



ST GEORGE'S SCHOOL HARPENDEN

A non-denominational Christian day and boarding school



Application Pack for CHEFS



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About St George's Catering

The Catering Team at St George's is made up a group of very talented, and passionate Chefs and Kitchen Assistants who come from very diverse catering backgrounds. We all work to ensure our day students, boarding community and staff are well looked after throughout the day.

We pride ourselves that all our produce is sourced locally and delivered fresh daily, to ensure the very best quality possible.

The day starts with a full English breakfast for our boarding community and breakfast club for our day students.

Its then full steam ahead for lunch service that consists of: a selection of home cooked hot dinners (incorporating flavours and dishes from around the world); a vibrant salad counter; a jacket potato bar with numerous hot and cold toppings; a very popular pasta bar and not forgetting the good old sandwich and homemade soup of the day. The meal is then finished off with a vast selection of hot and cold desserts that are made fresh daily.

Once the school quietens down its time to start to think about the boarding supper, which consists of 3 home made hot dinners each evening, all made from scratch fresh that day. In addition, we hold regular theme nights for our boarders, where members of our team can demonstrate their favourite dishes and cuisines from around the world.



At the weekends the school reduces down to just the Boarding community, so this allows us to spend a little more time on making their meals that extra special.



In addition to school meals, throughout the year we cater for numerous events, such as dinner dances, Black Tie balls, canapé receptions, wedding breakfasts and afternoon teas for special occasions. We cater for these special events for both the school and the wider community. This gives us time to really show our passion and flair in creating some truly amazing dishes.



ST GEORGE'S SCHOOL

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About St George's School

St George's is a thriving, busy and heavily over-subscribed 11-18 all ability, co-educational school with 1370 pupils including 400 in the academic Sixth Form and approximately 118 boarders. There are over 98 well qualified and committed full-time and part-time teachers; the full complement of adults employed by the Governors is over 250.

The school is rated outstanding by Ofsted; and for the last six years we have continued to have success at both GCSE and A level. 92% of students in Year 11 have achieved 5 or more GCSE passes at grades 4 - 9. At A Level 96% of students achieve at least 3 A Levels and 100% at least 2 A Levels. Our Progress 8 measure is 0.78 and places us as ninth out of all non-selective schools in the country. We are proud of what our young people achieve both in and outside of the classroom.

We believe that our staff are the best asset that our school has. We appreciate the skills, knowledge and understanding that staff have of the craft of teaching, and other areas of expertise. We are always encouraging staff to **continue to develop** their own skill base and experience, as well as provide opportunities for the sharing of that knowledge with others. We consider ourselves to be a supportive and friendly environment.

As St George's is a **Christian Foundation School**, we ask our staff to support us in this endeavour, even if it is not their personal belief or faith. We consider that it is our duty to provide pupils with good role models, and to that end we request that staff have high personal standards in dress, manners and behaviour. Our **Chapel** is central to the life of our school, and as part of our teaching community you attend Chapel once a week with your House and tutees. Many of our staff choose to take an active part in chapel life, and we are grateful that many are willing to share their own experiences of faith and life with students. Part of our expectations of pupils, is for them to attend Sunday Chapel three times per term. Staff are very welcome to attend Sunday Chapel, but it is not part of our formal expectations for most staff.

The **Pastoral System** at St George's is centred around four **Houses**. These form a "school within a school" culture. Students are known by their house, are loyal to it, and are passionate about being a part of it. Teaching staff are also appointed as tutors and have an extensive range of responsibilities attached to this position. Tutor groups are arranged on a partial vertical system with lower school tutor groups comprising pupils from year 7 and 8, middle school tutor bases, year 9, 10 and 11 and the Upper School tutor bases having a mix of year 12 and year 13 students.



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About St George's continued...

We encourage all staff to contribute to our **extra-curricular programme**. Our pupils are fun to be with, are grateful for the effort that staff put into extra-curricular delivery, and are supportive of it. Our strong behaviour ethos means that they are excellent companions of trips and are keen to learn from these educational and cultural activities. We are a busy school, with a great many things happening.



