

WORK WITH US AT FRAMLINGHAM COLLEGE

Recruitment Pack



Sous Chef

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Senior School and Prep School
Closing Date for Applications	Applications reviewed on Receipt
Interviews Week Commencing	As applications are received

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.

framlinghamcollege.co.uk/employment

Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Principal

Dear Applicant,

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

Framlingham College is a co-educational boarding and day school which comprises of the Senior School in Framlingham and the Prep School in Brandeston. The catering department spans both sites to provide meals to over 500 boarding and day pupils who are the primary focus. The Kitchen team create their own balanced healthy and nutritious menus, all of which are prepared fresh & on site in our well-equipped kitchens.

We are looking for a reliable, efficient, and organised Sous Chef to join our busy Catering team. We offer hours that more sociable than industry standard; shifts are generally 8 hours long and scheduled between 6:00am and 7:30pm except for college functions which may run until later in the evening. We offer straight shifts only, no split shifts, and rotas are done in advance to ensure staff can retain a good life/work balance.

Due to the nature of a boarding school, the department works across seven days, but staff do enjoy 2 days off per week and a full two weeks off over the Christmas period when the school is closed. During term time Chefs prepare breakfast, lunch as well as dinners along with other various meals at events such as Boarding House Dinners. During non-term time the school catering team prepare meals for residential 'Lets' and sporting events such as Tennis tournaments, rugby fixtures etc.

The post is predominantly based at the senior school in Framlingham but on some occasions staff can be asked to work at the Prep School in Brandeston, as necessary. The Chefs at both sites work to the direction of the Head Chef and the whole kitchen team report to the Kitchen Manager.

The College offers its employees free membership to the Sports Centre which includes access to the pool, gym and discounts to fitness classes, squash and tennis courts. Staff have access to free parking when onsite, an independent pensions advisor, free meals when on duty and free uniform. We also work with several local businesses to offer discounts to staff. If you are looking for development and training, staff have access to a suite of online courses and receive regular ongoing training in various areas.

You will be working 40 hours a week, on a 5-day rolling rota for 52 weeks of the year. The post holder will also enjoy every other weekend off. The post attracts a salary of £30,993 (plus shift allowance), based on an hourly rate of £14.71.

To apply please complete an application form indicating your availability in a cover email, copies of which can be requested along with the recruitment pack from the HR Department on 01728 723789, email: hr@framlinghamcollege.co.uk or from www.framlinghamcollege.co.uk.

Louise North
PRINCIPAL, 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.

Applications will be reviewed upon receipt, you are therefore advised to apply at your earliest convenience.

You will be notified of an exact interview date if you are shortlisted for interview.

If you have not submitted your application via MyNewTerm, 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:
hr@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 Legal & General;
- 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 Framlingham College Sports Centre, 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 Framlingham College Sports Centre;
- Christmas Shutdown.

Job Information

Reports To
Head Chef

Hours
40 hours per week

Job Location
Framlingham College Senior School and Prep School

Job Description

JOB PURPOSE
Assisting Head Chef with managing 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 Prep as well as Framlingham College as necessary. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder.

- Assisting Head Chef with running the kitchen. Generally this will mean working opposite shifts to the Head Chef and being the senior chef on duty.
- Running the kitchen during head chef’s annual leave.
- Whilst in charge of the shift carry out the following duties
 - Production of all menus for up to 600 covers.
 - Delegate duties to other members of the team.
 - Maintain all food safety documentation including allergen information.
 - Be responsible for the acceptance of deliveries, stock rotation and correct storage of goods.
 - Place relevant orders with our nominated suppliers.
- Helping with orders.
- Assist with financial controls & planning.
- Responsible for a professional working environment / atmosphere.
- Ensure that the College rules on bullying and harassment are implemented in the kitchen.
- Assist with menu planning.
- Assisting Head Chef with food safety and allergy documentation
- Compiling a list of tasks to be carried out during the shift and allocating them to your assistant chefs and kitchen porter.
- Ensuring that sufficient prep has been carried out for the next shift.
- Ensuring a high level of food and personal hygiene is maintained across the whole team.
- Ensuring that the counters are fully stocked during service.
- Ensuring that the kitchen is safely closed down at the end of the day – closing checks (fryers turned off etc).



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- It is the post 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.

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

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

PROFESSIONAL EXPERIENCE

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

PROFESSIONAL COMPETENCIES AND SKILLS

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

PERSONAL ATTRIBUTES

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

SAFEGUARDING

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

VALUES

Passion and belief in the transformational benefits of the College's aims and vision	E
A clear commitment to delivering best practice in safeguarding	E
Values and promotes diversity and inclusion	E



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 enrich 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.