



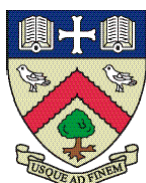
Deputy Chef Candidate Information

July 2022



**CHELTENHAM
BOURNSIDE
SCHOOL**

Empowering lives
through learning



CHELTENHAM BOURNSIDE SCHOOL



Welcome to Bournside

People are at the heart of Bournside.

Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious,** and **Supportive**. These are our values and whilst you'll see them written on our website and on our corridor walls, where you'll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn, and the way we ensure that every day, in and out of lessons we are living our vision: **empowering lives through learning**.

Bournside is a large school with over 200 staff and 1,700 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. The size of our school means that whatever your role, you'll benefit from having a dedicated, specialist team around you. Everyone is a member of one of our six houses; coupled with our vertical tutor group model, for students, the house system aims to nurture and enhance a sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It's not at all unusual for several generations from the same family to have been part of Bournside school. We've been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many sports local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is 9am 15th August 2022.

I look forward to receiving your application to join us in **empowering lives through learning**.

Steve Jefferies
Headteacher



CHELTENHAM BOURNSIDE SCHOOL

Deputy Chef

Start date: September 2022 or as soon as possible after
Salary: £12,727 - £14,332
Contract: 27.5 hours per week, 39 weeks per year, Permanent Position

An outstanding opportunity has arisen to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2016), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.

We are looking to appoint a Deputy Chef to join our in housed catering team.

As Deputy Chef, you will support the catering lead in the provision of the catering facility at Bournside School.



Empowering lives through learning

Applications by:
9am 15th August 2022.

You will assist with providing nutritious, balanced meals following different dietary requirements for both students, staff and visitors as well as carry out administrative tasks including menu planning.

You will be joining a team of 8 consisting of a Catering Lead, Pastry Chef and 6 Kitchen Assistants.

Our outstanding dining centres and Pit Stop Café provide the forum for students to meet and social over food and drinks at key points throughout the day. The experience students have whilst in these areas is critical to their perception of our school and their happiness and enjoyment of it.

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date.

Application pack:

www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/

Warden Hill Road, Cheltenham, GL51 3EF | hr@bournside.gloucs.sch.uk | 01242 235555



Job Description

Deputy Chef

Post title: Deputy Chef

Responsible to: Catering Lead

Hours per week: 27.5 hours per week

Working days and hour: Monday to Friday, start and finish times agreed with line manager

Working Weeks: 39 weeks per year

Contract Type: Permanent

Salary: £12,727 - £14,332 (Based on Grades F6-12 £20,043 - £22,751 Full time equivalent)

Purpose

- To support the Catering Lead in the provision of the catering facility of the school.
- To help maintain a safe working environment for the staff.
- To undertake safe working practices within the kitchen and satellite catering facilities.

Specific responsibilities

- Assist the Catering Lead to manage the food and beverage provision, taking responsibility of meal preparation with the assistance of the Catering Lead.
- Work with the Catering Lead to plan menus and update menus when required including menu pricing in line with budget
- Manage stock levels and minimise wastage and ensuring this does not have a negative impact on the effective operation and profitability of the catering operation.
- Order stock with regular suppliers.
- Ensure sufficient food is available at all time during all services throughout the school day.
- Ensure health and safety regulations are met.
- Ensuring compliance with all fire, licensing, food safety and employment regulations.
- To maintain hygienic standards as laid down by the Management and the Food Safety Act 1990, Food Safety (General Food Staff Regulations 1995) and the Food Safety Temperature Control Regulations 1995
- To deputise for the Catering Lead during periods of absence
- To be available for duty at specified dates on the school calendar for external functions

Health and Safety

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the post holder or other. To report to the line manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



Person Specification

Deputy Chef

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Level 2 Food Hygiene Certificate Allergy Awareness Qualification HACCP training 	
Experience, understanding, and knowledge	<ul style="list-style-type: none"> Experience of working within a catering environment, ideally within a mass catering setting Proven understanding of menu pricing and budget management Good verbal and written communication skills Experience of keeping Health and Safety records 	<ul style="list-style-type: none"> Experience in working in a secondary school Understanding of Child protection/safeguarding Experience of working with a till system
Personal qualities	<ul style="list-style-type: none"> Excellent oral communicator and interpersonal skills Ability to relate to both adults and children Good problem-solving skills Self-motivated with high levels of personal drive Ability to meet deadlines Ability to work effectively whilst alone and also as part of a larger team Is aware of their own strengths and areas for further development Resilient and able to accept constructive feedback from others in order to further improve performance Able to priorities tasks effectively and efficiently Ability to handle confidential information sensitively 	



Settling in at Bournside

We will fully support you with your transition to Bournside. The Deputy Headteacher, oversees the provision for new staff, including your induction during the first year of teaching with us to support you in understanding and coping with your new role.

Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This full day of training provides information about the aspects of Bournside school life which will be needed as soon as your start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



Continuing Professional Development

We are forward-thinking in our approach to Continuing Professional Development (CPD) and pride ourselves on the opportunities we offer to support your progression. Whether you join us as a member of teaching or support staff, we invest in your career through whole staff training, sharing best practice, peer observation, personal and departmental development time, focused workshops, external courses, and performance management and review.

We are delighted to have been awarded the Silver Award for Professional Development from the Teacher Development Trust (TDT) in recognition of our CPD provision for teaching and support staff.

The auditor praised The consideration of the needs of all colleagues is a real strength here, in particular considering how best to support the CPD needs of part-time staff and flexible working, showing a real understanding of the impact that a supportive working environment can have on teacher wellbeing and outcomes for students.



Employee Benefits

Support Staff

General

- Provision of all necessary IT equipment.

Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.

Professional development

- Support to complete further academic study and professional qualifications.

Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.



Our Values

We are...

PURPOSEFUL

We persevere to achieve our goals and aspirations

PROUD

We celebrate everyone's effort and achievements

RESPECTFUL

We care about each other and believe in equality and kindness

CURIOUS

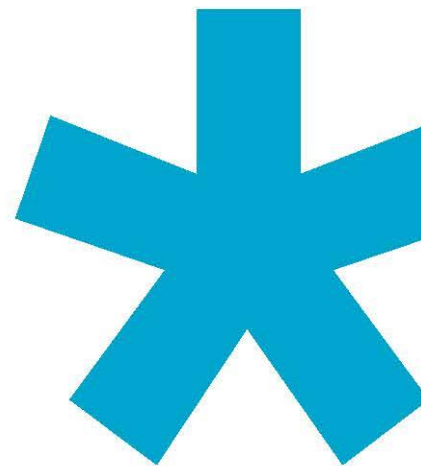
We have enquiring minds and are not afraid of challenge

SUPPORTIVE

We make a positive difference to each other's lives

AMBITIOUS

We aim for the very best in all we do



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