



# Chef de Partie



ST HELEN &  
ST KATHARINE

# Welcome from the Headmistress

Hello and thank you for showing an interest in working at St Helen and St Katharine. I am enormously proud of this great girls' school, and I know that this sentiment is shared by colleagues across the staff body.

The students are at the heart of this energy and positive ethos. They are wonderful to work with; enthusiastic, clever, funny, kind, silly, earnest and possessed of an unselfconscious enjoyment of learning and the pleasure of finding out more. They are excited by subjects and delight in their teachers demonstrating their ongoing love of a specialist discipline. They, and their parents, also look to us to work in support of personal development and we continue to evolve our pastoral systems to meet the challenges that the students will encounter in school, in Higher Education and in the world of work and adult life.

Our extra- and supra- curricular programmes are busy and exciting. There is an expectation that students will be busy and that opportunities will be created to harness their enthusiasm. Opportunities to learn beyond the classroom are vital and staff involvement in trips and expeditions is expected.

We have a fantastic support team in these endeavours, and all staff members are valued in whatever role they play in keeping things on track, happy and purposeful. Each staff team reflects the pride we feel collectively in our school.

Our work takes place on a beautifully developed and maintained campus and we are fortunate in the working environment we occupy. The stunning Benedict Building, which houses our sixth form, has further enhanced the site and provides space for even more opportunities for both students and staff, as we develop these for ourselves and in partnership with local schools.

We are fortunate to be over-subscribed and, therefore, selective at each student entry point, but we are not a place that likes to rest on laurels and our departments continually reflect on how they can develop things further. The staff community is very supportive.

We enjoy a very positive relationship with our parent body and don't take for granted their advocacy for St Helen's as a school of choice for a daughter. We have a broad catchment area for a day school with a transport network that spans six counties.

Our Board of Governors is very supportive and interested in the work that we do. They ask challenging questions and delight in our many successes. They have overseen a significant development of the estate and provision in recent years and want to ensure that momentum continues. To that end, we welcome ambitious and energetic applicants who share in the excitement of our mission and who want to develop their careers, working with outstanding students and colleagues.

I do hope that you will apply. St Helen's is a school which both builds on the finest elements of great girls' education and challenges itself to deliver an education that allows our students to encounter their 'now' with confidence and pleasure.

It is a great place to work.



Mrs Rebecca Dougall  
Headmistress







## The School

As one of the leading independent schools in the country, St Helen and St Katharine is an exciting place to work and appointing the very best staff is integral to our success.

St Helen's School was founded in 1903 and was then joined in 1938 by St Katharine's in Wantage. The School is located on a single campus-style site of beautiful Edwardian and modern buildings set in 22 acres of grounds, on the outskirts of Abingdon, some six miles from Oxford. An extensive school bus network facilitates a large student catchment area that includes Oxfordshire, Berkshire, Buckinghamshire and Gloucestershire.

St Helen's is a school where success is celebrated but not revered. Our students achieve excellent academic results, and our goal is to ensure that every girl achieves success as she defines it, so that she can believe in herself, her talents and abilities, and so that she will feel prepared and equipped for life beyond school.

The School is a thriving community of girls and young women aged 9 to 18 years including a small Junior Department comprising one Year 5 and one Year 6 class. St Helen's offers students an outstanding academic education and a rich and varied life beyond the classroom including excellence in sport, the creative and performing arts and a superb range of extracurricular clubs and societies.

We enjoy collaboration with a range of local partner schools, including Radley College, Abingdon, Larkmead, John Mason and Fitzharrys, providing opportunities to enrich the developmental journeys of our students and build positive connections across genders and experiences.

In 2023, we opened the doors to our new sixth form centre, the Benedict Building. The Benedict Building is a physical articulation of the School's vision for Sixth Form – to create an environment for our students that will spark their intellectual spirit and imagination – and provides students with the space and opportunity to grow their academic and extracurricular interests in readiness for the future.

# The staff

St Helen and St Katharine is a very special place to work.

