**Job Profile**

**Job Title** Chef

**Job Purpose**

Subject to the policies of the school the duties of the Chef is to perform such tasks as the Director and Line Manager will direct having reasonable regard to overall workload related to the main accountabilities listed below:

**Main Accountabilities**

* Direct the work of your team to provide the highest quality standard of care and professional practice in accordance with both school policies and procedures.
* Provide a service that meets the requirements of all relevant legislation and National Care Standards.
* Be responsible for all aspects of the day to day management of the kitchen.
* Be responsible for any other designated tasks.
* Work with the Senior Management Team to develop policies and procedures.
* Provide leadership to staff and direct the work of staff towards safeguarding and promoting the welfare of pupils.
* Leadership role in getting pupils more involved in the kitchen to help them take more ownership of their learning and take on responsibilities.
* Ensure the highest physical standards are maintained around the school.
* Ensure a positive ethos promoting the delivery of a safe, structures and nurturing environment is maintained.
* Support staff to establish and maintain best practice.
* Appropriately manage specific budgets you may receive.
* Ensure all resources are used effectively.
* Undertake administrative tasks relative to the role.
* Comply with and promote the aims and objectives of the school at all times.
* Notify Line Manager immediately of any concerns regarding quantities or quality issues of food or food products.
* Liaise and work in partnership with parents and external agencies.
* Work in a professional manner ensuring pupils are supported with dignity and respect and their rights of choice, privacy and safety are promoted.

**Job Specific Requirements**

|  |
| --- |
| **Knowledge and Experience** |
| You must:-   * Be able to apply a variety of strategies in order to meet the needs of all young people. * Have knowledge and experience of the application of positive behaviour management strategies. * Be able to provide advice and guidance to young people on issues relating to making progress and realising potential. * Have knowledge of current legislation and National Care Standards. |
| **Customer Care** |
| You must:-   * Be able to develop and maintain appropriate relationships with pupils, colleagues, parents and external agencies. * Be able to demonstrate the ability to motivate young people and relate positively towards them. * Have a commitment to the highest standards of Child Care Practice and Children's Rights. |
| **Health & Safety** |
| You must:-   * Have the ability to work under pressure. * Be able to cope with the demands of the job and attend on a regular basis. * Have an awareness of Health & Safety issues as they affect you and others and comply with all relevant Health & Safety legislation. |
| **Equality & Dignity at Work** |
| You must:-   * Have the ability to respect colleagues, pupils, parents, professionals and members of the public. |
| **Communications** |
| You must:-   * Be able to communicate and liaise effectively and sensitively with pupils, colleagues, parents, professionals and the wider community. * Have effective oral and written communication skills. |

|  |
| --- |
| **Flexibility** |
| You must:-   * Be committed to being involved in the life and work of the whole school community - whole school projects/events, pastoral care duties, etc. * Have a willingness to work shifts. |
| **Achievement of Results** |
| You must:-   * Be able to track and analyse pupil attainment. * Be able to plan for improvement of attainment. * Be able to work in partnership with parents and other professionals to raise achievement. * Be able to reflect upon and evaluate your own professional progress. |
| **Quality** |
| You must:-   * Be able to contribute to school self-evaluation, planning and development. * Have evidence of a commitment to raising standards and promoting effective learning. * Have a commitment to continuing professional development. |
| **Team Working** |
| You must:-   * Be able to demonstrate effective participation in a team situation, whether as a member or leader. * Be able to work in partnership with a variety of agencies. |
| **Decision Making & Problem Solving** |
| You must:-   * Be able to work both under own initiative and as a member of a team. |