



Appointment of
Chef de Partie

Full-time, term-time plus (42 weeks a
year)

Information for Applicants

Letter from the Head

Dear Applicant

Thank you very much for your interest in becoming a Chef de Partie here at Alleyn's. I am delighted that you are considering it and I hope to give you a sense of our school and why it is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also tell you what we are seeking to achieve here.

So, why Alleyn's? I started as Head here in January 2021, so I feel in a good position to help you answer that question, having asked it myself a few short years ago! You'll know, from our website, most of the key facts. We are an academic, co-educational through-school; our Junior School is also on our site and we love the fact that many of our pupils learn here from 4–18. We are situated in an inspiring leafy part of SE London, on a beautiful and well-resourced site with the City of London twinkling enticingly on the horizon, just about four miles away.

As one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young people for 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players, and playful academic exploration and discovery is something we very much welcome here. I won't go into the less reputable activities he was famous for, but as well as acting, Edward Alleyn was also a philanthropist and a philosopher. His "College of God's gift" was established to change the lives of children – initially "12 poor scholars". It is rather wonderful that the original 12 has grown into our large, thriving community of more than a thousand children. Alleyn's has been honouring the founder's legacy, as one of this country's leading co-educational schools, for generations.

We are very over-subscribed and entrance to the school is intensely competitive. Our pupils are gifted and ambitious and, unsurprisingly, they do extremely well in exams. We were 17th in the national league tables for A level results this year, for example. I can't pretend that we are not proud of our pupils' results; we are, of course, but they are a by-product of an Alleyn's education, not the reason for it. The 'outcomes' we most care about are the incredible young men and young women who leave us. They are engaging, grounded, passionate and interesting individuals, who cross the stage at graduation, aware of who they are and what they care about and very ready to go out into the world and make it better. We're not the only people who think this; we loved Tatler's take on it in their Schools Guide this September: "If you're looking for the epicentre of forward-thinking education, here it is" they said, quoting a recent visitor to the school, 'the school is "dynamic, diverse and thinking in the future tense."'

The really lovely staff/pupil relationships here are critical and they underpin all we do. The strength of the relationships was one of the things people told me about before I started at the school and the other thing was how delightful Alleyn's pupils are. And they were right on both counts! Our students are grounded, engaged and enormous fun; they wear their talents lightly, they support each other, they are often impassioned and keen to fight for important causes and they are (mostly!) very engaged by the adventure of learning. They also make us laugh a great deal (you can see lots of evidence of all of this in our latest ISI report - do have a look at the highlights online).

Pretty much all of our pupils are involved in the co-curricular life of the school and in our partnership and outreach programmes. This matters to us and we do ask all our teaching staff to play an active

part in the co-curricular and enrichment programmes partly because so much of the fun and friendship here stems from this. Equally, of course, most staff will play a role in the pastoral care and education which is delivered through Year Groups, School Sections and Houses. The Outreach programmes at Alleyn's are a big part of who we are and a critical part of an education here.

I hope this summary has been helpful and that you feel excited by this opportunity and keen to apply. If perhaps you are thinking that a historic, academically selective independent school might be a bit daunting or might not be the right place for you, can I urge you to reconsider this? We are emphatically not a 'one-size-fits-all' community and we take great pride and delight in individual differences and the successes these bring. And of course, our pupils benefit from seeing a varied team of adults working together successfully and happily as part of a diverse and inspiring team. If you join us, we hope that you will quickly feel part of the school community and we will warmly encourage you to make the most of the many opportunities for personal and professional development on offer.

I also very much hope that you will be able to get a sense of the energy and fun at the heart of our school during this recruitment process. The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. And we really hope that you will enjoy getting to know us a little bit.

May I wish you the very best of luck.

Yours faithfully



Mrs Jane Lunnon
The Head



About The Role

Thank you for your interest in the role of Chef de Partie. The aim of the role is to assist the Head Chef in kitchen operations and in the provision of a friendly catering service, performing a variety of manual tasks associated with fresh food production and service.

Aims of the Role are to:

- Plan, prepare, and cook menu items as directed by the Head Chef;
- Assist in the development and planning of menus, including future food trends, and be passionate about developing new styles of service and concepts;
- Assist with stock-taking when required;
- Ensure the smooth and efficient running of allocated section;
- Work on hospitality events as and when required.

Service & Financial Management:

- Ensure that staff and students are given a prompt and efficient service and expectations are consistently exceeded;
- Be customer focused, approachable and quick to exceed expectations in fulfilling customer needs;
- Compile food orders for sections under your supervision, ensuring food standards and costs are agreed with the Head Chef;
- Ensure stock, deliveries and wastage are checked and recorded in line with company and food standards.

Health & Safety, Food Safety, the Environment:

- Adhere to the School's Food Safety, Hygiene, Health & Safety and Allergen Management policies and procedures;
- Rigorously follow the School cleaning schedules;
- Ensure all due diligence paperwork is filled out accurately and on time;
- Ensure food storage areas are maintained in accordance with the company's Food Safety, Hygiene, and Health & Safety policies and procedures.

