety and health and safety practices, ensuring suitable due diligence is maintained and all cleaning schedules are completed;
- Monitor the food supplies, ensuring proper food quality and completing the necessary delivery checks;
- Monitor the kitchen equipment, ensure appropriate usage and maintenance; report and follow up on any defects or requests for new purchases;
- Keep appropriate records relating to stock and equipment.

Other responsibilities

- Be proactive in seeking continual improvement in all aspects of the catering operation;
- Work in harmony with other staff within the catering department and other departments within the School, to ensure optimum conditions are provided for the delivery of catering services;
- Any other duties commensurate with this position as directed by the Head Chef or Sous Chef.

Person Specification

The successful candidate:

- Must be a real foodie, with a passion for producing quality food, with seasonal produce;
- Be a self motivator, capable of managing their own time, be innovative;
- Have the ability to communicate efficiently and effectively at all levels, including with Senior Management;
- Have a strict approach to upholding food safety and health and safety practices and allergen management.
- Be flexible and able to work under pressure, with a positive work ethic.
- Support and deliver hospitality events, ensuring the food is of a high quality standard.



“ The school is an inclusive community in which those from different backgrounds get on extremely well together. ”

INDEPENDENT SCHOOLS INSPECTORATE



Salary and Further Information

Support Staff

- a. **Start date:** As soon as possible
- b. **Salary:** The annual salary for this role will be in the region of £27,800 (gross) per annum and dependent on experience.
- c. **Pension:** The successful candidate will be auto-enrolled into the School's pension scheme if eligible.
- d. **Hours of work:** The Chef de Partie is employed throughout the year, working 40 hours per week on a rota basis, but given the nature of the role will be expected to work flexible hours. This will require the successful candidate to work early and late hours with some weekend working.
- e. **Holiday:** The School holiday year runs from 1 January to 31 December. The Chef de Partie is entitled to five weeks holiday plus bank holidays annually; one week of this entitlement must be used to cover the Christmas shutdown period and up to two weeks may need to be reserved to cover the last two weeks during August when the catering department closes. Bank holidays occurring during term time are considered to be normal working days. Generally, leave should be taken in School holidays and with the prior approval of the Domestic Bursar.
- f. **Notice Period:** The first twelve months of employment will be a probationary period. In the probationary period, the notice required to terminate the employment will be one calendar month. Thereafter, the notice period required by either side to terminate the employment will be three calendar months.

Additional Staff Benefits

- Use of facilities
 - Staff have use of state-of-the-art gym with Technogym equipment at allocated times
 - Staff swimming sessions and family swimming sessions in the recently built 25m, 6-lane indoor pool
- Supportive Continuing Professional Development (CPD) programme
- Ample free onsite parking
- Freshly prepared, nutritious lunches in the Dining Room during term time. Refreshments are also available throughout the day in the Staff Room. Meals and refreshments are free of charge.
- There are a number of social events throughout the year that staff are invited to attend.
- The post holder's children may, upon passing the entrance assessments, be eligible at the discretion of the Governors for a reduction on the basic tuition fees.





CONFIDENT | CAPABLE | CONNECTED



“

We're delighted to welcome St George's Ascot to the Google for Education Reference School Program!

Your school is doing exemplary things with Google tools and we're excited for you to join this select group of Reference Schools.

”

THE GOOGLE FOR EDUCATION TEAM

The Process

Letters of application should be no more than two sides of A4 and, together with the completed application form and confidential cover sheet should be marked FAO Mrs A M Craciun (Domestic Bursar) and emailed to recruitment@stgeorges-ascot.org.uk

CVs will NOT be accepted without an application form.

Please complete the relevant application form and confidential application cover sheet found here:

<https://www.stgeorges-ascot.org.uk/our-school/job-opportunities>

The School reserves the right to interview and/or appoint at any time during the recruitment process. The position will close as and when a suitable candidate is appointed.

Any queries about this post may be made in the first instance to Mrs Teresa Barber (Resources Officer) on 01344 629979 or by email to tbarber@stgeorges-ascot.org.uk.

St George's School is committed to safeguarding the welfare of children at the School. A review of open source social media and online content will be conducted after candidates have been shortlisted and you may be asked about this at interview. The appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.



25 MINUTES FROM
**HEATHROW
AIRPORT**

UNDER AN HOUR FROM
GATWICK



20%

INTERNATIONAL
PUPILS



FOUNDED IN
1877



100%
PASS RATE
AT A LEVEL

GRADED A* - C



99%
PASS RATE
AT GCSE

GRADED 9 - 4

**EXCELLENT
PASTORAL
CARE**

AND ONSITE
CHAPLAIN



70+
CO-CURRICULAR
CLUBS



3 OUT
OF **4**
PUPILS
ACHIEVED THEIR
**1ST CHOICE
UNIVERSITY**



★ **PRESTIGIOUS** ★



GOOGLE FOR
EDUCATION
REFERENCE SCHOOL

**25 GCSE
SUBJECTS
AND
23 A LEVEL
SUBJECTS
ON OFFER**



**AMBITIOUS
ROLLING
DEVELOPMENT
PLAN**

INCLUDING:

**SWIMMING
POOL**



**COOKERY
ROOM**



MUSIC TECH

**DANCE
STUDIO**



**FITNESS
SUITE**



12

THEATRE
PRODUCTIONS
EACH YEAR



60% DAY
PUPILS

40%
BOARDERS



30

ACRES OF LEAFY
COUNTRYSIDE ON SITE



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www.stgeorges-ascot.org.uk

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