Our students are at the heart of everything we do, we celebrate our powerful sense of community, and we take pride in our very high standards and the strength of our performance. We enjoy a working environment and a culture within the School which focuses on development, inclusion and the pleasure of working all together.

We are always looking at ways to develop our people – students and staff. We look to be progressive, imaginative and respectful; we combine the best of long tradition with a commitment to readying our people for the challenges of the 21st Century. We also firmly believe that a diverse workforce is a better workforce which will help us develop ideas, solve problems and ultimately grow St Helen and St Katharine. Our campus is beautiful and an inspiring place to work. The young people we work with are remarkable and the staff community is welcoming, committed and compassionate.

Every day is different at St Helen and St Katharine. It's fast-paced but never loses sight of the value of individualised conversations and the need for support. We take our commitment to the well-being of staff very seriously and we offer the resources and training to allow people to flourish professionally.

The contribution of every member of the staff team is valued at St Helen and St Katharine, and teaching and support staff work closely together, appreciative of the positive difference everyone can make in their varied roles.







## The role

**Job title:** Chef de Partie

**Reporting to:** Senior Sous Chef and Executive Chef

**Hours of work:** 37.5 hours per week, hours of work are 6.30am to 2.30pm (including 30-minute break). Monday to Friday during School term-time, plus an additional 3 weeks working during School holiday periods (in line with published School term dates). During holiday working weeks, at the Schools discretion, a 20% reduction in working hours can be applied with no impact on pay.

**Pay:** Pro-rated salary (for a full academic year) within the range £23,224 - £25,223, inclusive of 6.4 weeks paid annual leave. Equivalent hourly rates are in the range £14.07 - £15.28. Salary is paid in equal monthly amounts throughout the year.

We are looking to recruit a Chef de Partie to our in-house dedicated and professional Catering Team who provide high quality lunches to around 900 students, staff and visitors daily. There is also a busy hospitality calendar catering for events ranging from working lunches through to fine dining suppers. We have also have two on-site school cafés which are run on a commercial basis, staffed by the Catering team

The Chef de Partie is a key member of the School's Catering Team. Working closely with the Senior Sous Chef and Executive Chef ensuring the smooth running of the kitchen to provide exceptional standards of food and service to students whilst fostering an ethos that works positively and enthusiastically ensuring all students receive the very best catering service.

The successful candidate will have experience of working as a chef and or knowledge of working in a large fast-paced and physically demanding kitchen environment, they will have the ability to use their own creative flair to create innovative, imaginative, nutritious food from seasonal ingredients within the required budgets. At all times, ensuring that food hygiene and safety regulations are maintained.

The successful applicant will take up the post as soon as possible and will report to the Senior Sous Chef and Executive Chef.

# Key responsibilities

- Assist and play an active role in menu development, preparation and service of school lunches and other refreshments to ensure sufficient and varied menus are provided to meet dietary and healthy eating requirements.
- Adhere to all allergy guidance and best practice to ensure all menus, ingredients and requirements are met including completion of all necessary records.
- Assist in organising, preparing, and carrying out special catering function work as required.
- Ensure that all food delivered is handled and stored correctly, including the rotation of stock.
- Ensure that all temperature testing is carried out and recorded as required.
- Ensure that all cleaning requirements are carried out as necessary to ensure a clean, safe, and workable environment at all times to maintain a high standard of food and kitchen hygiene.
- Report any faults with equipment and appliances to the Senior Sous Chef or Executive Chef.
- Assist in maintaining a friendly and helpful atmosphere within the Catering Team, school staff, pupils, visitors, suppliers, and contractors.
- Attend relevant meetings and training sessions.
- Ensure compliance with all food safety legislation relating to the catering industry and with all Health and Safety legislation.

This description is not exhaustive but provided as a general guide to the regular duties to be performed.

You may be reasonably required to perform duties other than those given in the job description for the post. The duties and responsibilities attached to the post may vary from time to time without changing the character of the duties or the level of the responsibility entailed.





