



# TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



## Information for Candidates

### **Chef de Partie**

Commence ASAP

Permanent / Term Time Only / 35 hours per week

## From Kieran Topping Business Director



Dear Candidate,

Thank you for your interest in the role of Chef de Partie here at Truro School (Senior School site).

We are seeking an experienced, hardworking, customer focused, friendly team player, to lead our team of chefs. This important role is responsible for the preparation, delivery and supervision of our serveries which feed approximately 700 students and 250 staff each day plus our boarders during term time. During the school holidays we provide meals to our all year-round staff and to our external lets and summer camps.

Our desired candidate must be able to work to tight service deadlines, budgets and changing priorities and be able to offer first class meal experience.

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

To give you a flavour of life here at Truro School please take a look around our website [www.truroschoo.com](http://www.truroschoo.com) and take a moment to watch our virtual tour where you will see and hear from our staff and students and get a glimpse of our beautiful environs.

Truro School is an "excellent<sup>1</sup>" school seeking "excellent" people to join our staff team and help us deliver a broad and balanced education to our enthusiastic children here in the beautiful county of Cornwall.

A handwritten signature in blue ink that reads "Kieran Topping".

Kieran Topping

Business Director

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<sup>1</sup> As judged by ISI in 2017 at both our Senior and Prep Schools

# Job Description: Chef de Partie

## ACCOUNTABLE TO:

Chef Manager / Sous Chef

## CORE PURPOSE:

To oversee and prepare all food delivery for the serveries along with any other related catering duties/functions.

## KEY TASKS AND RESPONSIBILITIES:

- Oversee, prepare, cook and deliver food for the serveries over all services
- Undertake responsibility for the school catering provision during the shift, making sure that all required standards of service are maintained
- Ensure opening and closing checks are completed thoroughly (if you are first in or last out of the kitchen)
- Ensure all temperature checks are correctly input into the daily journal and that it is signed on a daily basis
- Ensure that all section cleaning schedules are kept up to date. All jobs completed by the team are signed off by Chef Manager at the end of the shift
- Maintain standards of cleanliness, safety and hygiene of the premises and equipment and to work within the guidelines of the Health and Safety and Hygiene Regulations, Food Safety and School Food policy as well as other School policies
- Inform the Chef Manager/Sous Chef of any breakdowns/defects in equipment, food or concerns relating to food safety
- Support other catering team members, as and when required
- Assist at catering functions, as and when required
- Maintain confidentiality of information acquired in the course of undertaking duties for the School.
- Undertake other duties appropriate as and when required

## EXPERIENCE AND SKILLS:

### Essential

- Demonstrable experience of working to high standards in all kitchen **areas\*** (see below) on the chef rota, in both food preparation and presentation
- NVQ Levels 1 and 2 in Food and Catering, or an equivalent recognised qualification
- Basic Food Hygiene Certificate
- A working knowledge of COSHH (although specific training on our chemicals and use of will be provided)
- Previous proven volume Catering experience, within a team environment
- Team player

- A flexible, adaptable, motivated and proactive working style, with ability to work on own initiative
- Ability to prioritise and manage own time & work
- Ability to work safely with Health and Safety & Welfare in mind at all times
- Passion and enthusiasm for food production
- Ability to communicate effectively with both pupils and colleagues at all levels of seniority
- Demonstrable organisation skills, with the ability to prioritise and work effectively in a busy kitchen environment, whilst maintaining compliance with School policies and procedures
- Good timekeeping standards
- A team player with a record of being prepared to help others out in the delivery of catering as and when required
- Be aware of budgets and targets but above all strive to deliver a great service to our students
- Sensitive to both the Methodist ethos of the School and the principles of independent education

### **Desirable**

- Level 3 Food Hygiene Certification
- Allergen Awareness Certification

### **\*Areas within the Kitchen:**

#### Main Course

Prepare the main courses, soup and pasta/jacket potato bar for the School lunch - including all preparation - from the weekly menu cycle

#### Boarders' Breakfast:

Cook and present boarder's breakfast and prepare breakfast provisions for the next day

Prepare all items required on the Salad Bar including any Protein requirements

#### Pastry:

Prepare, cook and serve all Hot and Cold Desserts for main school lunch and any cakes/desserts required for functions or members of staff

#### Boarders' Tea:

Prepare and cook boarder's tea according to the weekly menu cycle

This job description sets out current duties of the post that may vary from time-to-time without changing the general character of the post or the level of responsibility entailed.

