

# Chef de Partie

Reports to:	Catering Manager		
Direct Reports:	None		
Reviewed:	Annually, last review Feb '26	Employment Status	Permanent
Grade / Pay Scale:	RS04, points 10 to 22		
Salary:	Full-Time Equivalent: £27,694 per annum to £33,699 per annum (pro rata) Actual Salary: £24,033 per annum to £29,244 per annum		
Hours of Work	37 hours per week, Monday to Thursday, 11am to 7pm and Friday, 7.30am to 3pm, term time only plus one week, with occasional evening or weekend work required to support events.		
Job Purpose:	<p>The Chef De Partie is responsible for:</p> <ul style="list-style-type: none"> <li>• All duties associated with the preparation and cooking of school meals, under the direction of the school's Catering Manager.</li> <li>• Deputising for the school's Catering Manager in their absence, to ensure the effective continuity of operations in the school's kitchen and the provision of school meals.</li> <li>• Carrying out food production to a high standard in accordance with the school's menu plans, nutritional guidelines and food hygiene regulations.</li> <li>• Ensuring hygiene and safety standards and regulations are always maintained in areas of work and adhering to school policies and procedures.</li> <li>• Working as an effective and committed member of the school catering team, and generally supporting and contributing to the overall ethos, work and aims of the school.</li> </ul>		

## Main Tasks and Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headmaster and/or the Catering Manager.

Reading School is committed to safeguarding and promoting the welfare of our students. We expect all staff working in the school to share in this commitment and contribute to:

- Providing a safe environment for our students to learn in.
- Identifying safeguarding concerns and acting in line with our safeguarding policies.

## Operational

- Establish and maintain good relationships with all students, parents/carers, colleagues, contractors and other professionals.
- Work as an effective member of the school's catering team, providing support to the school's Catering Manager with daily preparation of school meals, according to school meal plans, and with due regard to nutritional guidelines and food hygiene regulations.
- Pay careful attention to the presentation of food prepared for pupils and staff, maintaining the high standards necessary to encourage children, in particular, to eat a balanced, varied and healthy diet.
- Assist with serving meals during pupils' lunchtime, ensuring a polite and friendly manner, and working to promote pupils' enjoyment of good food.
- Carry out cleaning duties as necessary to ensure that all kitchen, counter and storage areas are continually clean and hygienic, in accordance with hygiene and safety standards, and shall provide support with clearing and cleaning dishes and utensils.
- Familiarise themselves with school policies and other guidance documents impacting on the school's catering operation and healthy eating plans and demonstrate a commitment towards embedding the stated principles and procedures in their day-to-day working.
- Assist the Catering Manager with communication with external contractors or members of the site team as necessary, to ensure equipment is well-maintained and repairs are reported and carried out in a timely manner, in accordance with agreed procedures.
- Support the Catering Manager with the ordering of stocks such as food and drink, equipment and protective clothing from suppliers in accordance with the school's procedures, maintaining stock control records as required.
- Assist with receiving day-to-day deliveries into the kitchen, ensuring the goods are correctly received and stored appropriately, in accordance with hygiene regulations and school procedures.
- Provide support within the catering team to ensure high levels of security in the kitchen in respect of stock, office records, the kitchen safe and daily cash takings.
- Maintain confidentiality of information which may be acquired while carrying out their role at the school.
- Pay close attention to personal appearance, complying with school policies, and maintain high standards in personal hygiene, reporting any illness of self or close family to the Catering Manager.

## General

- Participate in school emergencies as required, with due regard to the school's policies and procedures.
- Attend training sessions and meetings as required, including team meetings and internal or externally organised training and development.
- Undertake first aid training and responsibilities as required.
- Seek, consider, and act upon professional support and advice as required.
- Carry out any other duty commensurate with the grade and within their competence, or any reasonable request made by the Catering Manager, Headmaster, or their representative.

# Job Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

## Qualifications and Training

Essential	Desirable	Evidence
Appropriate qualification/s and/or experience in the field. Food hygiene certificate/s.	Further education qualification/s or training in the catering industry.	Application Form References Interview Certificates of Qualification
Evidence of catering experience and of operating to a high standard in a customer-focused catering environment.	Experience of working in a school or similar establishment.	
Evidence of working successfully as a member of a team.		
Good working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as health and safety, food hygiene.		
Knowledge of good practice in health and safety in the kitchen.		
Knowledge of wider, applicable regulations, legislation and procedures, e.g. equal opportunities, data protection, etc.		

## Knowledge and Skills

Essential	Desirable	Evidence
Ability to build and form good relationships with pupils, colleagues and other professionals.	Working knowledge of developing and reviewing meal plans, with reference to current guidelines.	Application Form References Interview
Able to work constructively as a member of a team, taking instruction or delegating tasks as required.	Knowledge of healthy eating guidelines and regulations applicable to schools.	
Ability to improve own practice/knowledge through self-evaluation and learning from others.		
Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, pupils and other professionals.		
Good standard of numeracy and literacy skills.		
Ability to absorb and understand a wide range of information and deal with confidential issues appropriately.		
Ability to operate a range of ICT equipment and other specialised resources applicable to the role.		

## Personal Qualities

Essential	Desirable	Evidence
Initiative and ability to prioritise one's own work.		Application Form References Interview
Able to follow direction and work in collaboration with the line manager and wider school staff.		
Able to work flexibly to meet deadlines and respond to unplanned situations.		
Efficient and meticulous in organisation.		
Ability to reach and bend, and to carry out some heavy lifting.		
Ability to work calmly in a busy and sometimes noisy and hot environment and an understanding of how to ensure that safety of self and others is always maintained.		
Desire to enhance and develop skills and knowledge through CPD.		
Commitment to the highest standards of child protection and safeguarding.		
Recognition of the importance of personal responsibility for health and safety.		
Commitment to the school's ethos, aims and its whole community.		