ST MARY'S SCHOOL ASCOT

APPOINTMENT OF A PASTRY CHEF

Welcome to St Mary's School Ascot

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 stresngth 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. 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 Pastry Chef for an immediate start. This is a full-time 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 kitchen operates 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. We look for high quality meals, far exceeding the expectation of a normal school meal, which are not only home-cooked, but also home-made.

The school has invested significant capital funds in refurbishing and extending the pupil refectory, refurbishing the staff refectory and creating a brand new wash-up area within the catering department. This investment reflects the high priority that the school places on the catering operation.

During the school holidays the site remains a busy environment with community groups and others making full use of the school. This includes residential language schools during the Easter and Summe holidays.

The primary role of the Pastry Chef is to prepare cakes and pastry items of the highest standards.

The Line Manager for the Pastry Chef is the Head Chef. They will take day to day direction from Senior Chefs and Supervisors within the catering department.

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 Pastry Chef will be responsible for the preparation and serving of the home baked pastry items at breakfast, lunch and supper (and break times) for the pupils and staff. Their duties include sourcing suppliers to ensure a reliable supply of ingredients, testing new recipes and working with a team of other Chefs. The Pastry Chef will also play a key role in the preparation of food service for both large and small functions.

The main responsibilities and duties of the post will generally include but are not limited to the following:

Hygiene, Health and Safety

- Adhere to food hygiene, personal hygiene and safety regulations.
- Set the example and report any non-compliance of more junior team members to the Head Chef.
- Ensure all goods are received stored and handled in line with the food manual and prevailing statutory regulations.
- Adhere to any changes in statutory requirements and ensure such changes are maintained such that no breaches of requirements occur.
- Adhere to all health and safety requirements.

Ordering, Receipt and Storage of Goods

- Ensure all goods are put away and storage regime complies with good practice, safe procedures and in line with the food manual.
- Ensure all storage areas are kept in good order with rotation of stocks.
- Carry out stock takes of storeroom, refrigerators, freezers and kitchen as directed.

Food Production

- Be available to work at critical service times.
- Be comfortable working with a variety of food.
- Ensure food is produced to the required standard and deliver to the service times.
- Ensure the food required is produced according to the food standards manual and high quality standards are maintained.
- Plan quantities and adopt batch cooking methods.

- Ensure all work is carried out in a tidy, well organised and orderly manner.
- Food must be prepared and displayed to a high-level quality appearance and taste.
- Responsible for the dishes to be replenished without a gap in the availability of the items being served.
- Ensure kitchen duty records are completed for own food production.
- Provide input into menu planning.

Budget and Financial

- Keep to a minimum any waste by working closely with the chef team and to ensure that good stock rotation takes place.
- Ensure food is prepared as planned and assessment of portion numbers is recorded.
- Communicate portion sizes to service personnel.
- Responsible for recording of any items returned to stores.
- Ensure display of food encourages, as far as reasonably possible, the selection or service of allocated portions.
- Use appropriate method of food production e.g. batch cooking keeps excess production to a minimum.
- Ensure all items used in food preparation for special functions as prepared during own shift are recorded and given to the Head Chef.

Other

- Attend meetings or training courses as directed by the school
- Any other reasonable requests/duties which may be required by the Head of Catering, the Assistant Catering Manager or the Chefs.

Person Specification

The school seeks an enthusiastic and hardworking team player willing to join a fast paced and driven department dedicated to providing an outstanding catering service to the pupils, staff and visitors at St Mary's School Ascot. The Pastry Chef will be excellent in timekeeping and able to demonstrate a strong work ethic. They will have a conscientious approach to all tasks and great attention to detail. The Pastry Chef will be self-motivated and willing to be flexible in the workplace. They will enjoy working within a team and will be comfortable in the presence of young people.

It is essential that the Pastry Chef:

- Has high levels of personal hygiene.
- Be well presented and uniform to be worn at all times.
- Has the ability to manage and prioritise several tasks and be flexible in their approach as needed.
- Be creative with displays and themes.
- Gives clear information to the catering staff.
- Exhibits the ability to prepare excellent food to a very high and consistent standard.
- Projects a willing and helpful attitude to pupil, staff and visitors and other team members.
- Has a relevant pastry experience within the catering industry.
- Has a sound understanding of health and hygiene within a catering environment.
- Has a sound knowledge of current allergen legislation.

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 appointment.

Accommodation. This is not a residential post.

Working Days and Hours. This is a full-time appointment based on core working hours of 8.00am-4.30pm on Monday to Friday for 52 weeks of the year. 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.

Compulsory Additional Working Days. All staff are required to work on the Open Day – a Saturday in June or July and on the Confirmation Day – a Saturday currently during the summer term. Staff who are already required to be on duty for these days who work longer than their normal hours will be paid for the additional hours worked. Staff who are required to work and who would not have otherwise been on duty will be paid for all the additional hours worked. The normal hourly rate of pay will be used.

Salary. £33,120 per annum.

