



# TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



## **Information for Candidates** **Chef Manager** **Truro School Prep**

August 2026

Part Time / Permanent / Term Time Only Plus

Truro School, Trennick Lane, Truro, TR1 1TH  
[www.truroschoo.com](http://www.truroschoo.com), [recruitment@truroschoo.com](mailto:recruitment@truroschoo.com)

Established in 1880, Truro School is Cornwall's leading independent schools for girls and boys aged 3 to 18

## From Kieran Topping Chief Operating Officer



Dear Candidate,

Thank you for your interest in the role of a Chef Manager here at Truro School Prep.

Our School is steeped in 140 years of history, and is Cornwall's leading coeducational independent school for children aged 3-18. We are situated over two campuses. The Senior School educates around 840 pupils and is set within 40 acres of sports fields and open spaces overlooking Truro and its iconic Cathedral. The Prep School educates around 300 pupils and is located next to the Royal Cornwall Hospital. We have superb facilities and resources at both sites that support our forward-looking educational ambitions.

Our Cornish setting allows us the privilege of working in a thriving city surrounded by beautiful rural and coastal opportunities. Our educational philosophy is to promote inclusive excellence, academically, pastorally and via a vibrant co-curriculum, for all who join our school.

Underpinned by a welcoming and liberal Methodist ethos, we champion the values of curiosity, courage, creativity, compassion and confidence in all we do. We want all our pupils to be and to become the very best of themselves, embracing the richness of a broad and forward-thinking education. We want our staff to be excited by what we are able to provide for the children under our care.

We are an excellent co-educational school that is large enough to offer many diverse and exciting opportunities, but small enough to know our children and families well. We champion an ambitious, broad and balanced education, and we hope that everybody who joins us will feel an important part of this flourishing community.

For a flavour of life here at Truro School please look at our website [www.truroschoo.com](http://www.truroschoo.com) and view our virtual tour, where you will see and hear from staff and pupils, and find a glimpse of who we are and where we work.

A handwritten signature in blue ink, appearing to read 'Kieran Topping', written over a light blue circular stamp.

Kieran Topping  
Chief Operating Officer

# The Role- Chef Manager (Prep School)

Responsible to: Operations Manager

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## ROLE OVERVIEW:

The Chef Manager is responsible for the effective day to day management of the Prep School catering operation, ensuring the delivery of high quality, nutritious and well-balanced meals for pupils, staff and visitors.

The postholder will lead the kitchen team in providing a safe, efficient and welcoming catering service, maintaining the highest standards of food hygiene, health and safety, allergen management and customer service. They will oversee menu planning, ordering, stock control and food preparation, while ensuring compliance with all relevant legislation and School policies.

This is a hands-on role requiring strong leadership, excellent organisational skills and a proactive approach to delivering an outstanding catering service within a busy school environment.

## KEY RESPONSIBILITIES:

### Catering Operations:

- Oversee the day-to-day running of the Prep School kitchen and dining service, ensuring a smooth and efficient operation.
- Ensure appropriate catering cover is in place to support daily service, School functions and additional catering requirements as required.
- Prepare, cook and serve meals in accordance with agreed menu cycles and service requirements.
- Maintain high standards of food presentation, quality and customer service.
- Organise and prepare the dining area, including setting out and clearing tables and chairs where required.
- Support wider School catering requirements and events as requested.

### Menu Planning and Nutrition:

- Plan and deliver a healthy, balanced and varied termly menu cycle appropriate for Prep School pupils.
- Ensure menus reflect nutritional guidance, seasonal produce and the needs of the school community.
- Manage and monitor allergen information and dietary requirements, ensuring meals are prepared and served safely and accurately in accordance with legislation and individual needs.
- Work collaboratively with the Operations Manager on menu development, pricing reviews and identifying new products and ingredients.

### Leadership and Team Management:

- Lead, motivate and supervise the kitchen team, ensuring clear communication and a positive working environment.
- Conduct staff briefings at the start of each working day and allocate duties appropriately.
- Support the induction and ongoing training of catering staff as required.
- Promote teamwork and provide practical support across the department during busy periods.

### **Stock Control and Financial Responsibility:**

- Manage ordering of food and catering supplies in line with budget and operational requirements.
- Check deliveries for quality and accuracy and ensure stock is stored safely and appropriately.
- Maintain accurate records relating to deliveries and invoices.
- Carry out termly stock takes and ensure effective stock rotation.
- Monitor and minimise food waste and support cost effective purchasing.

