

CRESTWOOD COMMUNITY SCHOOL

Shakespeare Road, Eastleigh, Hampshire, SO50 4FZ

Cherbourg Road, Eastleigh, SO50 5EL

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11 – 16 Mixed Comprehensive NOR 1,500 (across two campuses)

Head Teacher: Krista Dawkins

Assistant Chef (Shakespeare Campus)**Role Profile 2027**

Grade C £12.65 - £13.18 per hour

Actual salary range £21,410 to £22,603 (£24,405 to £25,430 FTE)

37 hours term time only (40 week contract)

Crestwood Community School is one school, with two campuses serving central Eastleigh. Due to promotion, we are looking to appoint an enthusiastic Assistant Chef, who must have experience within the catering industry, a passion for food and quality customer service. They will play a lead role supporting the Chef on the Shakespeare Campus, working directly with the Catering Manager, Chef, Catering Assistants and students on a regular basis, so being a team player is essential. The role is primarily based at the Shakespeare Campus, however, we may require working across both campuses from time to time.

This role would be an ideal opportunity for someone wishing to undertake their full chef training, and an apprenticeship opportunity could be available to the right candidate.

Main duties will include food preparation, cooking and serving meals, as well as maintaining a clean and safe kitchen environment. You will be responsible for supporting the line management of 3 staff, acting up in the absence of the Chef. The role is also term time only, with no weekends and only 1 or 2 evenings per year where you would be required to work.

Main duties will include:-

- Check deliveries for quality and quantity and reconcile invoices;
- Ensure efficient stock control including stock rotation and maintenance of stock records;
- Ensure efficient control of budget;
- Devise and monitor guidelines on portion control and minimisation of waste;
- Maintain appropriate administrative recording;
- Ensure kitchen equipment is used, cleaned and monitored correctly;
- Ensure all food is served with the correct tools and is well presented.
- Plan alternative meals for special dietary requirements, liaising with Health Service representatives where necessary;
- Adjust menus and quantities when required in liaison with senior managers of the school;
- Monitor standards of food preparation, cooking, serving and cleaning and take appropriate remedial action as and when required;
- Develop good customer relationships and effective communication within the school;
- Respond effectively to customer requests and complaints;
- Promote the catering service in order to exceed targets;
- Initiate developments to improve the catering service;
- Work closely with school management to develop the catering service to support wider school requirements;

- Support the Chef with line management of the Catering Assistants, including performance management - experience of running and leading a kitchen team is desirable;
- To meet with pupils of the School Council to promote Healthy Eating awareness and wider 'green issues' such as recycling;
- Assist the Chef with planning and provision of work experience for Year 10 pupils for two weeks per annum;
- Prepare the required number of food products, following specified menus;
- Ensure portion control and nutritional standards are met;
- Prepare cooking ingredients;
- Cook food ensuring all meals are ready on time;
- Maintain food at the correct temperature;
- Produce a range of food to ensure different dietary requirements are met;
- Prepare food for ad-hoc functions during evenings, weekends or school holidays;
- Serve food following specified portion control guidelines and special dietary requirements;
- Positively encourage customers to try a variety of food and seek feedback from pupils and teachers on products and service;
- Operate cashless catering systems, following strict guidelines;
- Ensure set up guidelines are followed in relation to the washing up of all eating utensils and equipment, sterilising where required;
- Ensure cleaning duties are completed, following daily and weekly rotas, to ensure health and safety and hygiene standards are maintained.

Crestwood continues to be a 'good' school. The recent Ofsted report stated that at Crestwood "there is a welcoming, friendly atmosphere". They also said that "teachers and support staff, including those in the early stages of their career, are proud to work at the school. They particularly value school leader's careful consideration of their workload and well-being so that they can focus their efforts fully on pupils' education." In addition Ofsted report that "many pupils, staff and parents describe the school as a 'big family'. This is a happy school, where staff and students want to be. The #Crestwoodfamily pervades through everything we do

As a school we take staff well being seriously. We offer staff the following:

- wellbeing weeks, with no commitments scheduled after school
- free lunch every day
- free tea and coffee
- half termly cooked breakfasts
- One well being day per year (during term-time), to be taken at the employees chosen time (after a qualifying period and subject to attendance)
- weekly thank you bulletin
- birthday cards
- heads discretionary leaves of absence for family events
- acts of random kindness
- access to mental health first aiders

Application Procedure

Your application must be made on a Hampshire Support Staff application form, which you can download from our website www.crestwood.hants.sch.uk under School Information / Vacancies, and submitted either in person, by post or email to hr@crestwood.hants.sch.uk. You can also apply through the Hampshire jobs website <https://south.education-jobs.org.uk/>

Please note we cannot accept a CV as a means of application. We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Please call Julia Hughes, Business Manager on Tel: 023 8068 4972 for an informal chat.



Closing date for applications : 15/08/2025 Noon (please note, we reserve the right to close the deadline early if we receive suitable candidates for the role)

Interview date : Tuesday 19/08/2025 (TBC)

Crestwood Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Person Specification - Chef

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Level 2 (i.e. A*-C) in Maths and English • Qualified Chef with Catering a qualification e.g. HCIMA/HND/NEBSS/C and G 706/NVQ Food Preparation and Cooking 1 and 2. • Food hygiene level 2 • Allergy awareness 	<ul style="list-style-type: none"> • Qualifications at Level 3 or above • Qualified Chef with Catering a qualification e.g. HCIMA/HND/NEBSS/C and G 706/NVQ Food Preparation and Cooking 3. • Food hygiene level 3 • Allergy awareness
Experience	<ul style="list-style-type: none"> • 5 years experience of working in a relevant catering environment; • 2 years experience of supervising staff or deputising for management role; • Skilled in delivering customer focussed service; 	<ul style="list-style-type: none"> • Previous experience in working in a school kitchen • Experience in a similar role in an education environment • Experience working with children or young people
Knowledge and skills	<ul style="list-style-type: none"> • Good communication skills; • Team management and leadership skills. • Knowledge of school/HCC procedures/policies e.g. health and safety; • Site knowledge and daily/weekly routines; • Knowledge of equipment; • Knowledge of stock systems; • Annual patterns and seasonal changes; • Good verbal and written communication skills • Ability to engage with students and staff in a professional manner • Professionally discreet and able to respect confidentiality • Ability to work as part of a collaborative team • Ability to work independently • Trustworthy • Reliability • Able to adapt to varying workloads and schedules 	<ul style="list-style-type: none"> • Information about suppliers; • Familiarity with budget details;

	<ul style="list-style-type: none">• Ability to stay calm under pressure• Flexibility and a good sense of humour	
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