



IPSWICH SCHOOL

ASSISTANT CHEF

Full time, Term time only

Mondays - Fridays 7.30am - 3.00pm term

To start as early as possible in September/October 2026

THE SCHOOL

Ipswich School has been listed as one of the top 100 schools in the country and is certainly one of the foremost independent schools in East Anglia. We were established prior to 1399, although we moved to our present site in 1852. We have over 1100 pupils aged between 3 months and 18 years and are fully co-educational.

Find out more about the School by visiting our website: www.ipswich.school.

JOB DESCRIPTION

You will join the School's Catering Department as soon as possible. The department caters for over 1100 lunches each day. We serve breakfast, and cater for daytime, evening and weekend functions, Boarding meals and sporting fixtures.

You will assist with the preparation and cooking of breakfast, lunches and items for the salad bar for pupils and staff, according to the weekly menu, with instruction from the Head Chef on specific tasks within the daily menu.

You will join a team of 6 chefs and tasks will be allocated as per the duty rota. You may also be required to prepare meals for our sporting venues and boarding houses from time to time and assist with the preparation of food for School functions, events and lettings.

You are expected to work in a clean and hygienic way and to comply with the School's Health, Safety and Welfare Policy.

MAIN DUTIES AND RESPONSIBILITIES

Menu production

- Ensure food is on site prior to preparation so that the menu can be implemented. Report any shortages to the Head Chef as soon as possible.
- Prepare meals in accordance with the daily/weekly menu, ensuring recipes and quantities are adhered to in liaison with the Head Chef, and good hygiene practices are maintained.
- Ensure that all diets and allergies are catered for.
- Batch cook where appropriate, for example, vegetables.
- Ensure all food is garnished and displayed in the correct serving containers, as attractively as possible.

Salad boxes

- Work from the list for sandwich box fillings ensuring all items are ready by 9.00 am.
- Liaise with the Head Chef on any shortages or stock requirements.
- Ensure salad boxes are used within their sell by date, and good hygiene practices are maintained.
- Garnish salad bar dishes and display attractively.
- Prep for the following day where possible.

Garnish and Cookies

- Prepare garnish in advance and in conjunction with the Head Chef, ensuring that it complements the dish.
- Bake cookies so that they are available for morning break the next day.

Lunch Period

- Work as per rota for Duty Chef and serve on the main food counter. When serving:
 - ☐ be polite and helpful to customers
 - ☐ serve food in an attractive manner
 - ☐ ensure portion controls are maintained and replenish where necessary.

Deliveries and storage

- Operate safe storage by using 'first in first out' system.
- Ensure all opened packages are stored correctly in sealed containers.
- Ensure all date stamped food is monitored.
- Ensure that portions of food for freezing are covered, labelled and dated.
- Ensure all food storage areas are kept clean and any spillages are wiped up immediately.
- Ensure food is stored correctly in the fridge with raw food always being stored at the bottom.

Cleaning Duties and Security

- After lunch service has finished, clear the servery and take food back to the kitchen/Head Chef.
 - Complete cleaning tasks as per schedule for Duty Chef.
- Ensure all lockable items are secured after each shift.
- In the absence of the Head Chef, ensure the kitchen is left secure at the end of the shift.

Hygiene, Health and Safety

- Wear uniform issued in an appropriate way and as directed by the Catering Manager.
- Jewellery must not be worn.
- Adhere to responsibilities under the Health and Safety at Work Act 1974.
- Maintain the work areas for which you are responsible in a safe and hygienic state.
 - Ensure all food equipment is clean and in good condition, and report any defects immediately.
- Use correct cleaning materials and abide by the COSHH regulations.

Other Duties

- End of term cleaning.
- Beginning of term preparations.
- Attend a basic hygiene course as required by the School's Health, Safety and Welfare policy.
- Attend training in Safeguarding Children as requested.
- Attend any meetings that are relevant to the position.

This list is not exhaustive and duties may be changed or added to as determined from time to time.

REPORTING

The Assistant Chef reports to the Head Chef, whose line manager is the Catering Operations Manager.

QUALIFICATIONS AND SKILLS REQUIRED

- This is a practical position and candidates should hold a minimum relevant qualification at NVQ Level 2 or City & Guilds 706/1 & 2 (or equivalent).
- Candidates should be able to demonstrate enthusiasm, initiative and flair.

You should also have the following attributes:

- Reliability and punctuality
- Ability to work calmly under pressure
- Good inter-personal skills with the ability to relate well to pupils, colleagues, staff and visitors.



HOURS OF WORK, SALARY AND BENEFITS

- You will work Mondays - Fridays 7.30 am - 3.00 pm, with a 30 minute break for lunch each day. This is 7 hours per day, 35 hours per week during Ipswich School term time (35 weeks per annum).
- You are also expected to work for one or two days prior to the start and after the end of each term (as instructed by the Catering Operations Manager) to carry out a deep clean.
- The annual salary for this post is £19125.89 per annum and includes holiday pay in accordance with the Working Time Regulations.
- Salaries are reviewed annually in April (when the National Living Wage is reviewed) and are paid over 12 months in arrears on the last working day of each month by BACS.
- Uniform is provided and should be worn at all times.
- Holiday may only be taken during Ipswich School holiday periods.
- The appointment is subject to satisfactory completion of a 3-month probationary period.
- After 3 months' service and/or in line with workplace pension legislation, you will be entitled to join a defined contribution pension scheme which provides 3x life cover.
- Free lunch is provided during term time whilst the kitchen is in operation and staff are able to use the School's swimming pool and fitness gym (in compliance with appropriate rules and regulations).

CLOSING DATE AND INTERVIEW ARRANGEMENTS

Please advise us of any special requirements you may have if you are called for an interview. If your special requirements mean that you need to submit this application in a different format please contact us.

Completed application forms should be returned **by noon on Thursday 17th September 2026** via the Ipswich School vacancy page.

Interviews are likely to be held in the week commencing Monday 21st September 2026

If we have not been in touch with you by Friday 18th September 2026 then we regret that your application will have been unsuccessful, but we would like to thank you for your interest.

PLEASE NOTE

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School Policy on the recruitment of ex offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to the School's Safeguarding Children Officer (the Senior Deputy Head [Pastoral] for Senior School pupils and the Prep Deputy Head for Prep pupils and The Nursery Manager for The Lodge Day Nursery).
- Ipswich School's employees are expected to attend training in safeguarding children as directed.
- Applicants are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a No Smoking Policy and employees are expected to comply with the statutory restriction on smoking in public places.

September 2026