



ST MARY'S SCHOOL ASCOT

APPOINTMENT OF A HEAD CHEF

WELCOME TO ST MARY'S SCHOOL ASCOT

Welcome



Thank you for taking an interest in joining us at St Mary's School Ascot. Ours is a warm and caring community where we are passionate about bringing out the full potential of each of our 390 pupils. We are proud of the strength of our academic achievements and work tirelessly to build on our tradition of excellence both in and out of the classroom. As a full boarding school, we offer a wealth of co-curricular opportunities, meaning that life at St Mary's is vibrant, exciting and always good fun.

St Mary's offers a stimulating and fulfilling working environment. Our staff are talented, friendly, and absolutely dedicated to the work they do. They enjoy supporting each other, and take pride in helping us to provide the very best all-round education for the pupils in our care.

We know that the successful candidate will love working here. We look forward to hearing from you.

Mrs Danuta Staunton
Headmistress



THE VISION AND ETHOS OF OUR SCHOOL

The school's Vision is to provide a modern and holistic Catholic education of outstanding quality for young women to inspire and empower them to play their full part in the global community.

The school's Ethos to realise this Vision is:

- **Nurturing** in each pupil a sense of their own worth and talents by fostering their intellectual, spiritual and personal development.
- **Developing** in each pupil a love of learning and independent thought through a rigorous academic education.
- **Promoting** a strong sense of personal responsibility, kindness, cooperation and social justice founded in respect for the diverse needs of others in a global community.
- **Encouraging** each pupil to enjoy the full sacramental life and spiritual richness of the Catholic Church.
- **Fostering** a partnership between parents, school and the wider community.
- **Inspiring** in each pupil the confidence to collaborate and to lead through an enriching and fulfilling boarding experience.
- **Following** in the spirit of Mary Ward who cherished 'freedom of spirit, sincerity, and a cheerful disposition'.



OUR KEY FEATURES

The Board of Governors defines the school through five features:

A Roman Catholic school. Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

A girls' school. St Mary's puts the interest of girls first, allowing them to reach their full potential in all that they choose to do.

A full boarding school. Over 95% of our pupils are full termly boarders and the rest are day boarders. All staff contribute to the boarding life of the school.

A relatively small school. We are proud to be a small school which enables us to provide first class individual education and pastoral care to all our pupils.

An academic school. St Mary's has a strong record of academic excellence. In 2022, 80% of all A Levels were graded A* or A and 87% of all GCSEs were graded 9 or 8. There are over 120 pupils in the Sixth Form all following A Level courses, and all are supported in their journeys into higher education, including Oxbridge.



ABOUT THE SCHOOL

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the Berkshire countryside, a 45 minute journey from London, and a 20 minute walk from Ascot train station. The school was founded in 1885 by the Institute of the Blessed Virgin Mary, drawing on the inspiration of the Institute's foundress, Mary Ward, who dedicated her life to promoting girls' education across Europe in the 17th century. Mary Ward's belief, that 'women in time will come to do much', infuses the very fabric of St Mary's to this day.

St Mary's is a boarding school, with only a handful of day pupils who live nearby. The majority of our intake is at Years 7 and 9. Very few girls leave at the end of Year 11. The girls follow a full and challenging academic curriculum throughout the school day. In the afternoons and evenings and on weekends, they take advantage of a vast range of activities, including visiting speakers, academic support sessions, clubs and societies, sport and trips.

The school continues to invest in the development of first class facilities. These include a state-of-the-art performing arts centre, a purpose-built sports complex and all-weather athletics track, two libraries, a new pupil refectory, and most recently a sixth form boarding complex.

The Headmistress is a member of HMC (Headmasters' and Headmistresses' Conference), the GSA (Girls Schools Association), CISC (Catholic Independent Schools Conference) and the BSA (Boarding Schools Association).

