

Information for Candidates

Chef Manager (DUCKS)





Contents

Welcome	3
The College	4
Vision, Values and EDI	5
Dulwich College staff	6
The role	7
Job description and Person Specification	8-10
Benefits	11
Application procedure	12
Campus map	13



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 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 boys' school in south east London with a tradition of inspired teaching, genuine scholarship and co-curricular breadth.

Situated in 70 acres, yet only 12 minutes by train from central London, the College enjoys outstanding academic, co-curricular and sporting facilities, including The Laboratory, a RIBA National Award-winning Science and Arts building. There has also been an extensive refurbishment of its iconic Grade II* listed Barry Buildings and surrounding landscaping.

Further information about the College can be found on our website www.dulwich.org.uk



Vision, Values and EDI

Vision

Our vision is to be an outstanding school inculcating in every pupil an aptitude for work and study and a sense of service so they have the potential to make a positive difference in the world.

Values

Our values are purpose, kindness and joy and through these values we seek to encourage curiosity and creativity, compassion and open-mindedness, resilience and integrity, and a collaborative outlook and an appreciation of how we all benefit from living and growing in a diverse and inclusive society.

Equity, Diversity and Inclusion

We proudly celebrate the diversity that exists within our pupil and staff bodies, as well as in our alumni and parent communities, and recognise the important role that our rich array of backgrounds and experiences plays in building a vibrant, forward-looking community. As a result, Dulwich College stands firmly against discrimination and exclusion in all its forms.

We strive to build a supportive community that encourages a sense of social responsibility and which promotes the fundamental British values of democracy, individual liberty, respect and tolerance, and the rule of law. We will continue to work alongside members of our community to progress our inclusion work and embed our core values across all aspects of College life.

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.

As an employer we are committed to promoting and protecting the physical and mental health of our staff.



Katy Millis
Head of Sustainability

Coming from a background in retail management, I joined Dulwich College 22 years ago as the manager of our school shop, The Commissariat. After a number of years in this role I was promoted to head of procurement. Aspects of this role include buying FF&E for new builds, tendering for uniform and sports kit supply and looking after the Colleges utilities portfolio. My interest in Climate Change along with my role in the acquisition of the Colleges energy, water and consumables naturally lead to my current role managing the College Sustainability Action Plan. On a personal note, the College has been a great place to work with opportunities to assist with events such as Christmas Fairs and charity fundraising. I have also enjoyed making friends with both my immediate peers and within the wider college community.



Colm O Siochru
Head of Upper School

I came to Dulwich – and to teaching – following graduate study in History. Although I'd done some undergraduate tutoring and taught on summer schools for 6th Formers considering History at university, I had limited experience in a classroom setting when I first came to interview. The pupils, and the warm, collegial atmosphere set me at ease. The College took a punt on me, trained me to teach, and helped me harness what skills and passions I have to become the best teacher I could be. There's a real system of support: from Staff Tutor and Head of Department to the camaraderie of colleagues and mentors interested in your career progression. After three years here, I became Head of History; four years later, I've taken on a new challenge as Head of Upper School. Dulwich College is a busy and demanding place to work – but if you want to teach at an institution that values intellectual ambition, personal development, and social mission, a very rewarding one, too.



Jo Foster
Upper School Registrar

I was thrilled to join Dulwich as Upper School Registrar having enjoyed a long and positive connection through my children who were all pupils here. I work alongside a talented, diverse, and dedicated teaching and operational team for whom it is clear that the wellbeing and success of the College's students, as well as its staff, is paramount. The enthusiasm is infectious with opportunities for staff involvement across the College and career progression. My work is varied with each day bringing something new; I could be touring an international student and their family, talking to Year 10 students about joining the College and the bursaries and scholarships available, running entrance examinations, and mentoring one of our EPQ students. Dulwich is a special place to work, and I feel fortunate to be part of a dynamic, busy, and welcoming community where everyone is valued and respected.



