



Downe House



CANDIDATE INFORMATION PACK – CATERING TEAM LEADER

## Message from the Headmistress

Thank you for the interest that you have shown in joining us at Downe House. I hope that this information pack will give you a good overview of the position and working at our School, but if you have any queries then please do contact us, we are more than happy to help. I would recommend that you also take a look at our website, where you will find a wealth of information about us.

Downe House is a very special place where we all work together with one common purpose of supporting our pupils to reach their full potential. There is a strong community spirit here, and all of our staff, whatever their role, play an important part in our success.

We seek to recruit the best staff at Downe House, and I could not be more proud of our committed team. We have high expectations, but in return we provide a supportive and friendly working environment, generous benefits, wide CPD opportunities and the chance to really make a difference.

I hope that you are interested in applying and we look forward to hearing from you.

With all good wishes



EMMA MCKENDRICK



## About the School

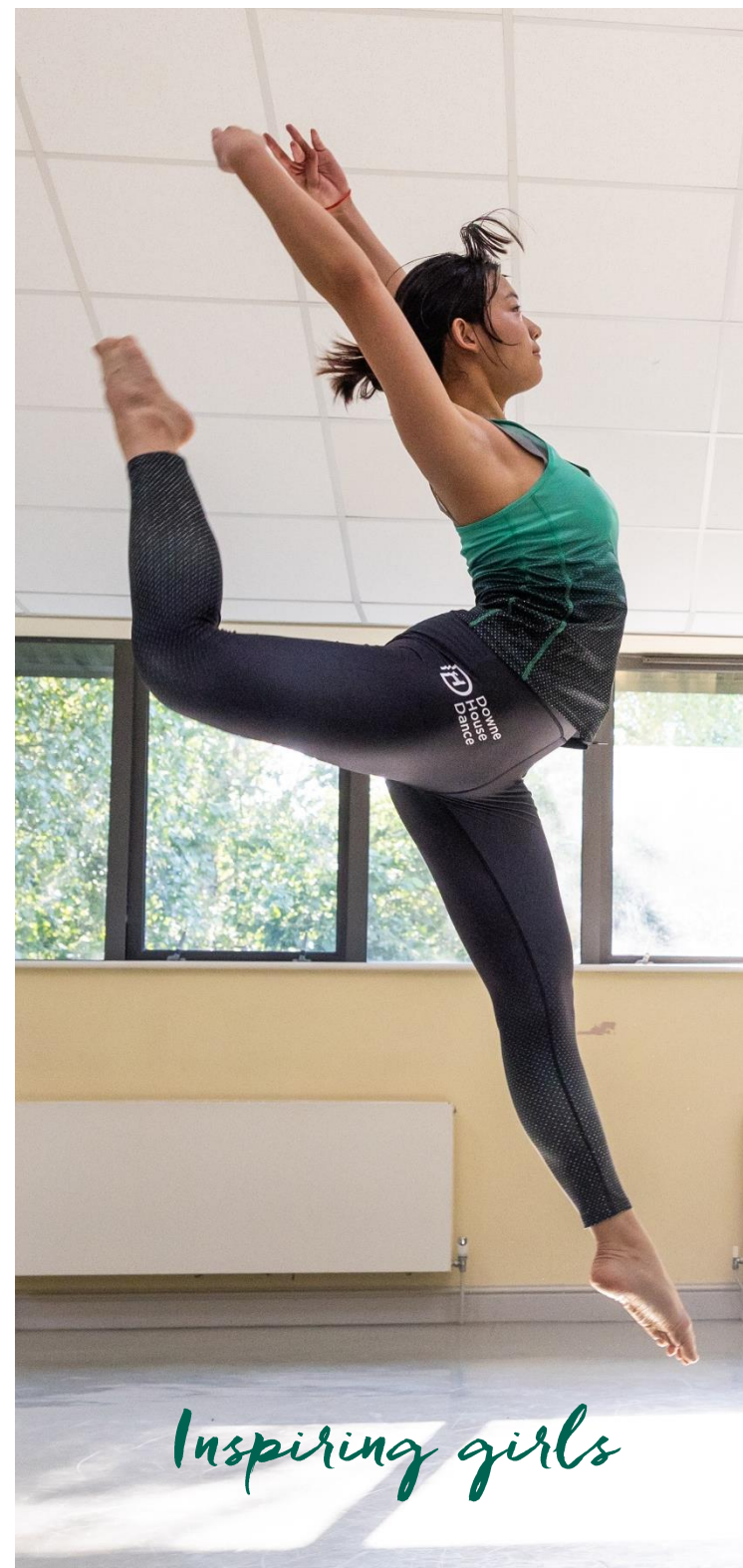
Downe House is one of the UK's leading boarding and day Schools for girls aged 11 to 18. With a charm and character of its own, the School is set on a beautiful 110-acre site in the village of Cold Ash, situated 3 miles from the market town of Newbury. The School is passionate about creating a strong learning and inspirational environment and community, where every individual matters.

