



Cranbrook
School

SOUS CHEF



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THE SCHOOL

Cranbrook School is a mixed state grammar school with c.900 pupils aged 11-18 years, including around 250 boarders. It was founded in 1518. Following an academic test, day pupils come from the local catchment, whereas boarders are admitted from a wider area. Although it is a selective school, Cranbrook admits a wider ability range than many other grammar schools and provides a challenging and supportive curriculum so that students of all abilities are catered for. The value-added scores that are achieved each year bear testimony to the success of our provision. Our most recent Ofsted inspections rated us as 'Outstanding' (boarding, 2025) and 'Good' (education, 2022).

Pupils join at the age of 11 or 13, and in Year 10 they start GCSEs in nine or ten subjects. Most students then qualify for the Sixth Form, this being supplemented by a healthy intake into Year 12 from other schools. All Sixth Formers take at least three A levels and can choose the EPQ and other qualifications in addition.

For a state school, the facilities are impressive. Within the seventy acres of school grounds are found the six boarding houses, the Queen's Hall Theatre (used for assemblies, school productions, visiting theatre companies and concerts), a large library and lecture theatre. Sports facilities include a large sports hall, dance studio, cardio gym, weights room, heated outdoor swimming pool, squash courts and extensive playing fields and facilities for games - hockey, rugby, cricket, netball, tennis and athletics – as well as an astro-turf pitch. The school also possesses a Performing Arts Centre that houses a drama studio and music practice rooms, and a vibrant Sixth Form Centre. The school boasts an Observatory named after Dr Piers Sellers OBE, an Old Cranbrookian and NASA astronaut.

Cranbrook is keen to educate the whole person and to this end it runs a wide programme of extra-curricular activities, including the Combined Cadet Force and Duke of Edinburgh Award Scheme, as well as a broad range of sports, music and drama, both during the week and at the weekend. We have a long tradition of overseas trips and, in recent years, groups have travelled to South America, Portugal, Nepal, and southern India for sports tours, exchanges, adventure, and to work on projects.

Cranbrook's boarding houses each have their own ethos and identity and a marked sense of house pride. There is a full fixture programme on weekends and a variety of trips and activities on Sundays, for which a number of staff give up their time. The boarding life of the School offers both staff and students new and enriching experiences and makes this an exciting and fun place to work.

Cranbrook is an active school which will appeal to those prepared to give generously of their time and to take the progress and development of their students very seriously. The school seeks to appoint staff who will involve themselves fully in the life of the school, and applicants are invited to indicate areas where they would be able to make a contribution. We welcome Early Careers Teachers and have a number of experienced mentors on our staff. ECTs and their mentors are offered additional support via Teach in Kent to help ensure a positive experience during the two-year training.

Benefits of working at Cranbrook include:

- Priority entry for staff children
- Lunch in the dining hall every day
- Use of the sports facilities and gyms
- Regular socials and use of our on-site bar, the Coach House
- A rural site in a small country town, Cranbrook is around fifteen miles from Maidstone, Ashford, Hastings and Tunbridge Wells, and London is just an hour away by train from nearby Staplehurst.

General information about the school can also be found on our website at www.cranbrookschoo.co.uk.

JOB DESCRIPTION

Job title:	Sous Chef
Responsible to:	Chef Manager/ Head Chef
Accountable to:	Head of Boarding & Bursar.
Location:	Cranbrook School

This position is within a wider team responsible for providing all the catering for approximately 900 students, including over 200 boarders. In addition, catering is required for all support staff, teachers and for the local primary school. The catering is a 7-day operation catering for 3 services per day during term-time but additional hours in the school holidays may be required. The kitchen is also required to provide food for any events such as boarding house dinners and any other functions.

Job Purpose

- To support the Head Chef in running the catering department at the school, deputising in their absence.
- To inspire and lead the chefs during shifts ensuring quality and organisation are maintained at all times. To provide an excellent quality breakfast, lunch and dinner service as well as for events, ensuring a well-balanced menu is produced as directed by the Head Chef.

Job Summary

Responsibilities / Duties

- Managing a positive and open relationship with the Head Chef and ensuring that his directions are carried out by the kitchen team
- Collaborating with, and directing other members of the team to ensure a positive and creative atmosphere in the kitchen.
- Overseeing and undertaking the preparation of all the food for the canteen and other areas required
- Maintaining a very high standard of food quality and presentation
- Ensuring accurate portion control is implemented for all menus
- Ensuring kitchen staff are complying with all school policies
- Ensuring meals are ready at designated times ensuring that adequate choice is available throughout service times.
- Ensuring all orders and deliveries are accurate, adequately recorded and being properly rotated
- Reviewing the menus seasonally and keeping accurate inventory at all times
- Being aware of the budget set by the Bursar and making savings where possible
- Following all government guidance regarding food in schools
- Following all legislation pertaining to food safety and allergen awareness
- Monitoring the HACCP system and ensuring all documentation is completed at the correct times
- Ensuring compliance to all COSHH processes and signage
- Deputising and taking on the lead role in the Head Chef's absence
- Supporting the Head Chef in training staff with new recipes and menus ensuring quality is maintained
- To cater for additional functions as and when required. Normally outside normal working hours.
- To assist with menu planning as required by the Head/ Sous Chef(s), ensuring meals meet with government nutritional standards and current trends.
- To assist with the chef's rota.
- To adhere to budget controls as indicated by the Head Chef.
- To comply with all health and safety regulations, excellent standards of hygiene.

Person Specification:

Essential

- At least 3 years as a Chef de Partie in a quality kitchen
- Menu planning
- Stock control
- Knowledge of Government nutritional standards
- Intermediate Food Hygiene Certificate
- A commitment to high standards
- Team player who can work successfully with a diverse range of people
- Ability to work independently and to a deadline.
- Good organisational skills
- Confidence, imagination and drive
- Flexibility and adaptability
- Reliability
- Good communication skills

Desirable

- Have either NVQ Level 1&2 or City & Guilds 7061/2
- Allergen awareness training
- At least 5 years as a Sous Chef in a quality kitchen
- Experience within 2 AA rosette kitchen or above
- Food Safety Level 3
- First Aid at Work

Terms and Conditions of Service

General

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School. The post holder will be required to attend statutory and mandatory training.

Safeguarding and Child Protection

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Cranbrook's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.

This job description is not intended to be an exhaustive list of responsibilities and activities within the post but is intended to reflect the major elements envisaged. The duties may change in consultation with the post holder, in line with service needs.

Cranbrook School is committed to safeguarding and promoting the welfare of children and young people. All staff appointed will be required to pass an Enhanced DBS check before commencing employment. Cranbrook School welcomes applications from people with disabilities. (A copy of our recruitment policy is available on request)

Outline of Role terms

(to be confirmed by your contract and agreed with your Line Manager and the Bursar)

- Pay grade: dependent on experience
- Regular hours:
 - 20 hours per week (2x 10 hour shifts)
 - Times as agreed
 - 30 weeks per year (term-time plus inset days)
- Potential for additional weeks during the summer holidays to cover residential letting as well as additional paid hours each term to cover school events, functions and other duties.