

Highfield  Brookham

ASSISTANT CATERING MANAGER

NURSERY ♦ PRE-PREP ♦ PREP

LIPHOOK, HAMPSHIRE



Our School

Highfield and Brookham is a highly successful co-educational Nursery, Pre-Prep and Prep School in Liphook on the borders of Surrey, Hampshire and West Sussex. We offer a delightful working environment set in 175 acres of beautiful grounds in the South Downs National Park.

We are surrounded by stunning countryside yet we are only an hour from London. We are proud to have around 500 pupils at the school ranging from 2 years to 13 years old. Our aim is to provide a coherent academic journey from Nursery through to Year 8, delivering a dynamic, seamless and rich education.

We are broadly speaking a non-selective school. We celebrate our diverse community and welcome children of all abilities, nationalities and religions. It is this varied community that brings Highfield and Brookham its vibrancy. We regularly feed around 30 senior schools and enjoy an outstanding record of scholarship and Common Entrance success. In recent years we have been averaging 15 major awards annually, including regular academic scholarships to Winchester, Wellington, Marlborough, Canford and Bryanston as well as Sports, All-Rounder, Art, Music and Design Technology Scholarships.

Our teaching looks beyond the core curriculum to skills learnt through a diverse range of co-curricular activities. We have a broad spectrum of sport, drama, music, art and DT lessons on offer for our children.

Our approach to sport recognises that it is more than simply competing. Children learn about the positive effects of physical activity on the body and its benefits to their own health and wellbeing. We offer a wide range of sporting options including rugby, football, netball, hockey, cricket, swimming, cross country and athletics.

Our drama provision is enviable. We stage a production for every year group, right from Nursery every single year, and all children from Year 3 onwards are taught by a subject specialist drama teacher in their weekly drama lesson. We focus on developing performance skills which in turn builds confidence and self-esteem.

Music is very much at the heart of our school and children have the opportunity to perform on many occasions. We inspire everyone to find their musical passion with numerous choirs, ensembles, a rock club and concerts.

Art is treasured and our fantastically well-equipped art studio is an encouraging and inspirational environment, led by our equally inspirational specialist teachers. The DT workshop similarly is a hive of creativity as the children get to use our amazing tools such as the 3D printer, laser cutter and an abundance of wood and metalworking equipment.

Our extensive and beautiful grounds are made up of multiple sports pitches, acres of woodlands and forest school as well as four netball and tennis courts, full-sized astro and a 9-hole golf course. Our indoor facilities are just as enviable with three modern science labs, a fully equipped DT workshop, an airy art studio, a spacious dance drama studio, two packed libraries, state-of-the-art music school and traditional Chapel. These amazing facilities provide our children with the most inspirational learning environment.

We are extremely proud of our most recent addition to our facilities – The Beehive. The Beehive is a safe and welcoming wellbeing hub at the heart of the school site. Children are able to self-reflect and the hub is a place where children can relax, reset and regulate their emotions when they need to. It is a friendly and positive space which will also be home to some of our popular wellbeing activities.

Boarding at Highfield and Brookham is extremely popular but also optional. Our boarding provision has always been an integral part of the Prep school and perhaps the continued popularity reflects how well we do it. Over 100 pupils choose to board each term and the overwhelming majority of pupils in Years 7 and 8 opt to board. This is in sharp contrast to the decline in boarding numbers experienced in many similar schools. We offer a bespoke boarding option for children in Year 3 to Year 5. Our Junior Boarding House is home to up to 18 children who live together between four dorms on the first floor of the house. Our Senior Boarding House is home to up to 130 children in Year 6 to Year 8 and is found on the top two floors of the main school building.



Job Description

An exciting opportunity has arisen for an experienced Assistant Catering Manager to join the energetic and diverse team who cater for our pupils and staff on a daily basis.

Reporting to the Catering Manager, you will be responsible for the service levels in our dining room, staff rooms and hospitality venues. As a busy independent boarding school, we also hold a variety of hospitality events throughout the year which you will be involved in organising and helping to manage. These events include the sports day barbeque, bonfire night, house suppers and summer concerts.