Downe House was founded by Olive Willis in 1907, who held a strong belief that a school should meet the needs of young women by prizing the individual and creating a strong community. With over 550 pupils, Downe House lives out the message that "each individual matters", an ethos as strong today as it was over 100 years ago, alongside the core values of kindness and respect for others. The aim is also to prepare girls to play a full and positive role as citizens of a global community and to become outstanding women of the future.

Our immersive education gives girls the freedom and space to nurture their talents at their own pace. Inspirational teaching, enriching Co-Curricular opportunities and personalised curricula bring out the best in each girl, with holistic pastoral support. The lifelong friendships formed here create an unrivalled network of talented alumnae helping each other succeed beyond Downe House.

The School has an established reputation for academic excellence as well as outstanding pastoral care. We offer a flexible approach to suit the individual needs of our pupils and their parents, and girls have the choice of joining us as full boarders, flexi boarders or day pupils. Many of the girls are boarders and they live in one of the ten on-site boarding houses. The emphasis is very much on creating a 'home from home' environment and each house is staffed by a committed and caring team of staff – some of whom are residential. Our ethos is to put families at the heart of our education, from creating the right balance between family time, to working closely with parents to ensure every girl gets the most out of School life.

Our international focus reflects our commitment and ambition to share our education management expertise on a global scale and to provide genuine opportunities for staff and young people all over the world. Academic staff have the opportunity to participate in a global teacher exchange program, with our partner school in Australia. Selected pupils can also attend an international School for a short term or gain global internships for work experience. We are committed to creating a diverse and global community within our founding School in Berkshire, alongside our international Schools in Oman and the Kingdom of Saudi Arabia as well as our pioneering online DH Academy.




Inspiring girls

## Working for us

If you join us, you will be working for one of the leading independent Schools in the country. We have a strong reputation both in the UK and overseas, with a significant international presence as well as global links. Under the leadership of the Headmistress and Leadership Team, we believe in never standing still and encourage everyone to be innovative and to have a forward-thinking approach.

We employ over 450 staff in a wide range of positions ranging from teachers, school nurses, housekeepers, matrons, administrators, accountants, and chefs to name just a few. Whatever your role you will be joining a supportive community, and you will have an important part to play in the success of our School. We encourage everyone to get involved in the life of the School, and there will be plenty of opportunities for joining in with School events and activities, and mixing with other colleagues.

In a School setting every day is different and there is no doubt that you will be kept busy, but all our jobs are rewarding and really do make a difference. We believe in supporting and valuing our staff.

A young woman in a school uniform, consisting of a dark green blazer with a crest on the sleeve and a dark plaid skirt, stands in a library. She is looking at a book on a white shelf. The shelves are filled with books of various colors. In the background, there is a window with a view of trees outside.

“The School acknowledges the importance of nurturing its staff by providing regular CPD opportunities throughout each term, in areas as diverse as neurodiversity and the integration of technology into classrooms.”

# Employee benefits



## ANNUAL LEAVE

25 days + Christmas shutdown + Bank Holidays



## BEREAVEMENT SUPPORT

practical, probate & emotional support



## COMMUNITY & SOCIAL

regular social events for staff & family



## CPD

weekly opportunities for learning & development



## EMPLOYEE ASSISTANCE

confidential advice & counselling service



## EYE TEST

annual free eye test & contribution towards glasses for regular VDU users



## FLU VACCINATIONS

annual on-site free vaccinations



## EMPLOYEE REFERRAL

£300 for successful referrals to Operational roles



## FREE MEALS

daily nutritious & delicious meals



## FEE REMISSION

generous discounted fees



## GROUP INCOME PROTECTION

75% salary



## GYM

free access to on-site gym & discounts at local gyms



## HEALTH & WELLBEING

a range of health benefits i.e. Virtual GP & Online Physiotherapy



## LIFE INSURANCE

3 x salary



## LINE MANAGER SUPPORT

in-house workshops & Aspiring Middle Leaders programme



## LOCATION

well connected, within easy reach of A34 & M4



## PARKING

plenty of onsite parking



## PENSION

generous employer contributory schemes



## SWIMMING POOL

access to heated on-site swimming pool



## TECH

Microsoft showcase school using leading technologies



## WORKING ENVIRONMENT

beautiful semi-rural campus on 110-acre estate

# The Position

## Catering Team Leader

**Start Date:**

Immediate

**Contract Type:**

Permanent Contract

**Hours:**

Full time position, 40 hours per week, 52 weeks a year. Working 5 days out 7, Monday – Sunday. Working hours alternate weekly 6.30am – 3pm / 12pm - 8.30pm

**Salary:**

£28,500 - £29,536 per annum

**Reporting To:**

Head Chef

### JOB PURPOSE

- Assist the Catering and Events Manager in the day-to-day running of the catering operation, in any catering outlet on site.
- Supervise all General Assistants and Kitchen Porters on shift.
- Ensure that organisational standards are met with regards to hygiene, safety and cleanliness.