Additional Responsibilities:

- Act as a team player, and support other team members when needed, treating others with respect;
- Take responsibility for contributing towards your own development with the guidance of the Head Chef and attend training courses as identified;
- Show commitment to School values in all aspects of your role;
- Assist in other catering areas as and when required;
- Be aware of the School's Health & Safety Policy;
- In conjunction with all staff of the School, support, promote and act within the School's policies and practices about data protection;
- Promote the School's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment;
- In conjunction with all staff of the School, support, promote and act within the School's Safeguarding Policy;
- Any additional duties, as directed by the Head Chef and the Catering Manager which are within the reasonable capability and responsibility of the Chef de Partie.

Our Values (the Alleyn's ROCCK!)

Respect
 Opportunity
 Curiosity
 Courage
 Kindness

Person Specification

The successful candidate should have a keen interest in catering and the important role it plays in school life, together with a passion for food production and customer service.

The table below sets out the experience, skills and qualities required for this role.

Education	Secondary level education, good numeracy and English language skills. Basic food hygiene certificate.
Experience	Experience of working in a School is desirable but not essential. 2+ years relevant experience, ideally in a similar role.
ICT	Basic knowledge of ICT - can use e-mail and internet browser, basic functions on Word.
Physical Attributes	A good level of fitness allowing the person to spend a significant amount of time on their feet, moving stock, etc.
CPD	Willingness to learn new skills and develop.
Managing Relationships	Ability to assist and work well with colleagues.
Independent Thinking	Ability to work independently with the benefit of established internal procedures and the support of the wider School community.
1:1 Oral Communication Skills	Ability to communicate professionally with colleagues in spoken English.
Written Communication Skills	Ability to complete short forms or write brief notes in English.
Organisational Skills	Ability to follow general instructions (working closely with a manager/supervisor) and to organise and prioritise work on a day-to-day basis.
Timekeeping & Flexibility	Ability to be punctual and reliable, and occasionally adapt working hours to suit the needs of the School.
Attention to detail	Ability to identify problems with your own immediate work, including the accuracy of written and/or numerical data and to correct or report these issues to others.
Enthusiasm/Motivation	Enthusiasm and self-motivation, actively seeking to further the School's best interests.
Awareness of whole-School Activity	Awareness of activities taking place both within the department and across the School.
Confidentiality & Discretion	Awareness that the role holder's position may from time-to-time give them access to information which cannot be shared internally or externally.
Problem Solving Skills	Ability to solve problems that may significantly impact on the service provided by the Catering Department.
Pressure and Stress	Ability to work to and meet a variety of deadlines, occasionally requiring a change to work patterns.
Working Environment	Ability to work in a kitchen environment which occasionally requires the use of PPE.



Working at Alleyn's

Terms and Conditions

The job is available full-time (40 hours per week), term-time plus (42 weeks a year). Exact working hours will vary depending on the needs of the School and the successful candidate must be able to work occasional overtime in the evenings and at weekends to cater for in-house events, and meet the needs of the business (for which TOIL or additional payment will be given). The successful applicant will be expected to work a full day on Founder's Day, one Saturday per year in late June or early July.

The salary will be £27,071 per annum pro rata (based on a full-time equivalent of £30,000 per annum) and will be paid over twelve-monthly instalments.

The school provides additional perks to its staff, including income protection insurance, an employee assistance programme, enhanced family leave pay, lunches and other refreshments, the use of school facilities including the swimming pool and gym, a cycle-to-work scheme, a tech scheme, and holiday purchase scheme, access to the library, free tickets to school performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

Members of staff who have children attending Alleyn's Junior and Senior Schools will benefit from 25% fee remission, which, subject to means testing, may increase to a maximum of 85%. This is a non-taxable benefit, and any means-tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James Allen's Girls' School, though the terms and conditions are different and it is taxable benefit.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan, currently provided by Legal & General. This plan may involve contributions being made via salary sacrifice based on 6.5% employer contributions

The post is permanent following successful completion of a six-month probationary period.

On completion of the required recruitment checks, the post would be available to the successful candidate with immediate effect or at the completion of their due term of notice.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors.

We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development.

In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

Applications

The application form can be downloaded from our website, www.alleyns.org.uk/jobs.

Candidates should complete all sections of the form and submit it together with a completed Equal Opportunities Monitoring Form, full CV and covering letter.

Please address your covering letter to the COO, Mr Guy Collins-Down, **explaining in your letter why you are interested in this particular position at Alleyn's and why you think it would suit you at this time in your career.**

All documents should be emailed to jobs@alleyns.org.uk.

Alternatively, they can be posted to:

HR Department, Alleyn's School, Townley Road, London SE22 8SU.

The deadline for applications is midday on Wednesday 8 January 2025.

If you have any questions you are very welcome to contact HR by email at jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews and Appointment

Interviews will be conducted at the School. This will consist of interviews with relevant colleagues including the COO, Catering Manager, and the Head Chef. There will also be an opportunity to meet with other relevant staff. Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

Safeguarding Checks

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.



Alleyne's School, a charitable company limited by guarantee registered in England and Wales with company number 09401357 and registered charity number 1161864. Registered office address: Alleyne's School, Townley Road, Dulwich, London, SE22 8SU