St George's is a **State Boarding School**, one of only 40 in the country. We currently host 118 boarders in our community from places as far afield as Hertfordshire, Spain and Nigeria. We ask all of our staff to take an interest in our Boarding community and to be involved whenever and where ever that is possible.

This year we have been recognised as The Sunday Times Comprehensive School of the Year 2019. The accolade recognises not only our outstanding examination results but also our excellent pastoral care and our work on behalf of various charities within our community.

At St George's we often refer to ourselves as the "**St George's family**" or the "**St George's Community**". We consider that our "school" includes our parental body, and the many external agencies that we work with. We are grateful that we enjoy considerable support from our parents who provide valuable assistance. They raise much needed funds through the Cecil Grant Trust Fund, and provide entertainment and fun, as well as financial assistance through our active and engaging PSA. We also have a number of parental volunteers, who support the school in helping to run the school shop, provide assistance to the Chartered Librarian, coach sports and support our Science Technicians. In addition to this the school has an active Alumni Association.

I look forward to welcoming you to our school community.

Helen Barton MA
Headmistress





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About the role

Do you want to join a busy, vibrant catering team that supports a wide-range of functions, from school dinners and evening meals, to wedding receptions, christenings and social galas?

Are you a chef with a broad brush of catering skills?

We have 1 vacancy for an experienced Chef.

The successful candidate will have:

- excellent all-round experience in the preparation of high quality meals for a large volume, in a fast-paced environment;
- experience of preparing balanced menus, taking into account the dietary needs of children from varied cultural and religious backgrounds and
- experience in providing catering for a wide variety of social functions (eg wedding receptions, christenings and gala dinners)

In return, we can offer:

- Additional training and support
- Free Lunch on working days
- Use of the school's fitness suite
- Childcare Voucher Scheme
- As a permanent member of staff you can apply for a day admission place for your child at St George's School subject to meeting the requirements of criterion 2 of our published Admissions Criteria
- Free parking on school site

The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory full enhanced, with list checks, Disclosure and Barring Service disclosure.





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CHEF—OUTLINE OF RESPONSIBILITIES/DUTIES

DUTIES TO INCLUDE:

- To provide fresh home cooked food for pupils and staff, on a daily basis to include breakfast club, break, lunch and supper (depending on shift pattern).
- To provide a lunch & supper provision for the boarding community of approximately 120 at the weekend (depending on shift pattern).
- Produce all meals in line with the current food allergy legislation. An awareness of the day and boarding students who have specific dietary / religious requirements.
- Ordering of supplies as per menus, keeping strict cost implications in mind.
- Ensure receipt, storage and handling of all food stock meets hygiene standards.
- To ensure that personal, and working hygiene and safety standards are not less than school and statutory regulations.
- To complete and check due diligence records.
- To deal with any customer complaints and compliments and report to the management team.
- To have a flexible approach to your work that fits in with the requirements of the school kitchen.

HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health and safety, food safety, confidentiality and data protection, and report all concerns to an appropriate person.

DISCLOSURE & BARRING SERVICE

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of the school's pre-employment checks.

All those required to have a DBS check are required to inform the school at the earliest opportunity of any conviction, caution or bind-over that they have received or any police investigation which may lead to one of these. Failure to do so, without legitimate cause, would be a serious breach of school discipline.





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Important Information and How to Apply

Salary Information: Scale H6, Pt 18 (£24,922 pa inclusive of fringe)
(approximate starting hourly rate £10.25)

Hours: 37 hours per week, within a team rotating shift pattern
The position is a 52 week contract (ie working across the whole year),
although we **may** consider a term time only contract.

Start Date: Spring Term 2020

Closing Date : 4 December 2019

Applications will be shortlisted throughout the process and we may interview and close the advert early if we are in a position to recruit a suitable candidate.

Interview Date: w/c 9 December 2019

Please complete an application form and send to: recruitment@stgeorges.herts.sch.uk

St Georges School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. This post will require a Full Enhanced , with List Checks Disclosure and Barring Service check (DBS)

