



Job Title: Chef de Partie

Location: Woodhouse Grove, Apperley Bridge, Bradford, BD10 0NL

Department: Catering & Hospitality Services

Reports to: Executive Chef

Contract Type: 30 hours per week, Term Time Only

Working Hours: 9.00am to 3.00pm, Monday to Friday

Salary: £14 per hour increasing to £14.60 on completion of probationary period.

Holiday pay: at 12.07%

Overview

We have an exciting opportunity for a friendly, reliable, hardworking, and passionate Chef to join our dedicated catering team at Woodhouse Grove, a leading independent school known for its high standards and welcoming environment.

You will play the lead role in delivering lunch to 200 pupils, in our second dining hall, and providing a quality light breakfast and nutritious lunch for the Bradford City Football Club First team.

This role is perfect for someone who can work unsupervised, can cook to deadlines, in depth knowledge of allergy awareness, works well under pressure, and takes pride in delivering exceptional customer service.

Job Purpose

To support the delivery of high-quality, nutritious, and appealing meals to pupils, staff, and visitors in accordance with the school's standards and dietary requirements. The Chef will assist in menu planning, food preparation, cooking, and ensuring compliance with all health, safety, and hygiene regulations. The role includes catering for day-to-day school meals as well as special functions and events.

Key Responsibilities

Food Preparation & Cooking

- Prepare and cook meals for pupils, staff and events to a high standard.
- Work with the Head Chef to ensure menus are varied, seasonal, and meet the nutritional and dietary needs of all students, including allergies and special diets.
- Support with the development of creative and appealing menus that promote healthy eating.
- Prepare and cook meals for the Bradford City Football Club 1st Team to a high standard.

Kitchen Operations

- Ensure effective portion control and consistency in food presentation.
- Maintain the highest standards of food hygiene and cleanliness in the kitchen at all times.

- Monitor stock levels, assist with ordering, and ensure proper storage and rotation of food items.
- Use kitchen equipment safely and report any faults or maintenance issues promptly.

Teamwork & Leadership

- Supervise and support junior kitchen staff and Catering Assistants, promoting a positive and efficient working environment.
- Participate in training, briefings, and team meetings as required.

Hospitality & Events

- Assist in preparing and delivering food for school events, open days, parents' evenings, and special functions.
- Ensure food is presented professionally and served efficiently at all hospitality functions.

Person Specification

Essential

- Proven experience as a chef in a commercial or institutional kitchen.
- NVQ Level 2 or 3 in Professional Cookery (or equivalent).
- Food Hygiene Certificate – Level 2 (minimum).
- Strong understanding of food safety, allergen regulations, and health & safety in a kitchen environment.
- Ability to work effectively under pressure and meet deadlines.
- High standards of cleanliness, organisation, and attention to detail.

Desirable

- Experience working in a school, care setting, or similar environment.
- First Aid Certificate.
- Experience catering for large numbers and managing dietary requirements (e.g., vegetarian, vegan, gluten-free).

Safeguarding Statement

Woodhouse Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check and satisfactory references.

Working Hours & Benefits

- 30 hours per week, term time (9am – 3pm), with occasional events
- Free meals on duty
- Uniform provided
- Pension scheme
- Use of school facilities (e.g., gym, grounds)
- Aviva Death in Benefit scheme
- Employee Assistance Programme (EAP)

As this role involves substantial access to children, it is important that you provide legally accurate information. Upfront disclosure of a criminal record will not automatically prevent appointment; we will consider the nature of the offence, how long ago it occurred, the age at the time, and any other relevant factors.

If you are shortlisted, you will be asked to complete a self-disclosure form prior to interview. Any information disclosed will be discussed at interview and handled confidentially.

This post is exempt from the Rehabilitation of Offenders Act 1974.

Applicants must disclose all spent and unspent convictions, cautions, reprimands and warnings that are *not* 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, as amended in 2013 and 2020). Certain spent convictions and cautions are legally 'protected' and must not be disclosed to employers.

Further guidance on what must be disclosed can be found in the Ministry of Justice guidance on the ROA, the DBS filtering rules, and through organisations such as Nacro and Unlock.

Equal Opportunities Employer

Woodhouse Grove School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Employment decisions will be made on the basis of each applicant's job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Saima Hussain, Head of Human Resources.

Child Protection and Safeguarding Policy

Woodhouse Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School's Safeguarding Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.

As part of the shortlisting process, online searches on shortlisted candidates will be carried out as part of its due diligence.

Signature:

Name:

Date: