



Candidate Information

Chef Supervisor

May 2022

The Catering Department

We cater, over two campuses, for eight hundred pupils aged from 2 to 18 years, plus an additional one hundred and fifty staff. As well as the day-to-day catering operation, we also cater for match teas, weddings, formal dinners and charity balls, barbecues, garden parties and dinners from three to 300 guests. We have a very hard working and dedicated catering team of around 25 and we work with predominately fresh, local ingredients, delivered daily. During the School holidays we cater for residential music courses and an overseas language school and the post is not therefore limited to School term times only. We currently hold five stars in the food safety scheme.

The Role

- Assist the Head Chef in cooking the daily school menu plus any internal or external functions;
- Ensure all dishes are cooked, displayed and presented on time and in the correct containers and serveries;
- Cook and serve boarders' supper, match teas and carry out advance food preparation for the following shift as required;
- Serve on the main counters during meals ensuring accurate portion control and steady speed of service;
- Assist the Head Chef in supervising and training kitchen assistants;
- Keep HACCP records, such as for refrigerators and food temperatures;
- Deputise and do all the cooking in the Head Chef's absence;
- Assist the kitchen assistants in their duties when requested and as required;
- Assist with stock control levels, accurate stock rotation, safe stock storage;
- Be occasional Chef in charge and conduct all the cooking during holiday lets and other occasions;
- Deal with any ad hoc requests in a friendly and professional manner;
- Maintain high standards within School policies on Health and Safety and personal/food hygiene;
- Relate to staff and pupils in a helpful and professional manner;
- The postholder will be required to use strong chemicals and must therefore perform such duties with care and general responsibility to self and others;
- Whilst the role involves limited interaction with children, the postholder will be expected to comply with the School's policies and procedures for child protection, countering bullying and positive handling, and be aware of the appropriate response needed in these areas;
- The postholder will hold a current Basic Food Hygiene Certificate.

Terms and Conditions

We are looking for a Weekend Chef Supervisor to work 10.30am – 7.00pm Saturday (£14.37p/h) and Sunday (£19.16p/h).

There are approximately 25 working Saturdays per year.

Lunch is available free of charge during term time. Staff may use the fitness facilities in the Sports Hall at the senior site in the evening, if not being used. The School operates a contributory pension scheme which is open to all members of staff. Staff with a contract for at least one full term and who have children who attend the School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 65% for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis.

Any offer of appointment will be subject to satisfactory references, the completion of a successful medical questionnaire and a criminal record check via the Disclosure and Barring Service. It is an offence to apply for this post if you are barred from engaging in regulated activity relevant to children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Child Protection policy may be found on the School's website, which all applicants are expected to read prior to interview.

Letters of application should state what particular skills and attributes you can bring to Sutton Valence School, brief details of how you fit the position, including specific details of skills, experience and achievements.

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms.

To apply, complete the [application and monitoring form](#) and email it with a covering letter to hradmin@svs.org.uk or post it for the attention of the Assistant Bursar, Sutton Valence School, North Street, Sutton Valence, Maidstone, ME17 3HL.

Closing date: Friday 13th May 2022

Sutton Valence School is an equal opportunities employer.

The School

Sutton Valence School consists of Sutton Valence School (SVS) and Sutton Valence Preparatory School (SVPS).

Whilst not fiercely selective on entry, its value added statistics are impressive. For those subjects Sutton Valence offers at A Level, the School aims to be in the top 10% nationally for adding value, managing to bring out the academic potential in every pupil. Equally impressive is the breadth of education on offer, which at GCSE is tailored to each pupil's strengths, recognising that academic achievement is only one measure of success.

The Senior School's roll is currently 540 of which 140 are boarders. Class sizes are small and the overall pupil-staff ratio of 9:1 enables Sutton Valence pupils to benefit from the close guidance and individual attention of teachers. The academic staff are all highly-qualified subject specialists.

Contained within the 100 acre site, there are dedicated games pitches, an all-weather playing surface, a sports centre, which contains a fitness suite, an all-weather athletics track and field sports arena and an indoor six-lane swimming pool. Sutton Valence Preparatory School occupies its own site in the neighbouring village of Chart Sutton and currently has 260 pupils between the ages of two and 11.



Vision, Mission and Ethos

Vision

Through membership of our community and the academic and co-curricular opportunities it provides, we believe that all young people in our School will be enabled to fulfil their true potential. We want our students to be confident, civilised, tolerant and open-minded individuals who possess a love of learning and a strong set of values reflecting our principles as a Christian Foundation.

Our Mission is to provide:

- A caring, supportive and inclusive community for the education of children aged 2-18, day and boarding;
- A challenging, relevant and broad curriculum delivered in ways that allow all to achieve;
- An outstanding range of sporting, artistic, cultural and social activities, and opportunities so that children can develop skills such as self-discipline, commitment, leadership and teamwork;
- A safe, secure and stimulating environment which promotes excellence, independence and high standards whilst providing support to all who need it;
- A grounding in moral and spiritual understanding which will promote respect for others, along with self-respect.

Ethos

A community where each cares for all and individuality is cherished.

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Sutton Valence School

North Street

Sutton Valence

Kent ME17 3HL

www.svs.org.uk

01622 845200

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