Alice Gardiner
Financial Controller

I was attracted to the role of Financial Controller as I considered it to be a great opportunity to transition into a finance-focused position within a supportive, socially conscious, academically minded, and future-focused organisation. I have thoroughly enjoyed settling in – one of the first things that struck me was how friendly and welcoming everyone is. I spent 18 years working for a global professional services firm Ernst & Young (EY). My career at EY covered a diverse range of roles from client delivery for financial services firms to strategic initiatives and latterly as Operations Director for the UK Financial Services Strategy & Transactions team. In addition to my role at the College, I am also the Honorary Treasurer and a Trustee for Home-Start Southwark and a current Dulwich College parent.



The role

We are looking for a passionate and hands-on Chef Manager to lead our catering operation at the Kindergarten and Infant School. You will take pride in delivering fresh, nutritious, and delicious meals every day - covering breakfast club, lunch and snacks. Alongside managing stock, orders, and supplier partnerships, you will have the opportunity to shape and develop menus that inspire healthy eating across the school community. As a key member of our senior management team, you will work closely with the Head Chef and Head of Catering to maintain the highest standards of food quality and service.

This role also involves catering for some parent and pupil functions and events, working collaboratively with staff to create memorable experiences and enhance the school's reputation.

If you are a strong and inspiring leader with a passion for food, creativity, and team development, we would be delighted to hear from you.

85+

clubs and societies
representing enthusiasm,
innovation and diversity

150+

visiting speakers at the
College every year

200

pupils at Dulwich have free
or subsidised places



Job description

Job title

Chef Manager (DUCKS)

Reporting to

Head Chef

Period of employment

Permanent - Term Time plus 3 weeks

Hours of work

37.5 per week

Salary

£30,000 - £35,000 per annum (depending on experience)

Tasks and duties

- Plan, prepare, and deliver fresh, nutritious, and appealing meals for children, staff, and visitors.
- Manage the daily operations of the school kitchen, including breakfast club, lunch, snacks, and special events.
- Manage allergies in a safe and responsible manner.
- Oversee kitchen staff, providing leadership, training, and performance management.
- Manage stock levels, ordering, and supplier relationships.
- Develop and enhance menus that meet nutritional standards and accommodate dietary requirements and allergies.
- Ensure compliance with health, safety, and food hygiene standards at all times.
- Coordinate and deliver catering for school events, parent evenings, and pupil functions, working closely with staff to enhance the school's reputation.
- Maintain accurate records, including stock, budgets, and menu planning.



- Promote sustainability and reduce food waste where possible.
- Maintain a positive, collaborative working environment within the kitchen team

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).

References: The appointment is subject to receipt of references satisfactory to the College.

Police Clearance: The appointment is subject to police clearance as required by law for the protection of children and to compliance with proof of identity and addresses over the last five years in accordance with the stipulations laid down by the Disclosure and Barring Service.



Person Specification			
	Essential	Desirable	Assessment
Professional culinary qualification - NVQ Level 3 or equivalent	X		Application Form
Experience in a similar chef or kitchen management role	X		Application Form, Interview
Level 3 Food Safety & Hygiene certification (or equivalent)	X		Application Form
Strong leadership and team management skills	X		Application Form, Interview
Ability to work under pressure and meet deadlines	X		Application Form, Interview
Passion for quality food and a commitment to high standards of service	X		Application Form, Interview

Employee Benefits Supporting Our Operations Team

* Terms & Conditions apply
*The benefits offered aren't contractual and may occasionally be updated



Help to make your money go further

Generous pension contributions
The College matches contributions up to 10% of salary

Lunches
Join colleagues for a free lunch at the school cafeteria, or pick up and take-away if you're busy

Eat out at a discount
Sign up to a TasteCard to receive significant discounts at many high street and local restaurants, as well as coffee and pizza delivery discounts

Retail discounts
Retail discounts are available through SimplyHealth (automatic membership) and you can sign up to CostCo and TasteCard membership for discounts at CostCo and other high street retailers and major supermarkets

