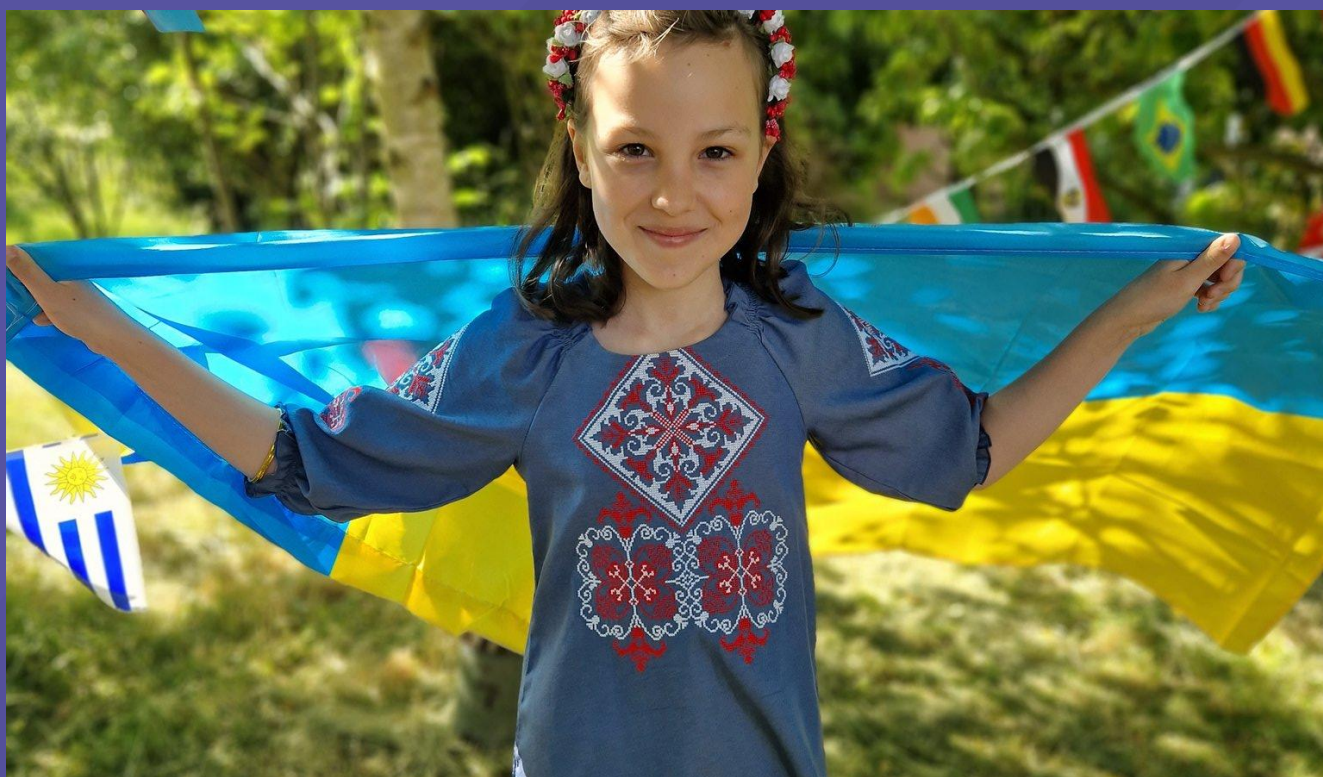




Chef Manager

Recruitment Pack



MAT EXCELLENCE
AWARDS

WINNER 2024



Wellbeing trust of the year

Presented by  OPTIMUS EDUCATION

About ASSET Education

ASSET is an Education Trust comprising 16 primary schools in and around Ipswich and north-east Suffolk. ASSET is a very special trust and, from the very beginning, we have wanted to tackle social injustice and inequality in education, giving every child the opportunity to be successful and fulfilled in their lives. Our children are our future and we want them to be the best they can be, to have confidence and a sense of service, to be empowered to make our world a more compassionate and sustainable place.

Our people are at the heart of what we do; we support one another valuing connections and relationships because we believe that when people are cared for, learning happens and humans flourish. The Complete Human Strategy looks at 6 dimensions of working life and gives staff a structured approach to collectively and individually influence their work environment and access the support they need.

We support everyone in the Trust to enjoy success, happiness, confidence and fulfilment, and to have excellent physical and mental health. Our CHS framework provides us with a practical pathway to achieving this, and is based on the 6 fundamental pillars of wellbeing.

 **Structure & Stability**

 **Expertise**

 **Positivity**

 **Relationships & Communication**

 **Place**

 **Time Well Spent**



Sarah Orves, Director of Wellbeing

"Our unique model not only improves wellbeing for adults and children, but also provides a step-by-step toolkit to implement in any school, workplace or social setting"

  **Complete**
  **Human**
  **Strategy**
The ASSET way to wellbeing



ASSET
Education 

Chef Manager - Grade 4, Point 9

Overview

We have an ambitious, future-facing vision to equip and empower our young people to create a more compassionate, equitable and sustainable world where they personally and collectively thrive. Our tagline is "Nurturing Humanity". We want to apply these deeply held commitments of nurturing and sustainability by providing a food education that benefits children's health and wellbeing, and minimises the impact on the planet - both in terms of what children eat whilst at school, and the food choices they make as adults.

