



ST JOHN'S SCHOOL
A MERCHANT TAYLORS' SCHOOL

Application Pack:

Chef Manager (Catering Operations)

Welcome

Thank you for your interest in the role of **Chef Manager (Catering Operations)** at St John's School, Northwood.

We are seeking to appoint an experienced, enthusiastic and highly organised Chef Manager to lead and develop our catering provision. This is an exciting opportunity for a talented catering professional to manage all aspects of the school's food service, ensuring the delivery of nutritious, appealing and high-quality meals for pupils, staff and visitors.

The successful candidate will combine strong culinary expertise with excellent leadership and operational management skills. They will be responsible for menu development, food preparation and service, team leadership, budget management, compliance, and customer satisfaction, while promoting healthy eating and sustainability across the school community.

School Overview and What We Offer

St John's is an independent boys' Pre-Prep and Preparatory School for pupils aged three to eleven years, with approximately 250 boys on roll. Founded in 1920, the school is owned by the Merchant Taylors' Educational Trust and is situated on a beautiful 35-acre site in Northwood, Middlesex, offering an exceptional environment for teaching and learning.

As a school, we are committed to the development of the whole child — intellectually, morally, socially and physically. Children at St John's are hard-working, academically motivated and successful.

What We Offer

- A supportive and welcoming working environment.
- The opportunity to lead and further develop a valued school catering service.
- Continued professional development and training opportunities.
- Salary is FTE £45,000 to £51,000 per annum (actual salary £34,500 to £39,230 per annum) depending upon experience
- Access to the Aviva APTIS Pension Scheme with an employer contribution of 15%.
- Lunch during term time.



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- On-site parking.
- The opportunity to play a key role within a thriving school community.
- On site parking.
- Subsidised on-site accommodation is available.

The Role: Chef Manager

Reports to: Bursar

Job Purpose

To lead and manage the School's catering provision, delivering a high-quality food service for pupils, staff and visitors.

The Chef Manager will combine hands-on culinary leadership with operational and financial management responsibilities to ensure that food provision is nutritious, appealing, cost-effective and fully compliant with food safety, health and safety and safeguarding requirements.

The postholder will oversee all catering operations including school lunches, match teas, hospitality and events, while leading and developing the catering team and maintaining the highest standards of customer service and food quality.

Key Responsibilities

1. Catering Operations

- Lead and oversee the day-to-day operation of the catering service, including lunches, match teas and school events.
- Develop menus and lead seasonal planning to provide varied, nutritious and appealing meals.
- Ensure consistently high standards of food quality, presentation and customer service.
- Oversee food preparation and service, ensuring appropriate portion control and minimal waste.
- Promote healthy eating throughout the School.
- Support catering provision for special events and hospitality requirements.



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2. Staff Management

- Lead, motivate and develop the catering team.
- Undertake recruitment, induction and training of catering staff.
- Prepare staff rotas and ensure effective deployment of resources.
- Manage performance and support professional development.
- Foster a positive, collaborative and professional team culture.
- Ensure appropriate staffing levels to meet operational requirements.

3. Health, Safety and Compliance

- Ensure compliance with all relevant food safety legislation and statutory requirements.
- Maintain and implement HACCP procedures.
- Ensure compliance with COSHH regulations and safe working practices.
- Maintain accurate food safety, allergen and compliance records.
- Ensure the kitchen and associated areas remain inspection-ready at all times.
- Promote a culture of health, safety and hygiene within the catering department.
- Adhere to safeguarding and child protection procedures at all times.

4. Financial Management

- Manage the catering budget effectively and responsibly.
- Monitor food, labour and wastage costs to ensure value for money.
- Order supplies in accordance with procurement procedures.
- Maintain effective stock control and inventory management.
- Support budget forecasting and financial reporting processes.
- Identify opportunities for efficiency and sustainability savings.

5. Customer Service and Communication

- Build positive relationships with pupils, staff, parents and visitors.
- Respond professionally and constructively to feedback.
- Promote healthy eating initiatives and positive dining experiences.
- Work collaboratively with colleagues across the School.
- Ensure that customer service remains at the heart of catering provision.

6. Facilities and Equipment

- Ensure catering equipment is maintained and faults are reported promptly.
- Oversee storage procedures and stock rotation.
- Support sustainability initiatives and waste reduction programmes.



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- Maintain a clean, safe and organised working environment.

Person Specification:

Essential Qualifications and Experience

- Professional catering or chef qualification (e.g. NVQ, City & Guilds or equivalent).
- Experience of managing a catering operation.
- Experience of leading, supervising and developing staff.
- Experience of menu planning and food production within a high-volume environment.
- Experience of managing budgets, stock control and purchasing.
- Sound understanding of food safety legislation, HACCP and COSHH requirements.
- Experience of allergen management and compliance procedures.

Desirable Qualifications and Experience

- Experience of working within an educational environment.
- Food Safety Level 3 qualification or equivalent.
- Training in allergen management.
- Experience of delivering catering for events and hospitality functions.
- Knowledge of sustainable catering practices.

Skills and Competencies

- Strong culinary skills and food presentation standards.
- Excellent organisational and time-management abilities.
- Strong leadership and people-management skills.
- Ability to manage competing priorities and work under pressure.
- Sound financial and commercial awareness.
- Excellent communication and interpersonal skills.
- Competent IT and administrative skills.

Personal Attributes

- Enthusiastic, professional and self-motivated.
- Positive and approachable manner.
- High standards and attention to detail.
- Flexible and adaptable approach to work.



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- Commitment to continuous improvement.
- Ability to work collaboratively as part of a wider school community.

Suitability to Work with Children

- Commitment to safeguarding and promoting the welfare of children.
- Ability to maintain appropriate professional boundaries.
- Understanding of the responsibilities associated with working in a school environment.
- Emotional resilience and sound judgement.

Additional Requirements

- Enhanced DBS clearance and satisfactory references.
- Commitment to undertaking safeguarding training.
- Commitment to the School's safeguarding and child protection policies.
- Flexibility to support school events and occasional out-of-hours catering requirements where necessary.

Safeguarding:

St John's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any offer of employment will be subject to satisfactory references, medical clearance, an Enhanced DBS check and all other relevant pre-employment checks.

How to Apply:

Please apply in confidence by submitting the following:

1. A completed application form
2. A covering letter outlining your suitability and enthusiasm for the role
3. A completed equal opportunities monitoring form

Please download the application form and equal opportunities monitoring form from our website www.st-johns.org.uk/about-us/staff-vacancies/ or by emailing headsea@st-johns.org.uk.



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Closing Date: **ASAP**

Interviews: **TBC**

Start Date: **1st September 2026**

Applications should be addressed to headsea@st-johns.org.uk

Contact and Visits

We warmly welcome potential applicants to visit the school or arrange a conversation before applying. All short list candidates will have the opportunity for a tour on the day of the interview. For enquiries or to arrange a visit, please contact headsea@st-johns.org.uk.