

Chef de Partie (Independent School Catering)

Passionate about Fresh Food, Exceptional Service and Inspiring Young People through Great Dining Experiences

Responsible to: General Services Manager and Chef Manager

Purpose

To contribute to the achievement of the School's catering objectives through the delivery of a high-quality, efficient and customer-focused catering service.
To support the provision of an exceptional dining experience for pupils, staff and visitors, consistently exceeding expectations through high standards of food quality and service.

To support the Chef Manager in the day-to-day operation of the catering function, ensuring excellence in food safety, compliance, operational efficiency and service delivery.

Duties

Food Production and Service

- Ensure that only approved suppliers are used in accordance with School purchasing procedures.
- Receive and check deliveries, ensuring all products meet the required quality, quantity and food safety standards.
- Prepare, cook and present food to an exceptional standard, whilst adhering to all relevant food safety, allergen, hygiene and health and safety regulations.
- Ensure all food is prepared and ready for service in line with agreed service times.
- Taste and quality-check all dishes prior to service to ensure consistency and excellence.
- Ensure food is attractively presented and appropriately garnished before service.

- Support the successful delivery of hospitality, events and special functions, ensuring high standards of food quality and presentation.
- Maintain consistently high standards of food quality, appearance and presentation across School and hospitality menus.
- Work collaboratively with the catering team to develop creative, nutritious and cost-effective menus.

Operational Excellence

- Assist with the induction, training and support of new team members as required.
- Report all incidents, accidents, near misses and potential hazards promptly to the appropriate manager.
- Complete daily production, wastage and food safety records accurately and in a timely manner.
- Monitor food production and wastage levels, using data to support effective menu planning and stock control.
- Assist with the costing and budgeting of menus, hospitality and special events to ensure financial targets are achieved.
- Ensure all food safety documentation is accurately maintained, monitored and filed in accordance with legislative and School requirements.

Customer Service and Stakeholder Engagement

- Build positive and professional relationships with pupils, staff, parents, governors, visitors and colleagues.
- Assist in the planning, organisation and delivery of internal and external events, including those taking place outside normal working hours.
- Support the preparation and development of menus for both daily catering and special events.
- Attend team meetings, training sessions and briefings as required.

Safeguarding

- Report any safeguarding or child protection concerns immediately in line with School safeguarding procedures and policies.

Kitchen Hygiene

- Maintain exemplary standards of cleanliness and hygiene throughout all kitchen, storage and food preparation areas.
- Ensure all deliveries are stored correctly and that stock rotation, temperature controls and food storage procedures are followed at all times.
- Adhere to cleaning schedules and documentation processes, ensuring compliance with food safety legislation and School standards.

Health, Safety and Compliance

- Support a safe working environment by ensuring School operational, food safety and health and safety standards are consistently met.
- Assist in implementing and maintaining School catering policies and procedures.
- Comply with all hygiene, cleaning and food safety requirements.
- Maintain a professional appearance and wear the required uniform and PPE at all times whilst on duty.
- Demonstrate safe working practices and comply with all School health and safety policies and procedures.

Person Specification

Essential

- NVQ Level 3 in Professional Cookery (or equivalent qualification).
- Excellent communication and interpersonal skills.
- Strong team player with the ability to work collaboratively and support colleagues.
- Ability to work independently using initiative and sound judgement.
- Reliable, organised and professional approach to work.
- Well-presented with a positive and proactive attitude.
- Flexible and adaptable, with a willingness to support evening and weekend events where required.
- Ability to build positive relationships with people at all levels.
- Creativity, flair and a genuine passion for food and hospitality.

Desirable

- Experience working within a school, education or similar large-scale catering environment.
- Understanding of catering management processes within an educational setting.
- Ability to engage positively with pupils, parents and staff, acting as an

ambassador for the School.

- Food Safety/Hygiene Certificate.
- Physically able to carry out the duties of the role.

Additional Requirements

- Carry out duties in accordance with Manual Handling training and safe working practices.
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people and comply with the School's safeguarding and child protection policies.
- Promote and uphold the fundamental British Values.
- Maintain the highest standards of confidentiality, recognising that the role involves access to sensitive and confidential information. Such information must not be disclosed, used for personal benefit, or shared with any third party except where authorised and required as part of the role.

Benefits

- Generous pay scale
- Fee discount for children of permanent staff subject to Cokethorpe's admissions criteria and means testing
- Personal Accident Insurance
- Cycle to work Scheme
- Free use of the School's sporting facilities (including the Gym, Tennis Courts and Golf Course) Free Meals and Common Room Refreshments during term time
- Free use of the School's Coffee Shop in association with UE Coffee Roasters
- Free parking on site
- A number of subsidised social events organised by the Common Room Committee
- Annual Flu Vaccination.

Appointment of Staff

To apply

Interested candidates should submit electronically (as separate PDF documents in one email) the following to Mrs Sophie Crossley, Head of Human Resources on recruitment@cokethorpe.org before the closing date.

- A covering letter explaining your suitability for the role addressed to Mrs Harriet Stapleton, Bursar
- A completed Cokethorpe School support staff application form.

Deadline for applications: Midday on Wednesday 9 September 2026. Early applications are encouraged.

Interviews will take place week commencing Monday 14 September 2026. Interviews may take place before the closing date for suitable candidates.

Appointment Date: as soon as possible.

Application forms can be sent to applicants by post on request or can be downloaded from the School website, www.cokethorpe.org. Please email recruitment@cokethorpe.org with your name and address and the position you are interested in or call Mrs Sophie Crossley, Head of Human Resources, on 01993 892359.

For informal enquiries, or to find out more, please contact General Services Manager, Claire Sheldon on 07776 690111

Terms of Appointment

Shortlisted candidates will be interviewed and written documentation recorded. Any gaps in employment history will be fully investigated. Safer recruitment procedures are followed and members of the Senior Leadership Team are accredited by the Oxfordshire Safeguarding Children Partnership/NSPCC for recruitment. Child protection awareness is an integral part of the induction programme for new members of staff. Following acceptance of an offer of appointment, a formal contract of employment will be drawn up. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.

Hours: 40 hours per week.

Salary: £27,040 - £29,120 depending on experience.

Contract Options:

This is an all-year-round role with 6.6 weeks holiday.

Recruitment Checks

The School is committed to safeguarding and promoting the welfare of children. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Our policy on the employment of ex-offenders is available on the vacancies section of the School's website.

All employees are expected to undergo child protection screening and appointments are subject to a satisfactory enhanced Disclosure and Barring Service check and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check, online searches and an overseas police check if the applicant has worked abroad within ten years from the date of appointment.