*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 Motto

Esse Quam Videri, meaning 'to be, rather than to seem to be.'

Founded by Methodists in Cornwall in 1880 our School is a welcoming community in which children and adults can flourish, thrive and be happy. They enjoy being and becoming the very best of themselves.

## 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.

## Academic Life

Many of our pupils at Truro School celebrate exceptional results as they prepare to move on to the next stage of their lives, education and career. Our Upper Sixth pupils enjoy places at some of the best universities in the world including Oxford, Cambridge, and a range of Russell group universities.

Two thirds of GCSE and iGCSE grades in 2021 awarded were 9-7 (or A\*/A), with a 28% at grade 9.

In the same year, we were pleased to report 74% of A-Levels were graded A\*/A. Furthermore, 89% of all A-Level grades were graded at A\*-B, with a 100% pass rate.

Computer Science, Drama, English Literature, Further Maths, Geology, German, Music, and Religious Studies all received 100% A\*-A grades, with Economics, French, Geography and History, all gaining 100% A\*-B.

Further information can be found here: [www.truroschoo.com/senior-school/academic/results](http://www.truroschoo.com/senior-school/academic/results)

## The Co-Curriculum

We believe that a rich co-curricular life is a key ingredient of an excellent education. Whilst having fun, participating in a wide range of activities, without academic pressures, pupils broaden their horizons and learn a new skill or extend existing skills. This develops confidence, self-esteem, teamwork and independent-thinking, communication skills and social development across all year groups.

Our aim is for every Truro School student to leave us with a breadth of knowledge, understanding and a desire to continue with their selected passion. We encourage students to try a variety of activities, to embrace challenge, success and failure in order to grow.

## Sport

Truro School has an enviable reputation for the high quality of its sporting provision. Several teams compete nationally and the School hosts elite sportsman in the fields of windsurfing, fencing and sailing to name but a few. All abilities are catered for and every student is encouraged to participate in order to maintain a healthy lifestyle.

## Music

Truro School is one of the most busy and vibrant music departments in the country and is home to the Truro Cathedral choristers. Music is evident in all year groups with over 60 concerts each year involving our ensembles, choirs and bands. Tuition is available for numerous instruments including cello, violin, flute, clarinet, saxophone, drums. Over a third of our school undertake instrumental or vocal lessons each week from 30 of the county's top specialist teachers.

Major events each term include the annual Hall for Cornwall Concert, the Junior and Senior Charity Concerts, jazz band and Nine Lessons and Carols.

## Drama

Truro School is renowned for the quality of its drama productions which are held in our professional Burrell Theatre. The school runs a number of major productions throughout the year including the annual whole school play or musical, an annual sixth form drama project (including performing at the Edinburgh Fringe Festival every two years) and the junior play in the summer term.

## 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
- Pension scheme
- Lunch provided (when a full day is worked)
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities
- Free weekly fitness classes for staff only
- Access to a wide range of books, magazines and DVDs through the School library
- Free parking
- Free fruit, tea, coffee and use of espresso machine
- Discounted school fees
- Employee Assistance Program
- Cycle to Work scheme
- Employee benefits platform
- Continued Professional Development and training possibilities.

### Terms of Employment

This role is based at Truro School, Trennick Lane, Truro, TR1 1TH. It is a permanent position working part-time, 35 hours per week, term time only (34 weeks a year) (some additional hours may be required for functions or at the start/end of term which will be paid via a timesheet).

### Salary

This is graded NT3 on the Truro School salary scales. Starting salary from £21,500 pa fte (dependent on skills and experience). Given the FTE of 0.7108 the pro rata starting salary is from £15,282 pa, this equates to £11.03 per hour.

### Pension Scheme

Truro School complies with its legal obligations to provide access to a pension scheme. Non-teaching staff have a pension via the Pensions Trust whereby the School double-matches an employee's contribution, up to an employee contribution of 5%. So, where an individual contributes 5% to the Pensions Trust, and the School will make a 10% contribution.

### Employee Assistance Program/Employee Benefits Platform

Truro School utilises Care First as our EAP provider so all employees have access to a 24/7 helpline 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;

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



## 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.**

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

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