# The person

## Skills / abilities

- Passionate about food and levels of service
- Excellent organisational and communication skills
- Efficient, motivated, energetic and able to work under pressure whilst remaining calm
- A positive and cheerful disposition with a can-do attitude
- Willingness to learn and adapt
- Punctual, dependable, and able to manage time effectively to prioritise and complete tasks to a high standard
- Reliable and flexible, prepared to respond to requests at short notice
- Skilled to be able to work both alone and within a team
- Ability to work to deadlines, whilst maintaining a quality service
- Recognition of the importance of personal responsibility for health and safety

## Experience, knowledge and qualifications

### Essential:

- A good standard of English and Maths
- Intermediate Food Hygiene and Safety certificate (or equivalent)
- City & Guilds 706/1 & 2 or NVQ level 3 in catering (or equivalent)
- Experience of a high volume, multi choice catering operation
- Strong and demonstrable experience in working with and managing allergies

### Desirable (training can be provided):

- Diploma in Food Hygiene and Safety
- Advanced Food Hygiene certificate
- Certificate in First Aid
- Knowledge of Health and Safety – Allergens, HACCP and COSHH

## Personal attributes

- A commitment to safeguarding our students in line with the School's safeguarding policies.
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service.

# Salary and benefits

- This is a permanent role to start as soon as possible.
- The working pattern is term-time plus three weeks working in line with published School term dates (the School term is approximately 34.6 weeks in duration therefore total working weeks of 37.6 weeks over a full year). Work pattern in School holidays to be agreed with the Executive Chef in line with operational needs.
- Working hours are Monday to Friday, 37.5 hours per week, hours 6.30am to 2.30pm (including a 30-minute break)
- Flexibility may be required for occasional work in the evening or a day at the weekend when School functions are scheduled at the request of the Executive Chef. Opportunities for overtime may be available connected to School events.
- Paid pro-rata holiday entitlement of 6.4 weeks (this is a pro-rata amount based on 7.6 weeks per year inclusive of public holidays for a full-year member of staff), to be taken during the School holidays.
- The salary range for this post is between £23,224 (min) to £25,223 (max) pro-rata (based on a full time equivalent of £27,511 to £29,879 per annum. Starting salary will be dependent upon skills and experience.
- The successful candidate would have the ability to undertake paid employment elsewhere during non-working (School holiday) periods with the agreement of the Director of Finance and Operations.
- Employees may join a staff Pension Scheme.
- The School currently operates a cycle to work scheme.
- Employees are entitled to free lunches when the kitchens are operating.
- There is free car parking on site.
- Employees may use the fully equipped gymnasium/sports facility on site.
- Employee Assistance Program via confidential telephone service.

St Helen and St Katharine is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and overseas Police checks, if applicable. Employment is subject to these checks





# The process

These job details should be read in conjunction with our Safeguarding policies, available within the Working at St Helen's section of our website.

Please then complete an application form (available within the Working at St Helen's section of our website). The completed and signed application form, along with a brief supporting letter addressed to **Mrs Rebecca Goodwin, Deputy Director of Operations** should be submitted via email ([recruitment@shsk.org.uk](mailto:recruitment@shsk.org.uk)) in the first instance and then sent to:

Human Resources Department  
St Helen and St Katharine  
Faringdon Road  
Abingdon  
Oxfordshire  
OX14 1BE

Please note that any application form submitted electronically must be completed in the existing application form format, within Adobe.

The closing date for this post is **Monday 27 January 2025 at 12.00noon**. Interviews will take place week commencing **3 February 2025**

**Early application is encouraged as we reserve the right to interview suitable applicants as they apply, and in advance of the closing date. If a suitable candidate is identified in advance of the closing date, we may close the position early.**

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who attend an interview.

We look forward to receiving your completed application.



[www.shsk.org.uk](http://www.shsk.org.uk)

 @SHSKSchool

 @StHelenStKatharine

 @SHSKSchool



ST HELEN &  
ST KATHARINE

Independent day school for girls aged 9–18  
Faringdon Road, Abingdon, Oxfordshire OX14 1BE