We are looking for someone who has previous catering management experience, excellent organisational and time management skills, strong leadership capabilities, a high level of customer service skills, the ability to work under pressure, a high level of integrity and strong attention to detail. A relevant diploma in hospitality management would be an advantage. We will provide further training such as HACCP, manual handling and allergy awareness.

Key Responsibilities

- To ensure food quality, presentation and selection is to the highest standards and healthy eating is promoted
- To manage the interaction between the dining room staff and other areas of the catering operation to promote high levels of efficiency, organisation and communication
- To check the hospitality board throughout the day, making sure staff are aware of their responsibilities and that all events are set up and delivered on time
- To liaise with the Catering Manager to discuss any additional requirements, issues, problems or concerns
- To delegate tasks and responsibilities to ensure that all aspects of the catering operation are effectively allocated and that duties are covered
- To ensure that the children are taking and eating a balanced meal at breakfast, lunch and supper
- To liaise with the Catering Manager and the Domestic Manager with regard to functions, tournaments, concerts and other events that are required outside of the normal day to day operation
- To complete pre-service and post-service checklists and to make sure the temperature control sheets for the dining room are completed during each service and raise any concerns with the Catering Manager

- To ensure that all service staff have full knowledge of dishes regarding ingredients, cooking methods, correct portion control and any special dietary information
- To ensure that staff follow the cleaning schedules and that all areas are left clean and tidy throughout the day
- To ensure that the locking up procedure is followed
- To plan and supervise the deep cleaning of the catering department each term
- To ensure the safe storage of all foods and equipment
- To report any maintenance issues to the Catering Manager
- To ensure with meticulous care that all HACCP, food hygiene, health & safety and COSHH regulations are adhered to
- To ensure minimum wastage and that all waste is disposed of in the correct manner
- To ensure the machines being used are operated correctly and cleaned at the end of each shift
- To ensure that the appearance and personal hygiene of staff is kept to the highest standard and that the correct uniform and footwear is worn

Person Specification

- A relevant diploma in hospitality management is desirable, but not essential
- A minimum of 3-5 years' experience in catering management
- Food safety and hygiene certificate level 2
- Excellent organisational and time management skills
- Strong leadership capabilities
- High level of customer service skills
- Ability to work under pressure
- High level of integrity
- Strong attention to detail
- Proficient in using Microsoft Word, Excel and ordering applications
- To be creative and have enthusiasm for good food and presentation
- To motivate staff to achieve targets and maintain high standards of food quality and presentation
- To attend meetings, conferences and training courses when required
- To be available to work for additional events outside of normal shift patterns
- To work as part of a team and be self-motivated with a desire to provide a first-class service
- To observe Health & Safety regulations



Applications

Remuneration

The role is term time plus some holiday work (approximately 37 weeks a year). Working hours will be from 9:15am to 5:30pm, Monday to Friday and Saturdays from 11:00am to 5:00pm during term time (approximately 21 Saturdays a year). The salary range for the role is £23,000 - £25,000 per annum dependent on skills and experience. Benefits include company pension scheme, life insurance, sick pay, free parking, delicious meals during term-time and social events.

Safeguarding

It is expected that you will take responsibility for promoting and safeguarding the welfare of children with whom you may come into contact with. If in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare of children within the school you must report any concerns to the DSL or DDSL. If you have any concerns around a member of staff member you must report these to the Head.

How to Apply

Address applications to
recruitment@highfieldandbrookham.co.uk

Closing Date: Thursday 18th July

Interviews will be held week commencing 29th July, although we reserve the right to appoint before the closing date.

We are an I.A.P.S. co-educational boarding and day Pre-prep and Prep School for 500 pupils aged 2 to 13. We are committed to safeguarding and promoting the welfare of children and applicants are expected to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Employer Online Service regarding prohibition orders issued by the Secretary of State and the Disclosure and Barring Service (DBS). Highfield and Brookham is an Equal Opportunities Employer.





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