OUNDLE
School

Head Chef

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has a turnover in the region of £40m and a staff of approximately 800. The School prides itself on being associated with the best in modern independent school education.

Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

About the role

The Head Chef role focuses on food production and kitchen management with responsibility for the multiple dining rooms/outlets and some hospitality.

The purpose of the role is to be responsible for the successful production and delivery of healthy, balanced food to pupils, staff and visitors at all services, within pre- determined budgetary levels.

About the department

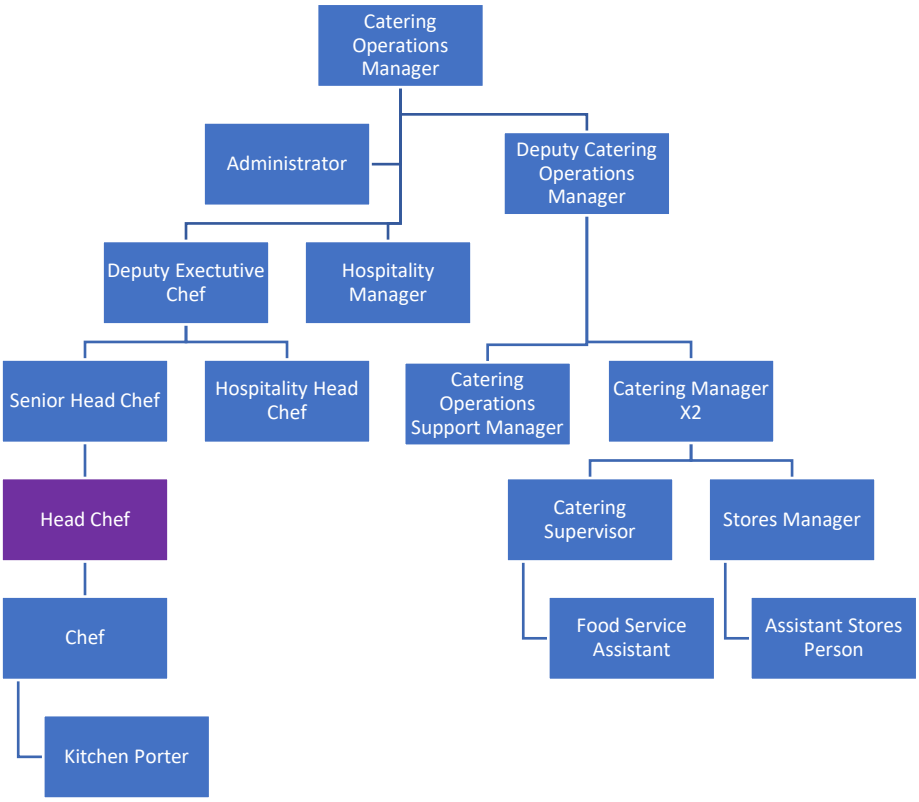
The Catering Department consists of approximately 110 staff who support all internal dining for 14 boarding houses (either in house or in joint dining rooms), the senior day house and the junior school, all hospitality events and the catering requirements for the external Lets business during School holiday periods. There is also an expectation that shifts should be altered to oversee service in the evenings and outside of normal service periods.

The working pattern for most Catering staff is organised over a two week rota, with every other weekend off. Some split shifts are required. All applicants must therefore be able to work weekends, and some split shifts.

Working within the Catering team, the role holder will report to the Executive Head Chef, and is responsible for Chefs, with day to day responsibility for, Kitchen Porters (KP) and Pot Wash.

Role specification

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.



Food

- To be a hands on active chef, cooking for all scheduled meal times.
- To be responsible for the production of weekly menus that include a variety of fresh and seasonal dishes (including vegetarian and dietary alternatives) for the house or dining room concerned.
- To assist in keeping a record of all kitchen (not plate) wastage.
- To produce as many dishes as possible from fresh ingredients, only using frozen or pre-prepared as a secondary back-up when necessary.
- In the absence of the Assistant Catering Manager or Executive Chef (Hospitality Head Chef) to take responsibility for the kitchen team, maintaining this efficiently and effectively, understanding pupil and customer requirements and working to exceed these wherever possible.
- To assist with development and motivation of the team. Promote efficiency, budget awareness, School standards and commitment to simple, modern, fresh cooked food.
- To demonstrate a positive working style with an enthusiastic, committed and flexible attitude. Promote the importance and benefits of effective team working.
- To assist with supervision of employees in compliance with Health & Safety Policy within the kitchen team, championing 'best practice' and providing assistance and advice where required.
- To ensure the kitchens deliver the required level of service and food at all times.
- To ensure School policies relating to allergens and dietary requirements, are being followed.
- To instruct staff, where appropriate, in the correct use of cleaning schedules to ensure that the kitchen, dining room and ancillary areas are kept spotlessly clean.
- To test recipes, when requested, in relation to dietary needs.
- To follow inspection process for opening and closure of production and service areas.
- To follow the guidelines for the waste management system.
- To notify the Assistant or Catering Managers if there are signs of pests or health and safety issues.