### DEPARTMENT OVERVIEW

As a leading independent boarding school, we take pride in everything that we do, including the delivery of nutritious, delicious, and well-presented meals to our pupils, staff, parents, and visitors.

With a kitchen brigade of 15 which includes Chefs, Commis Chefs, Kitchen Assistants and Catering Stores staff, our catering department runs an in-house, fully catered service for pupils and staff, serving breakfast, lunch, afternoon tea and supper, 7 days a week during term time. We are a busy and committed team, providing meals to around 560 pupils and 450 staff. In addition, we hold numerous hospitality events and formal dinners throughout the year.

We work hard to provide professional development, and we work closely with suppliers to arrange visits, culinary development opportunities and insights to industry. Recent opportunities have included visiting a 5\* hotel, attendance at the Taste of London food festival, and culinary sessions with our suppliers. We have also been very successful with apprenticeships and have had a Level 4 Chef Management apprentice and two Level 2 Commis Chef apprentices.

1  
All food must be covered and dated



## Main Duties & Responsibilities

### THE DOWNE HOUSE DNA

The Downe House DNA weaves the fabric that binds our community together as one. These qualities resonate within every Downe House pupil and staff member, epitomising the essence of the education we want to provide our pupils and the culture at Downe House.

- Compassion
- Collaboration
- Resilience
- Creativity
- Aspiration
- Communication
- Outward Looking
- Digital Ready

These are threads that run through everything we do whether you are a Downe House pupil or a member of staff.

- Responsible for all day-to-day supervision relating to the management and maintenance of the dining rooms and food service areas.
- Supervise all General Assistants and Kitchen Porters on shift.
- Take responsibility for servicing hospitality and events as directed by the Catering and Events Manager or Deputy Catering and Events Manager.
- Ensure that the salad counters and servery area are clean and ready for each service with the correct utensils and condiments available.
- Carry out a team pre-service briefing for all front of house staff, to include allergen and dietary requirements.
- Actively enforce H&S compliance and high levels of food hygiene amongst all staff.
- Provide an efficient, caring and friendly service to customers in all areas of the catering department and deal with customer requests promptly.
- Ensure that all necessary records are completed daily to organisations standards such as pre-service checklists (GA and Supervisor), servery temperatures and cleaning schedules so that due diligence can be proven.
- Comply with the School's legislative procedures at all times e.g. Manual Handling, COSHH, Fire Safety, Health and Safety, Food Safety and complete all mandatory training when required
- Ensure that all products are well presented and served in a clean, hygienic environment.
- Ensure that all areas under your control are left clean and tidy at the end of service.
- Responsible for the collation of the weekly Hazard Analysis, Critical Control Point (HACCP) documentation.
- Ensure that the staff perform their tasks correctly, highlight any training required and report any matters which you cannot resolve to management.
- Responsible for the ordering of non-food items including COSHH products and ensure the correct storage and use of all items.
- Responsible for the collection of the Time Book and the checking that all staff are present in an emergency.
- Assist with stocktaking when required.
- Assist the catering management team with the delivery of staff induction and training for all staff
- Assist with the implementation of new ideas and improvements to create a fresh and innovative catering department for the school
- Provide cover for colleagues outside of your normal working hours, working overtime when possible.

“I benefited hugely from the coaching and mentoring that was available to me. Whilst Downe prides itself on seeking the best possible route for each student, I concur that is true of their approach to their staff as well.”



Downe House is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times. Appointed candidates will be subject to an enhanced DBS check and an online social media check.

We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.

## Person Specification

### ESSENTIAL

- Previous experience of working in a similar role in Catering. Previous experience of catering for large numbers.
- Approachable and sensitive attitude to staff members.
- Ability to communicate appropriately and confidently with all colleagues and pupils.
- Be able to work within health and safety as well as food hygiene guidelines, ensuring high standard of hygiene and cleanliness in the food servery areas.
- Have high standards of personal hygiene.
- Strong organisational skills – methodical and able to give direction to colleagues.
- Able to work unsupervised, using on own initiative, quickly and calmly under pressure.
- Works well as a member of a team and perform to the highest standards.
- Holds a current driving license / has means of transport, since the school is in a rural location with limited public transport links.

### DESIRABLE

- Previous supervisory experience
- Completed Level 2 Food Safety and Level 3 Supervising Food Safety

- A flexible and proactive approach to work.
- To be committed to safeguarding and promoting the welfare of pupils, and to always comply with the School's Child Protection Policy.

## How to apply

### Application:

Download an application form from our website [Vacancies - Downe House School](#) It is important that all sections of the application form are completed accounting for any gaps in employment and providing full details of your education.

Return the completed Application Form, together with a covering letter and / CV if you wish, to [recruitment@downehouse.net](mailto:recruitment@downehouse.net).

If you require any further information, please contact the HR Department on 01635 204712.



*Inspiring girls*



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[www.downehouse.net](http://www.downehouse.net)