Fee remission
Receive significant discount on fees at Dulwich College, Alleyns, JAGs and DUCKS (normal admissions process applies)

A hand with your wellbeing

SimplyHealth Cash Back Scheme
A scheme that gives cash back to cover some health expenses, including dental, physio, eye exams and prescriptions

Telephone GP Support
24/7 access to online GP consultations, providing advice, diagnosis, referrals and ongoing support

EAP (Employee Assistance Programme)
A 24/7 counselling and advice helpline offering guidance on emotional, financial and relationship matters

Membership of our sports club
Free family membership at Dulwich College Sports club

Eye tests
Free tests for regular computer users and a contribution to glasses needed as a result of VDU use

Flu vaccinations
Free seasonal flu vaccinations, delivered on site

Support for your life outside Dulwich College

Increasing annual leave
All-year-round roles have 5 working weeks of holiday, rising to 6 weeks after 5 years' service

Enhanced family leave
To support your family when you welcome a new addition

A new baby perk
A cash contribution from SimplyHealth when you welcome a new baby to your family

Time off for IVF and assisted conception
Up to 5 days off to attend key appointments

Help should the unimaginable happen

Life insurance
Everybody in one of our pension schemes has life insurance automatically, should the worst happen

Accident insurance
A policy that pays benefits following an accident resulting in permanent disability or dental damage

Help with your commute

Bike to work
A tax efficient way to buy a new bike for your commute

Onsite parking
If you need to drive to work, you'll find free parking onsite

A boost to your social life

Social activities
Social activities run throughout the year ranging from Burns nights to book clubs, from a summer party to staff quizzes

Free entry to Dulwich Picture Gallery
Show your staff pass for free entry to the Picture Gallery

Discount at Dulwich Golf Club
Show your staff pass to receive the discounted 'Member's guest' rate

Discounts for private functions
Significant discounts for events are available (dependent on availability)