### **Health, Safety and Compliance:**

- Ensure compliance with all relevant legislation including:
  - Food Safety legislation
  - Health and Safety legislation
  - COSHH regulations
  - Allergen regulations and Natasha's Law requirements where applicable
- Maintain the highest standards of cleanliness and hygiene across kitchen and dining areas.
- Ensure catering equipment is used safely and maintained appropriately.
- Report any equipment faults, food safety concerns or operational issues promptly to the Operations Manager.
- Ensure safe food handling and storage procedures are always followed.

### **Safeguarding and School Responsibilities:**

- Always maintain professional standards and confidentiality.
- Support and uphold the school's safeguarding and child welfare procedures.
- Build positive working relationships with colleagues and contribute to the wider life of the school where appropriate.
- Undertake any other duties consistent with the role and operational needs of the school.

## **PERSONAL SPECIFICATION:**

### **Essential:**

- Proven experience of supervising or managing a kitchen and front of house catering team.
- Chef experience within a busy kitchen environment in a role such as Chef de Partie or above.
- Level 2 food hygiene certificate
- Comprehensive understanding and effective management of complex food allergies, intolerances, and nutritional requirements.
- Food safety and safe kitchen practices experience
- Working knowledge of COSHH regulations.
- Ability to lead and motivate a team effectively.
- Strong organisational and time management skills.
- Ability to work independently and use initiative.
- Flexible and proactive approach to work.
- Good communication and interpersonal skills.
- Reliable with excellent attendance and timekeeping.
- A genuine enthusiasm for food preparation and service.
- Sympathy with the Methodist ethos and values of the school.

## Desirable:

- Level 3 Food Hygiene and HACCP qualification.
- Level 3 HACCP qualification
- FSA Food Allergy Training
- HND in Professional Cookery
- Previous experience within a school or educational catering environment.
- Experience of stock control and ordering.
- Knowledge of nutritional requirements for children.

## ADDITIONAL

- Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly.
- Although this role does not involve direct responsibility for children, the postholder will have regular contact with pupils and is expected to maintain appropriate professional boundaries and always uphold safeguarding expectations.
- This job description reflects the current duties of the role and may be reviewed and amended from time to time in line with the operational needs of the school.

*Truro School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with past employers and a Disclosure and Barring Service check. We embrace diversity and promote equality of opportunity. We welcome applications from all sections of the community.*



## Our Values

From nursery through to Sixth Form, the values our community nurtures are:

- **Curiosity** to always want to discover and learn more, academically and more widely too.
- **Confidence** to build resilience by learning from both successes and failures alike.
- **Compassion** to understand and champion the needs of others, in our community and beyond.
- **Creativity** to be imaginative in how we express ourselves and approach new challenges.
- **Courage** to enjoy becoming the very best of who we are, with integrity and ambition.

## Our Ambition

To be a community of inclusion and excellence delivering the best educational journey in the South-West.

Our community and its culture reflect our Methodist foundation and our ongoing evolution in an inspiring Cornish setting. In an ever-changing world, we support and challenge young people to thrive – personally, spiritually, academically, socially, and physically. We value our pupils in the diversity of their identities, beliefs, abilities, talents, interests, backgrounds, and needs. The happiness, energy and wellbeing of our community shapes and inspires who we are and who we can become.



## Truro School Prep

Truro School is the only HMC School in the beautiful duchy of Cornwall and a member of MIST (The Methodist Independent Schools' Trust). It was originally a Direct Grant Boys' Grammar School but became independent in 1976 and fully co-educational in 1990. Truro School Prep (Treliske School until September 2005) was opened in 1936 as the Junior Department to Truro School. It is a member of the IAPS (Independent Association of Prep Schools). Though, like the Senior School, Treliske was originally a boys' school, it became co-educational in 1989. A Pre-Prep Department was opened in 1991. Truro School Prep is beautifully situated on its own separate campus, between the Royal Cornwall Hospital and Truro Golf Club.

Truro School Prep will end this academic year with 285 pupils between the ages of 3 and 11. Children in Year 6 work towards the Prep School Diploma and the school prides itself on having a broad and balanced curriculum. Each year at least 95% of Year 6 (c50 pupils) proceed into Year 7 at the Senior School. Parents like to commit to the through-school 'family' and a large proportion of parents have more than one child across the School. The social life of the School is therefore an important feature of its ethos. At our Senior School there are currently c800 pupils, including a Sixth Form of around 150. In the Senior School there are also 40-50 boarders, national and international. There is no boarding at Truro School Prep. Day pupils travel from throughout the county to our School, including some on the school buses.