Our goals are to:

- **Improve Food Quality:** Offer fresh, wholesome meals made with high-quality ingredients.
- **Enhance Nutritional Value:** Meet or exceed dietary guidelines for children.
- **Increase Sustainability:** Prioritise local, seasonal produce, reduce food waste, and minimise environmental impact.
- **Boost Student Satisfaction:** Offer diverse, appealing menus that cater to various dietary needs and preferences.
- **Achieve Cost Efficiency:** Optimise operations to ensure cost-effectiveness without compromising quality.

The chef manager is expected to be an experienced, passionate, and highly organised individual to lead our school kitchen. Taking responsibility for the efficient and effective management of the kitchen, ensuring the provision of fresh high-quality, nutritious, and appealing meals for a large number of primary school children and staff, in line with nutritional guidelines and budgetary requirements. This role requires a strong focus on food safety, hygiene, teamwork, and continuous improvement.

This post will be based in Ringshall Primary School but there could be some travelling to other school sites to cover emergency situations.

This pack contains a Job Description and Person Specification for the role as well as details about the application and interview process.



Duties

Kitchen Management & Operations:

- Oversee the daily operation of the school kitchen, including meal preparation, cooking, and service for breakfast clubs, lunch, and after-school activities as required.
- Assisting the Catering Manager, Develop and implement varied, healthy, and appealing menus that meet the School Food Standards and cater to diverse dietary needs (allergies, intolerances, cultural, religious, etc.).
- Ensure all food is prepared to the highest culinary standards, is aesthetically pleasing, and served at appropriate temperatures.
- Manage stock control, ordering, deliveries, and rotation to minimise waste and ensure freshness.
- Maintain accurate records relating to food production, consumption, expenditure, and income.
- Oversee the cleaning and maintenance of kitchen equipment and premises.
- Manage kitchen resources effectively to meet budgetary targets.

Food Safety & Hygiene

- Ensure strict adherence to all food safety regulations, including HACCP principles, COSHH, and Natasha's Law.
- Maintain the highest standards of cleanliness and hygiene in the kitchen and dining areas.
- Conduct regular kitchen inspections and implement corrective actions as necessary.
- Ensure all staff are trained and compliant with food safety and hygiene policies.

Team Leadership & Management:

- Ensure strict adherence to all food safety regulations, including HACCP principles, COSHH, and Natasha's Law.
- Maintain the highest standards of cleanliness and hygiene in the kitchen and dining areas.
- Conduct regular kitchen inspections and implement corrective actions as necessary.
- Ensure all staff are trained and compliant with food safety and hygiene policies.



Duties continued...

Financial Management:

- Manage the catering budget effectively, monitoring expenditure and identifying cost-saving opportunities without compromising quality.
- Ensure efficient procurement of ingredients and supplies, negotiating best value where appropriate.
- Process invoices and manage financial records accurately.

Customer Service & Communication:

- Liaise effectively with the School Business Manager, Headteacher, staff, pupils, and parents regarding catering services, menu planning, and dietary requirements.
- Actively seek feedback to continuously improve the catering provision.
- Promote healthy eating initiatives within the school community.

Health & Safety:

- Ensure compliance with all relevant Health & Safety legislation.
- Conduct risk assessments and implement appropriate control measures.
- Ensure all catering equipment is operated safely and maintained in good working order.

The duties listed above are examples of duties at this level and other duties or a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised.



Person Specification

Criteria	Person Profile	Essential	Desirable
Technical or Specialist	Proven experience as a Chef Manager, Head Chef, or similar role in a large-scale catering environment, ideally within an education or public sector setting.	✓	
	NVQ Level 3 in Professional Cookery or equivalent qualification.	✓	
	Intermediate Food Hygiene Certificate (Level 3 or higher).	✓	
	Strong understanding of School Food Standards and nutritional guidelines for children.	✓	
	Excellent knowledge of HACCP, COSHH, and all relevant food safety and hygiene regulations.	✓	
	Allergen awareness training		✓
	First Aid qualification		✓
Interpersonal & Communications skills	Excellent communication and interpersonal skills.	✓	
	Proven ability to lead, motivate, and manage a team	✓	
	Proficient in basic IT skills (e.g., email, spreadsheets for stock management)	✓	
Level of Autonomy	Strong organisational and time management skills.	✓	
	Ability to work under pressure and manage multiple tasks effectively	✓	
	Demonstrable experience in menu planning, costing, and budget management.		✓
	Experience with catering software systems		✓



Application

If you are interested in this role with ASSET Education please apply through MyNewTerm outlining how you meet the requirements of the person specification, and how your experience could enable us to bring our vision to life.

Interview Process:

Shortlisted candidates will be invited to attend an interview and all communication with details will be provided through My New Term.

