

DULWICH COLLEGE  
FOUNDED 1619

# Chef de Partie

Information for Applicants

# Welcome

## Dear Potential Applicant

Thank you for applying to work at Dulwich College. I hope that you will find the prospectuses and web pages useful and feel that they provide a better understanding of our aims, values and ethos. I also hope this booklet makes you feel you might thrive here, would like to join us and make a great professional contribution.

At heart, the College's focus ensures the wellbeing, experience and achievements of our pupils. We want them to be happy, to flourish and to get the very best from their time here. These aims also allow us to have a positive relationship with our families, and uphold our reputation and strategic ambitions.

We have a large, diverse, dedicated and talented team of colleagues. It is a huge collective effort to achieve our annual and long-term goals, and we could not do this without everyone working together in a diligent and good humoured manner.

As well as rewarding and fun, being part of the College is demanding at times and we have high expectations of all our colleagues. There are, however, many advantages and opportunities, which are better explained in this booklet. Put simply, we wish to get the best from everyone and we will seek to invest in you and develop you during your time with us.

We recognise that many of our colleagues are professionally ambitious. We will certainly help you in your aims, through mentoring, professional development courses and career opportunities.

We are fortunate to have a large College community, with several career pathways and experiences available. We hope that you will enjoy working here, really understand the value and the commitment shown by everyone and wish to play your part in the exciting life of Dulwich.

Mr Robert Milne  
Master





## The College

Dulwich College is an academically selective independent school for boys in south east London, known for its inspired teaching, genuine scholarship and broad co-curricular life.

Our dedicated and increasingly diverse staff of approximately 250 teachers and 350 operational colleagues, support a pupil body of approximately 1,850 across the Senior and Junior Schools and DUCKS, our co-educational nursery and infant school.

Set within 70 acres of beautiful grounds, yet only 12 minutes by train from central London, the College offers an exceptional working environment — spacious, well-resourced and rich in heritage. The campus blends iconic listed buildings with award-winning new architecture, creating a dynamic and inspiring setting that values curiosity, creativity and collaboration among both pupils and staff.



# Vision Values & EDI

## Our Vision

To be an outstanding school that inspires every pupil to work, study and serve with purpose, developing the potential to make a positive difference in the world.

## Our Values

Purpose, kindness and joy – underpin a culture of curiosity, creativity, compassion and integrity. We promote collaboration, resilience and appreciation of the benefits of living and learning within a diverse, inclusive community.

## Equity, Diversity and Inclusion

We celebrate the diversity of our pupils, staff, alumni and parents, recognising that varied backgrounds and experiences create a vibrant and forward-looking community. Dulwich College stands firmly against discrimination in all forms and is committed to advancing inclusion, social responsibility and the core British values of democracy, liberty, respect, tolerance and the rule of law.



# Role Details

## Reporting to

Head Chef, Sous Chef & Head of Catering

## Period of employment

Permanent, all year round

## Probationary Period

Six months

## Start Date

ASAP

## Working Hours

37.5 hours per week, worked on a rota basis to include some bank holidays. Hours will predominately be Monday to Friday 07:00-15:00, however the post holder will be expected to adopt a flexible approach to hours of work. Additional hours will be required at peak times with paid overtime.

## Salary

£15.76 per hour

## Job Purpose

We are looking for a Chef de Partie to to work across all sections of the College's busy kitchen, supporting the Head Chef and Senior Sous Chef in the efficient day-to-day operation of the Catering Department. The role involves preparing and delivering high-quality meals for pupils, staff and visitors, as well as contributing to the successful delivery of high-volume hospitality, conferences, functions and College events, maintaining the highest standards of food quality, hygiene and customer service throughout.

As Chef de Partie, you will be a hands-on member of the team with energy, drive and a genuine passion for producing exceptional food. You will thrive in a fast-paced, high-volume kitchen environment and be able to work calmly and effectively under pressure. Experience gained within education, contract catering, restaurants or hotels would be advantageous. Above all, you will be a flexible team player with a positive, proactive 'can-do' attitude and a commitment to delivering an outstanding catering service.