For more information about the school, please visit our website: www.st-marys-ascot.co.uk



ABOUT THE ROLE

St Mary's is looking to appoint a **Head Chef** for an immediate start.

This is a full time, year round appointment.

The Board of Governors and Headmistress place a very high priority on the provision of excellent catering to the pupils of the school. It is essential that the school's catering team operate at the highest of standards to ensure that the pupils enjoy meals that are planned with great care, prepared with skill, presented with imagination and flair and of course taste delicious. The meal experience at St Mary's is excellent and we are seeking an innovative and driven individual to continue with this development. We are looking for the WOW factor.

The Line Manager for the Head Chef is the Head of Catering. The Head Chef will also take direction from the Pastoral Deputy Head and Bursar.

St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

RESPONSIBILITIES

The Head Chef's primary role is the leadership of the chef and porter team in order to provide first class catering support to all activities at the school and leadership of the entire catering department in the absence of the Head of Catering.

This is a demanding and busy appointment within this prestigious Roman Catholic boarding school and the incumbent has an important management and hands-on role. The key elements of this role include but are not limited to:

- **Leader and Line Manager.** Head Chef will take control of the chef team which consists of six full time chefs, two term time only chefs and a number of kitchen support staff. He or she will be their line manager responsible for day-to-day management and appraisal. The Head Chef will work closely with the Head of Catering over the recruitment, induction, training, competency and discipline protocols. In conjunction with the two Deputy Catering Managers, the Head Chef will also be the line manager of the front of house staff and he or she will often be required to lead and supervise them in the absence of the Head of Catering. In the absence of the Head of Catering, the Head Chef will be responsible for all the catering staff, including the Deputy Managers.
- **Food Preparation.** The Head Chef is responsible for the production, presentation and quality of all food produced by the school's catering department. The core operation is production of breakfast, lunch and dinner for the 400 pupils but this is complimented by catering for staff and many varied special events. He or she will drive the quality by not only careful and positive delegation & supervision of the existing chef team but will also take a very hands-on approach to the preparation, cooking and presentation of dishes. The Head Chef will need to lead by example.
- **Menu Planning.** The Head Chef will work with the Head of Catering in creating, costing, planning and resourcing a creative, bespoke, inspiring, nutritious, seasonal and well-balanced menu.
- **Production Control.** The Head Chef will be required to monitor the food production within the kitchen to ensure waste is minimised, whilst all pupils receive sufficient quantity and choice in accordance with school policy.
- **Special Events.** The school hosts numerous special events throughout the year which vary from a summer ball for 400 guests to small intimate dinner parties. The Head Chef will have a key role in planning, costing, preparing and delivering these events.



- **Budget Holder.** The catering budgets are delegated to the Head of Catering, but the Head Chef will be required to work closely with him to ensure that the quality that is delivered by the catering team is achieved without compromising value for money. The Head Chef will need to be able to work within set budgets.
- **Purchasing.** The Head Chef will take the lead on purchasing and will be supported by the two Deputy Catering Managers. The Head Chef will liaise with suppliers, setting ingredient specifications, conducting quality assurance and ensuring full traceability.
- **Stock Control.** The Head Chef will be responsible for control of all stock, including a monthly stock take.
- **Lettings.** The Head Chef will be involved in all catering aspects of the school's income generation and lettings program. Examples of this include residential holiday camps during the Easter and summer holidays, wedding receptions and other miscellaneous residential and non-residential lettings.
- **Food Hygiene, Health and Safety and Allergen Management.** The Head Chef will take the lead in managing food safety including HACCP, health and hygiene within the kitchen. The Head Chef must be prepared to not only lead this critical area by example but also be prepared to enforce it daily. His or her responsibilities will include managing and implementing a comprehensive suite of record keeping such as temperature, production and waste management records. Although the Head of Catering will retain overall responsibility for Health and Safety matters throughout the catering department, the Head Chef will be required to positively support them in that role. The Head Chef will create and introduce safe systems of work for service and any supporting dish specifications; this will include catering for special diets and allergen management, including Natasha's Law.
- **Committees.** The Head Chef will be required to attend and contribute to the work of the school Food Committee chaired by the Pastoral Deputy Head. The Head Chef is required to act upon feedback from pupils and staff to ensure a high quality of service is provided at all times in a friendly and efficient manner.
- **Appraisals & Training.** The Head Chef will work with the Head of Catering to complete regular appraisals for the catering team. Post appraisals the Head Chef will be required to complete individual and group training as part of the department annual training and development plan.
- **Miscellaneous.** In addition, the support staff are part of a team that provides all aspects of support for the Headmistress and her senior team to run the school. The Head Chef will in general work from the catering department but will nonetheless work with many of the teaching and pastoral staff in order to support the aims of the school. He or she will always be prepared to perform other duties as required by the Headmistress, Deputy Headmistress, Pastoral Deputy Headmistress or Bursar in support of the school's activities. This is an essential part of the role.



