



Candidate brief for the position of  
Commis Chef

**Bancroft's**  
Independent Co-educational Day School 7-18

# Bancroft's

Independent Co-educational Day School 7–18



## Contents

The Role

Responsibilities

The Person

The Department

Background

Remuneration

How to Apply

**Bancroft's School** High Road Woodford Green Essex IG8 0RF

**Senior School** T. 020 8505 4821 E. [office@bancrofts.org](mailto:office@bancrofts.org)

[www.bancrofts.org](http://www.bancrofts.org)

Reg. Charity No. 1068532. Registered as a company in England and Wales No. 3513962



## The Role

The School seeks an inspirational Commis Chef to work in our very busy Catering Team. The successful candidate will be expected to work alongside the Junior Sous-Chef to manage daily kitchen activities, including overseeing junior staff, aiding with menu preparation, ensuring food quality and freshness, and monitoring ordering and stocking. Provides meal quality and consistency by following designated recipes.

This role reports to Junior Sous-Chef.



## Key Responsibilities

### Food Production

- Under supervision to ensure the quality of food prepared on every occasion is up to the Bancroft's School food standard.
- To ensure food is produced as requested by the Junior Sous-Chef and in timely manner.
- To ensure all work is carried out in a tidy, well organised and orderly manner.
- To ensure required documentation is completed as required.
- Work in different sections in kitchen as required.

### Hygiene Health and Safety

- To co-operate and adhere to any Bancroft's School health and safety requirements.
- To co-operate with any changes in statutory and Bancroft's School requirements and ensure such changes are introduced such that no breaches of requirements occur.
- To identify any breaches of hygiene, health and safety requirements to the Junior Sous-Chef.

### Menu Planning

- Keep informed of innovations and trends.
- To co-operate to maintain a portfolio of information of past events and information useful for future events and menus.
- To participate in any measures agreed to promote better food choices amongst pupils and staff.

### Ordering, Receipt and Storage of Goods

- Under supervision of the Junior Sous-Chef to assist as requested with the following:
- Ensure all goods delivered are checked to comply with the goods received Bancroft's School procedure



- Ensure goods delivered are checked for quantity and quality and appropriate action taken for any goods below standards.
- Ensure all goods are put away and stored to comply with good practice and Bancroft's School safe procedures and in line with hygiene procedures.
- Ensure all fresh foods delivered are personally checked for quantity and quality and appropriate action taken for any goods below standard.
- Ensure all storage areas are kept in good order with rotation of stocks.
- Assists stock takes of storeroom, refrigerators, freezers and kitchen as directed.

## Budget and Financial

- Follow agreed portion controls, as specified by the Junior Sous-Chef.
- Ensure any items returned to stores are recorded in appropriate place and communicated to Junior Sous-Chef.
- Ensure you follow agreed method of food production e.g. batch cooking that keeps excess production to a minimum.

## Management of Personal

- Report any adverse performance and conduct variations to the Junior Sous-Chef and agree the strategy for dealing with it.
- To adhere to any School rules and requirements including, but not limited to, signing in and out of work.
- Your appearance and manner reflect the Bancroft's School and site uniform requirements.

## Other

- Liaise with other team members, school personnel, customers
- Deputise for the Junior Sous-Chef from time to time.
- Liaise with school personnel, and customers as required.
- Attend weekly, monthly meetings or training courses as directed by the Catering manager and / or Bancroft's School.
- To carry out any other responsibilities as may be reasonably requested.



## Additional Work Information

- This job description is not an exhaustive list of all responsibilities or duties but reflects the major core of the role.
- The organisation reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.



- Bancroft's School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School expects all staff, contractors, Governors and volunteers to share this commitment.
- To demonstrate a commitment to improving and developing the organisation's processes and facilities.
- To carry out such duties that may be reasonably required by your line manager, the Head of Science.



## The Person

The ideal candidate will demonstrate the following:

### Essential Criteria

- Experience with goods receiving and manual handling.
- Worked in pastry, garnish, salad and sauce sections.
- NVQ Qualification 2.
- A flair and enthusiasm for cooking with fresh quality ingredients.
- Ability to cope under pressure, in a calm and efficient manner to set deadlines.
- A positive approach to menu planning and development of the catering service.

### Desirable Criteria:

- NVQ Qualification 3.
- Experience in catering busy, large-scale operation.
- HACCP, Risk Assessments and Manual Handling experience
- Intermediate food hygiene certificate.



## The Catering Department

Food is our passion sitting at the heart of the school. We ensure the quality and variety of our ingredients and use local produce wherever possible. All our menus are based on homemade food. The same level of care and dedication is applied by our chefs and supporting front of house service teams.

The role of Chef is an essential link in ensuring the smooth running of the kitchen operation. Working to tight timescales whilst being flexible and understanding of school activities, the role requires a team player but also someone that can work with all catering team members in a harmonious and co-operative manner to maintain a good working and professional atmosphere.

## Bancroft's School

Bancroft's School was founded by the Drapers' Company in 1737 on the Mile End Road as a day-school for local boys from a diverse range of backgrounds; the School has come a long way geographically and institutionally since then but remains committed to pupils from a wide range of backgrounds and has a long tradition of excellence.

We are now a co-educational independent day school for around 1200 pupils from 7 to 18 and an unashamedly aspirational school, devoted to scholarship and intellectual inquiry. We aim to provide an atmosphere in which each child can flourish and we believe that children succeed when they take full advantage of the huge range of different opportunities we provide – whether immersed in academic research, being out on the sports fields, taking part in charitable activities, acting on the stage, playing music and attending some of our numerous clubs and societies, our pupils challenge themselves and learn by taking part wholeheartedly in school life.

We have the highest expectations for every child in the School and we support, encourage and nurture each individual; we want our pupils to enjoy life to the full, make enduring friendships and grow up in a friendly, safe but challenging environment.

At Bancroft's we continually strive to ensure that all our pupils leave here with the confidence, self-awareness and knowledge to thrive in the world beyond, as well as taking with them an awareness of others and an abiding curiosity about the world.

Bancroft's has a selective 5 or 6 form entry at 11+, with just under half the pupils coming from the Preparatory School. The school uses its own entrance exam and admits boys and girls in equal proportions. There is a further small entry at 16+, and most pupils stay into the Sixth Form. Public examination results are very strong and place Bancroft's among the top co-educational schools in the country.

In 2019, following sustained application and hard work by our pupils, together with support from teachers, we saw 32.6% of all A Levels taken graded at A\* with 85.2% graded A\*, A or B. Results in Art, Spanish, Electronics, History and Mathematics were all particularly pleasing.

GCSEs were also a reflection of the hard work and dedication of our pupils and their teachers. Again Bancroftians rose to the challenge of restructured and more demanding examinations. This year we saw almost 65% of all examinations being awarded either an 8 or 9 (equivalent to an A\*); with 99.1% of exams achieving grades 9-5.

Bancroft's is a forward-looking, modern school; a centre of excellence for the twenty-first century.



## Remuneration

The successful applicant will receive an attractive salary package according to experience and expertise. Benefits include free school lunch, private medical insurance, pension enrolment, and concessionary fees for children attending the school (dependent upon academic assessment).



## How to apply

An application form is available to download from the School website, <http://www.bancrofts.org/about-us/employment-opportunities> or by emailing [recruitment@bancrofts.org](mailto:recruitment@bancrofts.org)

Bancroft's School is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of children and applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