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Ongoing investment in our site is important to us. At Truro Prep in 2018 we opened a new suite of six additional purpose-built classrooms; a music room and the Lovett Assembly Hall. Even more recent developments include a refurbished and refitted computer suite, a tree house, and a remodelling of the annexe that houses the educational support rooms and a research room that supports the work of the library.

## Cornwall

Truro School is located in the county of Cornwall, in south-west England. It is surrounded almost exclusively by water which makes it ideal for those who love to spend their downtime at the beach, surfing, sailing, windsurfing or just enjoying a coastal walk. With the nearest beach only a 15-20 minute drive either north or south from Truro School, it is most certainly a life style choice of many. Take a look at [www.visitcornwall.com](http://www.visitcornwall.com) for more information about how to get here, where to stay and what's on.



## TERMS OF APPOINTMENT

If you are appointed to the role, a formal offer will first be made verbally and then followed up with an offer letter and contract of employment. The following are for guidance and may or may not be available at the time of offer. Benefits are subject to change from time to time.

- Competitive salary based on the Truro School Salary Scales
- Generous Defined Contribution Pension scheme with L&G
- Well supported Continued Professional Development and training opportunities
- Lunch and refreshments, including tea, coffee and fruit
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities, and access to staff only fitness sessions
- Free onsite parking
- Discounted school fees
- Employee Assistance Programme

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- Electric Car and Cycle to Work salary sacrifice schemes
- Employee benefits platform and discounted shopping voucher platform

### Salary and Pension Scheme

This role is permanent, term time only plus, working 40 hours per week during term time with an additional 215 hours to be worked in the school holidays.

The shift pattern during term time is Monday to Friday 7am till 3:30pm with a 30-minute unpaid break.

This role is graded at ML1 on the OPS Salary Scales. The starting salary will be £31,033 per annum based on a fte of 0.9052 and a full-time equivalent salary of £34,283pa.

Truro School complies with its legal obligations to provide access to a pension scheme. Operational, Professional and Support (OPS) staff have a pension via L&G whereby the employee contributes a minimum of 5% to their pension and the school will make a 10% contribution.

### Employee Assistance Program/Employee Benefits Platform

Truro School utilises Help@Hand as our EAP provider so all employees have access to a 24/7 helpline and GP and website support. In addition, this platform gives to access hundreds of discounts, offers and savings from high street retailers to holidays, Marks & Spencer to Bloom & Wild.

### Other Employment Checks

The offer of employment will be conditional upon satisfactory receipt of the following;

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|---|---|
| 1. Proof of right to work in the UK                             | 5. Overseas criminal record check (if you have resided or worked out of the UK in the past 3 years) |
| 2. Enhanced criminal background check (DBS) & Barred List check | 6. TRA and section 128 check (if applicable)  |
| 3. Two satisfactory references                                  | 7. Fit to Work Questionnaire  |
| 4. Evidence of qualifications held                              | 8. Acceptable self-disclosure form  |





## APPLICATION PROCESS

To apply for this position, you will need to complete and submit a formal application using our Truro School application form. We are unable to accept any CVs. This should be emailed to [recruitment@truroschool.com](mailto:recruitment@truroschool.com) or mailed to the School address.

Through the submission of your application form you should demonstrate your qualifications, skill, and experience in relation to the role you are applying for. This information will be assessed against the requirements detailed in the job description.

Once the closing date for applications has been reached we will shortlist applicants and you will be contacted in order to either be invited to interview or to be notified that you have not been successful this time. Our shortlisting process utilises anonymised application form in order to avoid any bias. If you are called for interview you will be asked to provide your right to work in the UK evidence, complete a self-disclosure form and a provide a copy of your qualifications. Additional selection methods such as a presentation or activities/tasks may be used and you will be notified in advance if that is the case.

References may be taken up prior to interview.

All applicants must be prepared to have a Disclosure and Barring Service (DBS) check and undergo any other appropriate child protection screening including checks with past employers.

The post for which you have applied is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, amended 2013. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self- disclosure form prior to interview. Any positive disclosure will be discussed at interview.

Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. Truro School does not discriminate against candidates with irrelevant criminal convictions. For further information on which offences should be disclosed please visit:

<http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

and/or view the flowchart on our employment webpage.

Candidates who have a disability or any other special requirement should let the school know so that reasonable adjustments can be made during the recruitment process.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

**We look forward to receiving your application.**

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