## Key Responsibilities

- Plan, prepare and cook high-quality meals in accordance with agreed menus, recipes and standards, under the direction of the Head and Senior Sous Chefs.
- Take responsibility for the day-to-day operation of an allocated kitchen section, ensuring it runs efficiently and maintains the highest standards of food quality, presentation and service.
- Support the delivery of the College's daily catering provision, as well as hospitality functions, conferences and special events.
- Ensure all food is prepared, cooked and served in a clean, safe and efficient manner, maintaining consistently high standards at all times.
- Monitor and control stock levels within the allocated section, assisting with ordering, receiving deliveries, stock rotation and stock taking as required.
- Maintain effective control of food costs through careful portion control, waste reduction and the efficient use of ingredients and resources.
- Develop and maintain a thorough knowledge of menu items, ingredients and preparation methods, sharing knowledge with colleagues where appropriate.
- Assist in the development and maintenance of standardised recipes, ensuring all dietary, nutritional and allergen information is accurate and up to date.
- Ensure full compliance with food safety legislation, HACCP procedures, allergen regulations and the Food Safety Act 1990, maintaining accurate records where required.
- Comply with all Health and Safety, COSHH, manual handling and fire safety regulations, promoting safe working practices at all times.
- Maintain high standards of cleanliness, hygiene and organisation throughout the kitchen, ensuring food, chemicals and equipment are stored securely and used safely.
- Report any equipment faults, maintenance issues or health and safety concerns promptly to the Head Chef.
- Work collaboratively with the wider Catering team to ensure the smooth and efficient operation of the kitchen, supporting colleagues across different sections as required.
- Undertake any other duties appropriate to the role, as reasonably requested by the Head Chef, Senior Sous Chef or other senior members of the Catering Department.



# Person Specification

## Qualifications and Experience

- NVQ Level 1 and Level 2 in Professional Cookery, or an equivalent catering qualification.
- Level 2 Food Hygiene Certificate (or equivalent).
- Educated to at least secondary school level, with a good standard of literacy and numeracy.
- Previous experience working in a high-volume, professional kitchen environment.
- Experience preparing fresh, high-quality food using quality ingredients and working to consistently high culinary standards.
- Good understanding of food safety, HACCP principles and allergen management.
- Knowledge of Health and Safety and COSHH requirements within a commercial kitchen.

## Personal Attributes

- Positive, proactive and flexible approach to work, with a genuine "can-do" attitude.
- Passionate about producing high-quality food and delivering excellent customer service.
- Able to work effectively under pressure in a busy kitchen environment.
- Strong team player with excellent communication and interpersonal skills.
- Reliable, organised and committed to maintaining high standards of food quality, cleanliness and hygiene.
- Willingness to learn, develop and contribute to the continuous improvement of the Catering Department.



# Application Procedure

To apply for this role please visit our [vacancies page](#).

## Interview dates

To be confirmed. Shortlisted candidates will be informed of the interview arrangements in due course.

We are committed to safeguarding and promoting the welfare of children. This is the responsibility of the whole College community. We all remain vigilant about safeguarding at the College and we never think that child abuse could not happen here or to our pupils. A DBS Disclosure is required to the Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity 1150064.

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

All staff must take care of their own health and safety and that of others, observe applicable safety rules, follow instructions for the safe use of equipment and co-operate with managers on health and safety matters (including the investigation of any incident).

# College Community and Benefits



## Make your money go further

- Flexible pension/pay – Join TPS or choose the Group Pension for 10% employer contributions and a higher take-home pay. (Same total package).
- Lunches – Free lunch in the dining hall or to take-away.
- Fee remission – Discounts on fees at Dulwich College, Alleyn's Dulwich, JAGS Dulwich and DUCKS (admissions rules apply).
- High-street savings – Access to discounts on restaurants, food deliveries and shopping.

## Help with your commute

- Bike to Work - Tax-efficient bike purchase.
- Onsite parking - Free parking on Campus, EV parking.

## Support for your wellbeing

- SimplyHealth plan - Cash back on routine medical expenses
- 24/7 GP access – Online consultations, advice and referrals.
- EAP – 24/7 emotional, financial and relationship support.
- Sports club – Free family membership for you, your partner and children under 18.
- Eye tests & flu jabs – Free tests and seasonal vaccinations.

## Protection when you need it

- Life insurance – Included with all pension schemes for permanent employees.
- Accident insurance – Cover for permanent disability or dental injury.

## Support for life outside work

- Family leave – Enhanced leave for new arrivals
- New baby perk – Cash contribution from SimplyHealth.
- IVF leave – Up to 5 days for essential appointments.

## Boost your social life

- Events & clubs – From Burns Night to book clubs and quizzes.
- Dulwich Picture Gallery – Free entry with staff pass.
- Dulwich Golf Club – Discounted 'Member's guest' rate.
- Private functions – Reduced rates for venue hire (subject to availability).



# Important Information

## Safeguarding

All staff are responsible for safeguarding and promoting the welfare of children, completing the required training, and adhering to College safeguarding policies.

## Health and Safety

Staff must also take reasonable care of their own health and safety and that of others, follow safety procedures, use equipment responsibly, and co-operate with managers on all health and safety matters.

## Safer Recruitment

You will find our application form detailed — this ensures we meet the rigorous standards required when employing people to work with or around children and young people.

## Vetting

All appointments are subject to pre-appointment vetting, as required by law, which will include satisfactory criminal record checks.

Get in touch

Queries should be sent to [joinourteam@dulwich.org.uk](mailto:joinourteam@dulwich.org.uk)



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