- To complete systems and procedures in all food production and storage areas and under instruction from the Assistant Catering Manager or Executive Chef (Hospitality Head Chef) to monitor, maintain and improve upon the standards of the food served.
- To act upon feedback gathered from pupils and staff to ensure continual development of the food offer.
- To assist the Assistant Catering Manager/Executive Chef (Hospitality Head Chef) to introduce new service innovations on a regular basis including special days, eg. National Food Days, House tasting events, etc.
- To ensure that all members of the kitchen team are aware of their duties throughout the day, especially during service periods and that both the FoH and kitchen team work very closely together during these periods to ensure that they run as smoothly as possible.
- To be responsible for all legislative requirements including health, safety, fire and hygiene legislation in the kitchen and BoH areas as instructed by the Assistant catering Manager.
- To ensure the kitchen and FoH areas are kept clean throughout the day and thoroughly cleaned after each service.

Finance

- To work with the Assistant Catering Manager or Deputy Catering Operations Manager and Executive Chef to ensure that the Catering Department operates at maximum efficiency within budgetary targets to deliver the required level of service at all times.
- To ensure food stock levels are kept to minimum and that all stock bought is used before it goes out of date.

Outlet Communication

- To be a part of an effective communication strategy across the catering department.
- To take part in pre-service briefings and present new ideas to the Assistant Catering Manager prior to launch.
- To take part in Food Rep Meetings with Executive Chef/Assistant Catering Manager to obtain views and dish requests from pupil year group representatives

Legislative

- To complete as instructed and trained in the correct and safe operation of all kitchen equipment and chemicals.
- To undertake food production in line with legal requirements and in relation to HACCP.
- To assist in keeping records including numbers fed/temperature controls/waste and all other food and health and safety documents required by law.

Staff Management

- To actively take part in the training and development of new members of the Catering Department to required standard, across the campus.
- In the absence of the Assistant Catering Manager to be the primary point of contact for the kitchen team and to be responsible for all matters relating to their welfare, motivation, achievement of best practice and development.

- To carry out appraisals of chefs and FSA's as required following current support staff procedures.

Purchasing

- Assist in the management of stock levels, ordering and stock rotation (through use of Management Information System)

Time Keeping, Safeguarding, Health and Safety and Welfare

- Complete timesheets accurately and appropriately.
- To carry out any other duties commensurate with the post as may be reasonably required by the line manager.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex A.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Equal Opportunities

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School's compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please make contact with the HR team in the first instance c/o opportunities@oundleschool.org.uk or ring 01832 277193.

Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
NVQ Level 2 in Food Preparation and Production or City and Guilds 706/1&2 or equivalent	•	
CIEH Level 2 Award in Supervising Food Safety in Catering or equivalent	•	
Able to gain CIEH Level 2 in Allergen Awareness before the end of probationary period	•	
Full driving licence*	•	
NVQ Level 3 in Food Preparation and Production or City and Guilds 706/1&2 or equivalent		•
CIEH Level 3 Award in Supervising Food Safety in Catering or equivalent		•
Educated to GCSE standard or equivalent with passes in English and Maths (or ability to show standards of literacy and numeracy in line with the GCSE equivalent)		•
Manual Handling qualification		•
CIEH Advanced Food Hygiene Certificate		•
A basic COSHH award		•
Competencies, Skills & Experience	**Essential**	**Desirable**
Experience of working and managing a team as a Head Chef with responsibility for other catering staff	•	
Proven track record in providing first class customer care	•	
Experience of managing a team as a Head Chef within an academic or similar environment		•
Dietary and allergy knowledge / experience		•
Experience in using appropriate management information systems to aid management controls		•

Able to use Microsoft office package effectively (Word, Excel, email)		•
Personal qualities	**Essential**	**Desirable**
Demonstrate ability to manage staff appropriately and is able to motivate teams	•	
Effective verbal and written communication	•	
Ability to prioritise and organise both own and others workloads, delegating effectively where necessary	•	
Highly self motivated; willing to learn and adapt, with a focus on continuous improvement and innovation	•	
Flexible, prepared to respond to requests at short notice	•	
A team player	•	
Ability to work calmly whilst under pressure, in order to meet deadlines	•	
Smart and well presented at all times	•	
Confident		•

* The person in this role must hold, and continue to hold, a current, valid UK driving licence. The job holder may be requested to produce this at any time upon reasonable notice. Any endorsements or "points" on a current driving licence must be reported and declared to the Line Manager

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

Employment Information

The role is subject to a five-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** 4 January 2027 subject to clearance of pre-employment checks, and notice period
- **Contract:** Permanent
- **Working weeks:** This role is to work Term time only which is 41.4 weeks per annum (paid for 47.21 weeks, to include entitlement to holiday pay).
- **Hours of work:** The requirement is to work 40 hours per week. 80 hours over a two-week rota, with every other weekend off. Some split shifts are required. The rota will be advised in advance. All staff must be available to work the weekend of Speech Day and Leaver's Ball and the night of House Christmas Dinners. All meal breaks are non-working hours and unpaid.
- **Salary:** £31,838 actual (£35,077 FTE). You will be paid each month through the year.
- **Holidays:** Holidays are not to be taken during Oundle School term time or periods when you are required to work your remaining contracted hours. 32 days' (6.4 weeks) paid holiday in each complete holiday year, including public holidays. This is pro-rata for part-time staff. There is a requirement to work any Bank Holiday when the School is in operation.

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Closing date for applications is Thursday 19th November 2026, 9am. Interviews will be held week commencing 23rd November 2026.

If you have any questions about the role, please contact:

Human Resources
Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE
Email: opportunities@oundleschool.org.uk / Tel: 01832 277193