



MERCHANT TAYLORS'
School

Job description	
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	
The School	Merchant Taylors' School is a large Independent Boys' School, situated in 280 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 340 boys, while the Senior School has some 930 pupils. The School employs over 110 teachers and 160 Support staff across Merchant Taylors' School.
Job title	Sous Chef (Full-time across the year) Whilst this is a full-time appointment, we are prepared to consider the role being performed on a term time basis. Where this is the case, the salary will be prorated accordingly.
Function	Support Staff
Reports to	Catering Manager/Snr Sous Chef
Line management duties and responsibilities for	N/A
Summary of role	To support the production of over 1200 meals a day within in a fast-paced catering environment, To ensure food is prepared and presented in accordance with School standards, timings and needs. To ensure Food Hygiene and Health & Safety standards are maintained.
Main duties and responsibilities	<ul style="list-style-type: none">Produce food required for the day's menu to the required standard including loading and unloading ovens and food service counters with trays and pans of products which at times may be in excess of 10kgs.

	<ul style="list-style-type: none"> • Clearly communicate instructions and offer guidance on food preparation and delivery to team members in conjunction with the Catering Manager and Senior Sous Chef. • Ensure food, as per menu, is available for service times and is portioned and garnished. Responsible for the daily menus meeting the required quality standards including presentation and taste prior to service, reporting issues to the Senior Sous Chef or Catering Manager. • Replenish service counters where necessary. • Ensure knowledge of the operation of any kitchen equipment you are required to use, and apply accordingly, utilising all safety measures. • Assist with mis-en-place for the following day's menu. • Assist when necessary, in food preparation for any function. • Discuss and develop menus with the Chefs in line with the budget constraints. • Assist where necessary, in the cleaning of work services, storage areas, utensils and equipment. • Check deliveries for quantities and quality when necessary. Check and record temperatures and cleanliness of delivery vehicle. • Requirement to safely lift heavy and at times hot equipment and products using the resources provided. • Comply with Health & Safety Regulations and Fire Policy, reporting hazards to Management • Maintain School hygiene standards and follow the HACCP system in place. Ensure all food in fridges are correctly labelled. Ensure correct chopping boards are used for each job. • Assist other staff in the completion of their duties where necessary • Promote good relationships with other staff members and with customers. • Attend internal meetings as detailed by your Line Manager. • Working across all other areas within the Catering Department providing cover during periods of absence as and when required
Safeguarding responsibilities	<p>It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head Master</p>

Person Specification

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	Essential	Desirable	Method of assessment
Qualifications	City & Guilds 706 1&2 or NVQ Level 3	Hygiene certificate	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	Experience of working in a high-volume MOD or Independent Schools fast paced kitchen, Producing over 1000 meals daily		Contents of the Application form Interview Professional references
Skills	Advanced cooking and preparation techniques including cooking all items using freshly sourced products. Ability to prepare fresh healthy Nutritious meals that meet the needs of special dietary /allergen requirements		Contents of the Application form Interview Professional references

	Recipe development and menu planning Quality control Knife skills		
Knowledge	Food allergens and compliance regulations including temperature control, hot holding and deliveries. HACCP and COSHH Experience with religious and dietary requirements		Contents of the Application form Interview Professional references
Personal competencies, qualities, attitude and behaviours	Able to work Independently under pressure and to demanding deadlines, To be motivated reliable and have excellent communication skills To be able to manage their time efficiently Well presented with good personal hygiene Willing to work on school events outside of the standard working day		Contents of the application form Interview Professional references

	<p>Excellent organizational skills and the ability to multitask in a busy environment.</p> <p>Strong communication skills</p> <p>Ability to work independently and as part of a team.</p>		
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General Conditions

Start date	ASAP
Hours	<p>Monday to Friday, 8am – 3pm (Full-time across the year) 30-minutes paid lunch</p> <p>Requirement to work alternate Saturdays (5 hours) during term time. The hours worked during the week across the year and alternate Saturdays during term time equates on average to 36.7 hours per week</p> <p>Whilst this is a full-time appointment, we are prepared to consider the role being performed on a term time basis. Where this is the case, the salary will be prorated accordingly.</p>
Salary	£28,025 - £32,443 per annum (based on relevant qualifications, experience and skills)
Holiday	25 days per annum
Other benefits	<p>15% employer contribution to a defined contribution pension scheme (Contributory) Life cover 4 x annual salary and income protection. Access to a cash flexible benefit in lieu of pension contribution Access to a number of lifestyle benefits including Cycle to Work, ULEV cars, and retail discount vouchers via our benefit provider</p> <p>(all of the above subject to eligibility criteria) Use of School leisure facilities, including pool, gym and lake. Lunch provided free of charge when the School Catering Department is open Free parking on site, with access to electric vehicle charging (payable via app)</p>
Closing date for applications	Friday 8 th August 2025, 4pm
Interviews to be held	w/c 11 th August 2025

	<p>Please apply as soon as possible as shortlisting/interviews will progress up until the closing date.</p> <p>Should a suitable candidate be appointed, we reserve the right to close the advert early.</p>
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Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

How we use your information

We will use the information which you provided, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children).

Further information on how the School uses personal data is set out in the School's Staff Transparency Notice, which can be found on the Vacancy page of the School Website.