PERSON SPECIFICATION

The successful applicant will be able to demonstrate the following:

Qualifications	
City and Guilds 706 Level 1 & 2 Or Level 2 Diploma in Professional Cookery Or equivalent	Essential
BTEC National Certificate/Diploma: Hospitality or Hospitality Supervision Or BTEC HND in Professional Cookery	Highly Desirable
Relevant managing food safely and/or catering health and safety qualification	Essential
Knowledge or Experience	
A first class chef who is passionate about food	Essential
Good experience in a variety of roles in a professional kitchen	Essential
Experience of managing a budget	Desirable
Management/leadership experience	Highly desirable
Management/leadership potential	Essential
Experience as Head Chef in a high volume establishment	Highly desirable
Experience of working in a school	Desirable
Personal Skills and Attributes	
Strong leadership and management skills with ability to motivate and develop staff	Essential
Innovative and creative in problem solving	Highly desirable
Willingness to cross boundaries	Essential
Highly effective organisational and time management skills	Essential
Approachable and confident in dealing with a wide variety of people; able to establish and maintain effective, professional working relationships with fellow employees, other departments, contractors and members of academic staff.	Essential
Strong communication skills	Essential
Ability to be flexible and work to deadlines under pressure	Essential
A tactful, confident and mature disposition with plenty of stamina	Essential
A team player with a keen sense of humour	Highly desirable



WORKING AT ST MARY'S

A Catholic school. Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be Catholic but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

Full Time/Part Time. This is a full time year round appointment.

Accommodation. This is not a residential post.

Working Days and Hours. This is a full time appointment based on a 5 day working week (5/7 as the business requires) and a minimum of 42.5 hours per week. The incumbent is expected to be flexible in his or her attitude to hours of work and will be expected to manage working hours in line with the needs of the school. Shifts will be determined by the school diary which means occasional late nights, long days and weekend working and will be required all of which reflect the full boarding nature of the school.

Holidays. The Head Chef will be entitled to 28 days holiday during the first year rising to 33 days holiday in the second year; these figures include bank holidays. Public holidays occurring during term time are regarded as working days.

Probationary Period. The first six months of employment will be a probationary period during which the notice period for both the job holder and the school is four weeks. The school reserves the right to extend this probationary period by a further 6 months.

Notice period. On successful completion of the probationary period, the notice period for both the job holder and the school will be three months.

Pension. The Head Chef will be auto enrolled into the school's workplace pension scheme.

Salary. A competitive annual salary between £48,000 to £52,000 depending on experience and qualifications will be offered. There is no overtime offered to staff of this seniority.



HOW TO APPLY

A short letter of application addressed to the Bursar, Mr G K Brand, a completed application form and the names, addresses and telephone numbers of three referees (including the current or latest employer) should be sent to: recruitment@st-marys-ascot.co.uk

Applications will be considered upon receipt.





ST MARY'S SCHOOL ASCOT

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