Holidays. The Pastry Chef will be entitled to 33 days holiday which are inclusive of public holidays that fall during the school holiday periods. The Pastry Chef is to take the holiday during the school holidays avoiding INSET days. Pastry Chefs whose role involves working during the language schools in the school holidays must arrange to take their holiday outside of these language school commitments. Public holidays occurring during term time are regarded as working days. All staff are required to reserve 3 days holiday for the Christmas period.

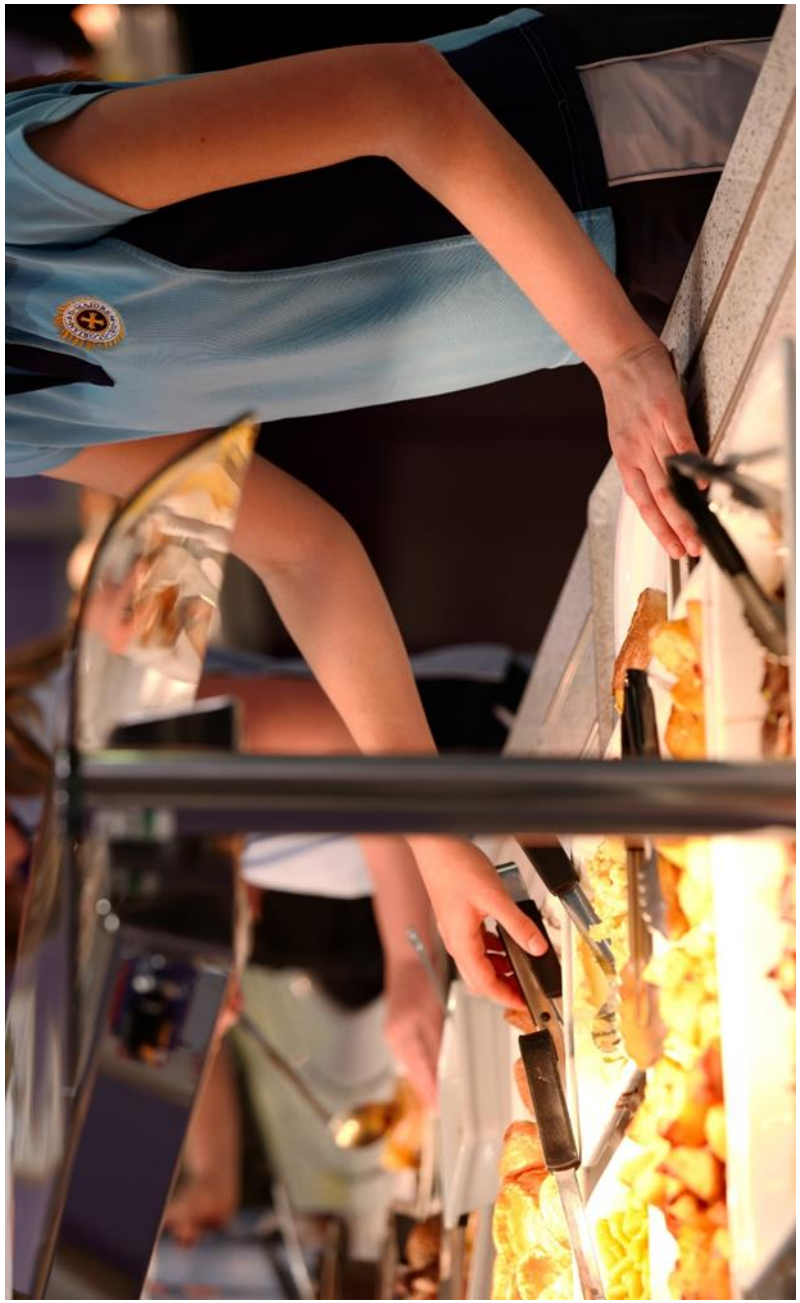
Probationary Period. The first six months of employment will be a probationary period during which the notice period for both the job holder and the school is two weeks. The school reserves the right to extend this probationary period by a further 3 months.

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

Training. You will be required to attend training days as required by the Head of Catering. Your salary takes into account one day of training per annum.

Pension. The successful candidate will be automatically enrolled in the Workplace Pension Scheme provided by The People's Pension.

About the Role



How to Apply

Please complete the online application form selecting Pastry Chef from the drop-down menu.
https://www.st-marys-ascot.co.uk/recruitmentapplicationform/

A short letter of application addressed to the Bursar, Mr. Giles Brand, should be included with your application form. Applications will be considered on receipt. Interested applicants are advised to submit their application as early as possible to avoid missing your opportunity to apply. **Applicants must have a valid right to work in the UK.**

St Mary's School Ascot is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure & Barring Service (DBS) and social media checks.

ST MARY'S SCHOOL ASCOT

ST MARY'S ROAD, ASCOT, BERKSHIRE, SL5 9JF
TELEPHONE: +44 (0)1344 296600
WEB: WWW.ST-MARYS-ASCOT.CO.UK