



Woodhouse Grove School

OUTLINE JOB DESCRIPTION

CHEF

Location: Woodhouse Grove, Apperley Bridge, Bradford, BD10 0NL

Department: Catering & Hospitality Services

Reports to: Executive Chef

Contract Type: 30 hours per week, Term Time Only

Working Hours: 9.00am to 3.00pm, Monday to Friday

Salary: £14 per hour increasing to £14.60 on completion of probationary period.

Job Purpose

To support the delivery of high-quality, nutritious, and appealing meals to pupils, staff, and visitors in accordance with the school's standards and dietary requirements. The Chef will assist in menu planning, food preparation, cooking, and ensuring compliance with all health, safety, and hygiene regulations. The role includes catering for day-to-day school meals as well as special functions and events.

Key Responsibilities

Food Preparation & Cooking

- Prepare and cook meals for pupils, staff and events to a high standard.
- Work with the Head Chef to ensure menus are varied, seasonal, and meet the nutritional and dietary needs of all students, including allergies and special diets.
- Support with the development of creative and appealing menus that promote healthy eating.
- Prepare and cook meals for the Bradford City Football Club 1st Team to a high standard.

Kitchen Operations

- Ensure effective portion control and consistency in food presentation.
- Maintain the highest standards of food hygiene and cleanliness in the kitchen at all times.
- Monitor stock levels, assist with ordering, and ensure proper storage and rotation of food items.
- Use kitchen equipment safely and report any faults or maintenance issues promptly.

Teamwork & Leadership

- Supervise and support junior kitchen staff and Catering Assistants, promoting a positive and efficient working environment.
- Participate in training, briefings, and team meetings as required.



Hospitality & Events

- Assist in preparing and delivering food for school events, open days, parents' evenings, and special functions.
- Ensure food is presented professionally and served efficiently at all hospitality functions.

Person Specification

Essential

- Proven experience as a chef in a commercial or institutional kitchen.
- NVQ Level 2 or 3 in Professional Cookery (or equivalent).
- Food Hygiene Certificate – Level 2 (minimum).
- Strong understanding of food safety, allergen regulations, and health & safety in a kitchen environment.
- Ability to work effectively under pressure and meet deadlines.
- High standards of cleanliness, organisation, and attention to detail.

Desirable

- Experience working in a school, care setting, or similar environment.
- First Aid Certificate.
- Experience catering for large numbers and managing dietary requirements (e.g., vegetarian, vegan, gluten-free).

Working Hours & Benefits

- 30 hours per week, term time (9am – 3pm), with occasional events
- Free meals on duty
- Uniform provided
- Pension scheme
- Use of school facilities (e.g., gym, grounds)
- Aviva Death in Benefit scheme
- Employee Assistance Programme (EAP)

HEALTH & SAFETY

You must be aware that you are responsible for your own safety and the safety of others in accordance with the Health & Safety at Work Act as revised from time to time.

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head of HR. If you would like to discuss this beforehand, please telephone in confidence the Head of HR.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions



are “protected” and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website www.gov.uk/dbs.

Equal Opportunities Employer

Woodhouse Grove School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Employment decisions will be made on the basis of each applicant’s job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Shiela Bano, Head of HR on 0113 250 2477

Child Protection and Safeguarding Policy

Woodhouse Grove House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School’s Safeguarding Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.

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Signed by the employee:

Date: