

Candidate Brief
Chef Assistant



BROOMWOOD

Build YourBEST Career



#BeYourBEST



Our Charter

Belong to a community on a mission to inspire and equip every individual to #BeYourBEST, where your unique talents and passions are nurtured and rewarded.

Challenge the norm in a culture that thrives on doing things differently and new ways of working together.

Work where ambition and wellbeing are valued in equal measure because when you're at your best, you give your best.

Be part of something bigger and relish the opportunities that come with a family of some of the brightest educators.

#BeYourBEST at Broomwood.

Becoming your BEST...



At Broomwood...

Broomwood is a community that believes in enabling people to be and do their best. That includes you. We want the very best so that we can continue to deliver an extraordinary education. We believe in educating the whole child, and that focus on the totality of education extends to our staff, too. We want people who are hungry to give their best and, in return, we will ensure that we make working at Broomwood one of the best decisions of your career.

At Dukes Education...

As a member of the Dukes Education family, staff have access to myriad training opportunities and some of the most exciting ideas and practices within education today. We believe in continual education and we will continue to support staff who are keen to learn as well as teach.

I hope that you will enjoy finding out more about us and look forward to welcoming you to our vibrant community.

The Best of All Worlds



Broomwood is an academically ambitious, yet pastorally kind group of schools working together under one Principal, but with separate sites under autonomous, yet collaborative Heads. It consists of a co-ed pre-prep, a girls' prep, and a boys' prep.

Broomwood equip and inspire boys and girls to #BeYourBest by giving them the very best of ALL worlds: a joyful co-educational start to education at the age of 3 or 4 in a bespoke, specialist Early Years centre within a wider school setting, with a seamless transition to single-sex, yet highly collaborative, prep schools at the age of 7 before departing for some of the best schools in the country at the age of 11 or 13 – both day, boarding, co-ed and single-sex.

Our main entry points are at 4, 7 and 11. Whilst the schools have their own traditions and unique characteristics, we are united by what drives us.

At Broomwood we believe that, together, our schools offer girls and boys an extraordinary At

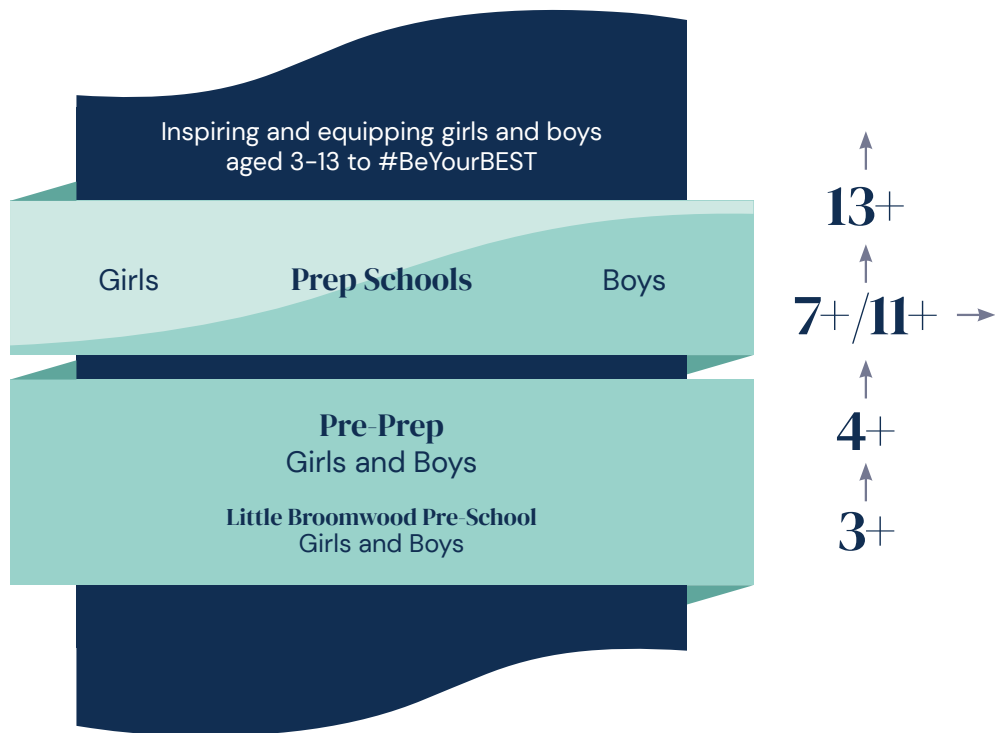
Broomwood we believe that, together, our schools offer girls and boy an extraordinary education. A bespoke, dynamic and rich journey where pupils develop their own passions and talents, as well as being stretched in new directions, so they become the best version of themselves. With success celebrated nationally, we're determined our pupils experience even more opportunities to grow.

Because we believe in helping every girl and boy develop their unique passions and talents, because our forward-looking culture encourages pupils to embrace change, because we strive to ensure every individual succeeds in a culture of collaboration and togetherness, our promise is to inspire and

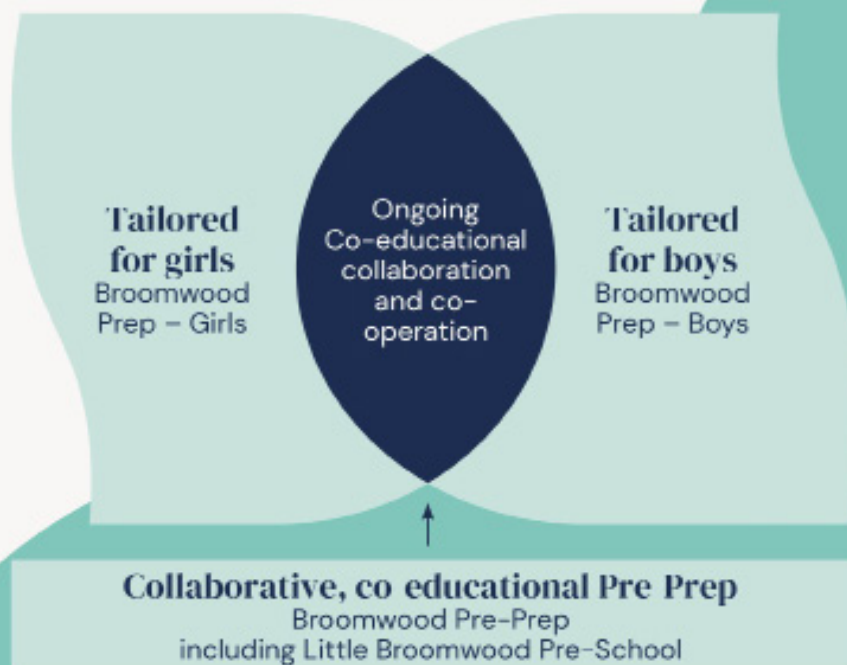
equip every Broomwood pupil to

#BeYourBEST

About Broomwood



Our unique Model



The Opportunity

Principal Objectives

This is a good opportunity for someone with catering experience who seeks a role with more responsibility. The term-time working pattern, with extended independent school holidays, also supports those with external interests or commitments. The post holder will provide a high and consistent standard of catering for the children and staff, supporting the Chef in the management of that team and encouraging the children's love of delicious, nutritious and varied food.

This role is 40 hours per week, Monday to Friday, 08:00 to 16:00 term-time only plus INSET days.

Key Responsibilities

- Responsible for provision and preparation of food for children's and staff lunches, children's teas, staff teas, match teas and events.
- Deputise for the Chef in her absence, including deployment staff, administration, management of budget and stocks.
- Assist the chef in the direction of the kitchen staff, including delegating appropriate tasks, and effectively plan with the team on a daily basis.
- Effectively, and being mindful of safety and hygiene considerations, assist the management the provision of food to Little Broomwood Girls..
- Ensure rigorous standards of hygiene, including personal hygiene, and safety are maintained at all times during the preparation and handling of food.
- Ensure that all equipment in the kitchen is maintained in accordance with recommended Hygiene and Health and Safety requirements
- Contribute to ensuring that all menus make use of fresh ingredients and wherever possible provide a daily staff lunch with a 'healthy option' and daily vegetarian alternative.
- Ensure that incoming deliveries from suppliers are checked against both purchase orders and delivery notes to identify shortages and overages immediately.
- Support chef in managing the interests

and requirements of internal and external stakeholders in the catering environment to ensure both excellent communication and relationships are maintained.

- Undertake preparation, cooking, cleaning and tidying up the kitchen along with the rest of the team.
- Attend all team meetings held before the start of each term between the chefs at the various sites.
- Attend all training with regard to safeguarding and promoting children's welfare.
- Report any problems (especially those involving children) are communicated to the relevant person (who in the case of children would normally be the head, deputy head, senior mistress, or the child's class teacher).
- Comply with legislation and hygiene requirements, health and safety, and all the School policies and procedures.
- Undertake any associated duties as may reasonably be required, including supporting catering teams on other sites to provide cover as necessary..

Safeguarding

- This role will involve significant contact with children and the post holder will be deemed to be engaging in regulated activity relevant to children, in accordance with Keeping Children Safe In Education. Consequently, it is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020))

Your Talents

Essential Qualifications

Basic food hygiene certificate

NVQ level 2 in Catering

Knowledge & Experience

Essential

Good experience in provision and preparation of food in large quantities;

Interest in supervising a team, whilst deputising for the chef;

Knowledge of basic health & safety, COSHH and HACCAP procedures;

Knowledge of required standards of hygiene, including personal hygiene, and safety during the preparation and handling of food, and ability to maintain those standards;

Able to use own initiative and proactively identify and raise problems;

Ability to carry out all necessary administrative work and keep accurate records associated with menu planning, budgeting, ordering & stocktaking, internal & external communication;

Excellent knowledge of kitchen operation and processes and procedures;

Able to communicate, warmly, confidently and effectively with colleagues at all levels of the organisation;

A willingness to be flexible around working hours.

Desirable

Previous experience in an educational environment;



Working at Broomwood

This role is offered on a full time (term-time only) permanent contract.

We offer:

- Salary of £22,200 for term-time only role of 35 weeks per year (all-year-round salary would be £28,500)
- Subsidised school fees (dependent on meeting admissions criteria);
- Free school lunches;
- Pension Scheme;
- Cycle to Work Scheme.



Our Values

Everything we do is driven by our core Values, ensuring every individual in our school thrives, as well as making a positive impact in the wider community. Our unrelenting focus is on developing the whole child, preparing pupils to lead lives that are both happy and purposeful, so they might live our Motto,

'To DO your best, to BE your best'.

We live our values and use them to shape and develop individuals through our appraisal and development process.



Wandsworth

Proud of our community

We are based in the heart of leafy SW London in vibrant Wandsworth. We have easy transport links with Clapham South and Balham tubes close by, and Wandsworth and Clapham Junction stations a short walk away. Northcote Road is a buzzing mass of shops, cafés and bars and of course, we have plenty of open green spaces around us too.



How to Apply

A letter and a fully completed application form should be sent to:

Deborah Kind, Director of Human Resources,
29b Sudbrooke Road, London SW12 8TQ or
emailed for the attention of Deborah Kind to
People@broomwood.com
Enquiries to 020 8696 8787

Closing date: see advert

For further information about our school please
visit our current website,
www.broomwood.com

Broomwood is committed to safeguarding and promoting the welfare of young people. The successful applicant will be subject to an enhanced DBS check. Unless otherwise stated, all posts are exempt from the Rehabilitation of Offenders Act (ROA) 1974. In addition, in applying for a role at Broomwood short-listed, applicants consent to an online search of their publicly available data, and will comply with other role-appropriate vetting, in accordance with KCSIE.

We value and encourage diversity in our workforce and are committed to promoting equality and eliminating discrimination. As an employer, we are aware of our obligations under the Equality Act 2010 and are committed to offering support and making reasonable adjustments to allow full participation in the process.



BROOMWOOD

"Dukes Education is a family of schools and educational services based in the UK. Our schools are distinctive in identity and style, yet united in offering outstanding teaching and learning, providing the strongest foundations for young people to lead meaningful and fulfilling lives."

Broomwood.com

Broomwood is proud to be part
of the Dukes Education family
Together we're extraordinary.