Application Procedure

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

Closing date

Monday 5 January 2026

Interview date

To be confirmed

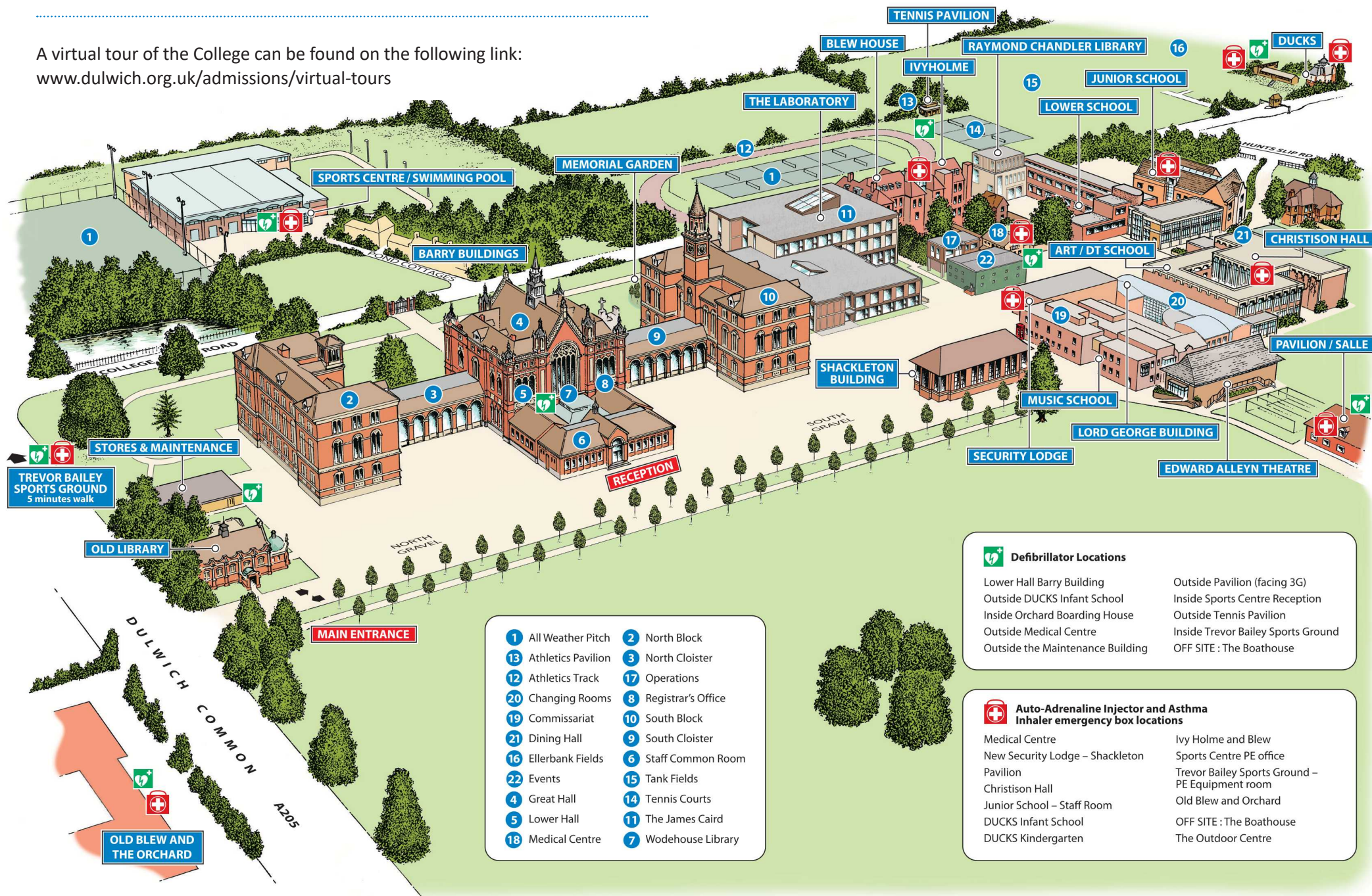
Start date

January 2026

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 Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity 1150064

Campus map

A virtual tour of the College can be found on the following link:
www.dulwich.org.uk/admissions/virtual-tours



- | | |
|-----------------------|----------------------|
| 1 All Weather Pitch | 2 North Block |
| 13 Athletics Pavilion | 3 North Cloister |
| 12 Athletics Track | 17 Operations |
| 20 Changing Rooms | 8 Registrar's Office |
| 19 Commissariat | 10 South Block |
| 21 Dining Hall | 9 South Cloister |
| 16 Ellerbank Fields | 6 Staff Common Room |
| 22 Events | 15 Tank Fields |
| 4 Great Hall | 14 Tennis Courts |
| 5 Lower Hall | 11 The James Caird |
| 18 Medical Centre | 7 Wodehouse Library |

Defibrillator Locations

- | | |
|----------------------------------|------------------------------------|
| Lower Hall Barry Building | Outside Pavilion (facing 3G) |
| Outside DUCKS Infant School | Inside Sports Centre Reception |
| Inside Orchard Boarding House | Outside Tennis Pavilion |
| Outside Medical Centre | Inside Trevor Bailey Sports Ground |
| Outside the Maintenance Building | OFF SITE : The Boathouse |

Auto-Adrenaline Injector and Asthma Inhaler emergency box locations

- | | |
|---------------------------------|---|
| Medical Centre | Ivy Holme and Blew |
| New Security Lodge – Shackleton | Sports Centre PE office |
| Pavilion | Trevor Bailey Sports Ground – PE Equipment room |
| Christison Hall | Old Blew and Orchard |
| Junior School – Staff Room | OFF SITE : The Boathouse |
| DUCKS Infant School | The Outdoor Centre |
| DUCKS Kindergarten | |



DULWICH COLLEGE
Dulwich Common, London, SE21 7LD
Telephone: 020 8693 3601
Email: info@dulwich.org.uk
Web: www.dulwich.org.uk

