

HOSPITALITY 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.

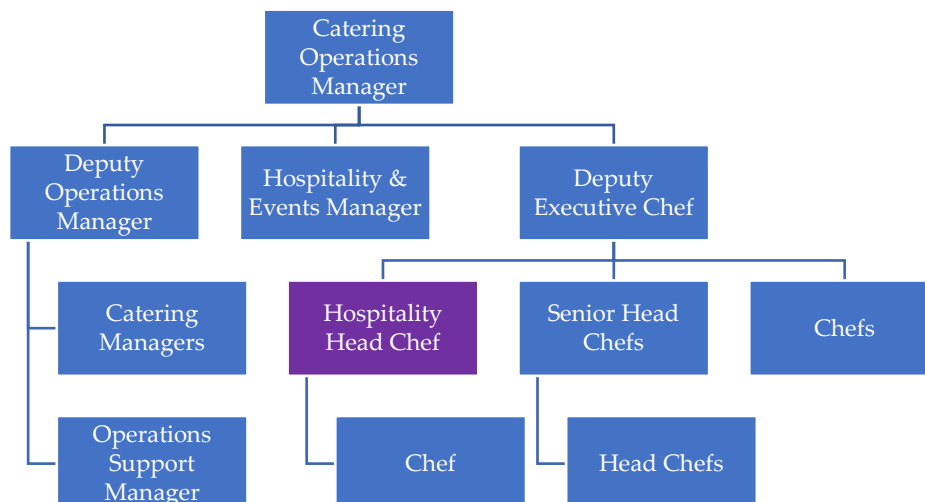
Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and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

About the role

The Hospitality Head Chef is responsible for hospitality events and service, from menu planning to food production to service. The role reports directly to the Deputy Executive Chef with an additional reporting line to the Hospitality & Events Manager. The role also supports the Catering Department by covering absence when required.

About the department

The Catering Department consists of approximately 115 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 enterprise and lets business during School holiday periods. There is an expectation that shifts should be altered to oversee service in the evenings and outside of normal service periods, depending on the requirements within the hospitality department. A high degree of flexibility is required along with recognition that there will be weekend and evening working.



Role specification

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

General

- To take ownership and responsibility for all hospitality events from the food perspective.
- To be a hands-on active chef, cooking for all services when on shift.
- To produce as many dishes as possible from fresh ingredients, only using frozen or pre-prepared as a secondary back-up alternative rather than first choice option and within the defined target.
- To assist with the food production for lets out of normal term times.
- To display a good understanding of quantities when producing for both large scale and hospitality numbers.
- To demonstrate a thorough understanding of all kitchen equipment.
- To prepare food as per menu to include dietary requirements.
- To ensure that all food is presented to the highest standard.
- To adhere to the School's Allergen Policy and to be responsible for allergen management within the School alongside the rest of the catering management team.
- To adhere to the School's Food Safety and other Health & Safety policies.
- To cover the Deputy Executive Chef's duties when necessary, particularly during events, to include sick cover at short notice, including menu planning, staff management and allocation of duties.
- To cover general Chef duties when necessary, to include sick cover at short notice, including the production and service of food in any School outlet.
- To demonstrate a positive working style with an enthusiastic, committed and flexible attitude.
- To assist in ensuring the kitchens deliver the required level of service and food at all times.
- To correctly complete and use cleaning schedules to ensure that the kitchen, dining room and ancillary areas are kept clean.
- To follow inspection process for opening and closure of production and service areas.
- To follow the guidelines for the waste management system.
- To notify a member of the management team 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, to monitor and maintain the standards of the food served.
- To take part in the introduction of new service innovations on a regular basis including high street trends into the Hospitality offer.
- Actively take part in cleaning the kitchen and ancillary areas throughout the day to ensure they are kept spotlessly clean.
- To undertake any training as required to support the general development set out by the Deputy Executive Chef and Senior Management Team.

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 a 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.
- To assist with development and motivation of the team and to 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.
- To role model and 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.

Finance

- To work as instructed to ensure the Catering Department operates at maximum efficiency within budgetary targets to deliver the required level of service at all times.
- Assist in the management of stock levels, ordering and stock rotation (through use of the relevant Management Information System).
- To accurately cost menus and planned events to ensure that they stay within budget.

Legislative

- To complete training as instructed and as appropriate in the correct and safe operation of all kitchen equipment and chemicals.
- To undertake food production in line with legal requirements, local policy 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.

Other

- 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 B.
- 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	✓	
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		✓
A basic COSHH award		✓
Competencies, Skills & Experience	Essential	Desirable
A minimum of 2 years' experience working as a Chef producing fresh food from scratch	✓	
Proven track record in providing quality food	✓	
Experience of working in a hospitality/F&B environment	✓	
Dietary and allergy knowledge / experience	✓	
Experience in managing a team- either chefs or front of house staff		✓
Experience of budgeting and menu planning from a budgetary perspective		✓
Experience of working in catering within an academic or similar environment		✓

Personal qualities	Essential
Enthusiastic to gain learn new food production techniques	✓
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:** 1 November 2026, subject to notice period and completion of pre-employment checks
- **Contract:** Permanent
- **Working weeks:** 52 weeks.
- **Hours of work:** 80 paid hours over a 2-week rota. All meal breaks are unpaid and non-working hours. Each shift is likely to be 8 hours between 7:00am and 8:30pm, with a 30-minute lunch break.
- **Salary:** £35,315 actual. You will be paid each month through the year.
- **Holidays:** 32 days' (6.4 weeks) paid holiday in each complete holiday year, including public holidays. This is pro-rata for part-time staff. The School contractually determines that 3 holiday days, be taken between Christmas and New Year, where staff are contracted to work this period. 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 30 September 2026.
Interviews will be held week commencing 5 October 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