

APPLICATION PACK FOR THE POST OF
Chef Manager
Town Close School



**NORWICH'S FINEST PREP SCHOOL FOR
GIRLS AND BOYS 3-13 YEARS**

Required from October / November
2025



A WARM WELCOME

From the Head at Town Close School, Norwich.

This is an exciting opportunity to work in a leading preparatory school with excellent facilities. The successful candidate will be a team player, taking a full part in the wider life of this happy and busy school.

Town Close School is a co-educational day school of over 420 pupils aged 3 to 13 years, situated close to the centre of Norwich on a beautiful 15-acre site, including conservation woodland. Founded in 1932, it is now a charitable trust managed by a board of governors. The School is based around two large townhouses and their extensive gardens; the main house is early Georgian and the other mid-Victorian. Purpose-built classrooms and other premises and accommodation have been added, most in recent years. A high specification sports hall was opened in September 2009, a superb performing arts hall in January 2010 and the Pre Prep and Nursery was extended and re-furnished in 2017. A second science lab was opened in January 2025 and a drama studio and renovated Reception garden will be opened in September 2025.

Education lies at our core with pupils motivated to achieve, maintaining our outstanding reputation, with the encouragement of dedicated, capable staff and a loyal, supportive parent body.

In 2020, we were awarded the prestigious national honour of TES Pre Prep/Prep School of the Year. Despite the current climate, demand for places is excellent and academic performance is strong.

We aim to develop the full potential of each pupil. We are proud of our academic record, our renown for music, drama, technology and art, and our reputation for sport. Town Close School underwent a routine inspection in February 2022 conducted by the Independent Schools Inspectorate. The 'excellent' status was given in all areas of Education Quality Inspection, and the inspectors found the School to meet all requirements of the Compliance Inspection. Both reports can be viewed via our website www.townclose.com.

We look forward to hearing from you.



JOB DESCRIPTION

Main Duties and Responsibilities

The Chef Manager is responsible for ensuring the provision of an efficient, effective, and financially viable catering service. This includes providing attractive, healthy, and varied menus for pupils, staff, and visitors. The role involves leading, managing, and developing the catering team to consistently deliver the highest standards of food service across the school community, including daily lunch service, staff meetings, open mornings, parent events, match teas, school celebrations, and other special functions throughout the year.

KEY RESPONSIBILITIES

Food preparation & service

- Plan, prepare and deliver high-quality meals that cater for a range of dietary needs including allergens and preferences.
- Maintain strong awareness of nutritional standards, school food policy, and child health and wellbeing guidance.
- Develop and rotate seasonal menus, incorporating feedback from pupils and staff.

Leadership & team management

- Line manage the catering team, setting high expectations and maintaining a positive, inclusive working environment.
- Lead on recruitment, training, induction and professional development of catering staff.
- Oversee rotas and staffing levels to ensure service is consistent and efficient throughout the school year.

Hygiene, Safety & Compliance

- Ensure full compliance with food hygiene, health and safety, and allergen legislation.
- Lead daily kitchen checks, ensure documentation is maintained, and act on any arising issues.
- Carry out risk assessments and report incidents, near misses or accidents in line with school policy.

Finance & Procurement

- Manage catering budgets and work within cost margins set by the bursary.
- Manage stock ordering and inventory, minimising food waste.
- Build good relationships with trusted suppliers to ensure provision of reliable, quality products.

Wider School Contribution

- Liaise with parents regarding pupils' dietary needs, with the support of the Deputy Head (Pastoral).
- Deliver hospitality and catering for school events, matches, celebrations, and visiting guests.
- Uphold the school's values and actively contribute to school-wide initiatives and community engagement.

GENERAL RESPONSIBILITIES

- It is important that all members of Town Close staff are flexible and prepared to undertake other duties as appropriate to the grade and skills of the post-holder in order to maintain the efficient running of the school.
- Duties may vary between term and closure periods.
- To become familiar with and use any relevant computer systems as required for the duties of the post.
- The post-holder will attend relevant training as identified by the appraisal process to meet the requirements of the school. It is expected that the knowledge and skills acquired from attendance at such training will be shared and applied within the catering team, as appropriate.
- The post holder is expected to personally comply with the statutory provisions of health and safety at work legislation and school policy and to always work in a safe manner and not to put self or others at risk.
- It is a requirement that all employees of the school maintain confidentiality of information acquired in the course of undertaking their duties here.
- To comply with the core values of the School.

PERSON SPECIFICATION: CHEF MANAGER

Category	Essential Job Requirements	Desirable Job Requirements	Method of Assessing
Qualifications	<ul style="list-style-type: none"> Recognised cookery qualification (City and Guilds 7061 or 7062 or NVQ equivalent) Food Hygiene level 3 GCSE or equivalent in English and maths 	<ul style="list-style-type: none"> First Aid at Work 	Application
Experience	<ul style="list-style-type: none"> At least 5 years' experience of working as a Chef Manager, Head Chef or Senior Second Chef Qualified to work in the UK 	<ul style="list-style-type: none"> Experience of working in schools preferred An awareness of whole school issues 	Application Interview References
Knowledge and Skills	<ul style="list-style-type: none"> Deliver nutritious and tasty meals for pupils and staff Knowledge of health and safety practices Experience with using fresh ingredients IT literate Self motivated, using own initiative Ability to motivate others and lead a team Managing and adapting to change in order to move the catering service forward and ensuring that it keeps up to date with customer demands 	<ul style="list-style-type: none"> Experience of managing budgets 	Application Interview References
Disposition and attributes	<ul style="list-style-type: none"> To support the school unreservedly in its commitment to safeguarding and promoting the welfare of young people Excellent organisational skills / time management / ability to prioritise and organise own workload / able to work to deadlines Good time management Willing to contribute to the wider life of the school, including its enrichment offer Flexible over working hours according to the needs of the school 		Interview References

TERMS OF APPOINTMENT & APPLICATION PROCESS

Salary and Benefit package

Salary, which will be commensurate with experience, is based on the Town Close Support Staff Pay Scale and will be between points 29 - 35 (£34,896 – £41,396 pro rata).

School provides excellent catering for all staff, including a delicious lunch.

Working hours

The working hours for the role are 42.5 hours per week, worked flexibly around the needs of the business, Monday–Friday only (no weekends). 40 weeks (including 4 weeks during school holidays, of which 3 weeks are worked during Activate, the holiday club).

Benefits include

- School lunch and refreshments throughout the day
- Onsite parking
- Discounted school fees for your child/ren
- Pension scheme
- Free flu jab on site

Equal Opportunities

Town Close is an equal opportunities employer and the School is committed to equality and diversity.

Safeguarding

All positions at Town Close are subject to an enhanced check from the Disclosure and Barring Service and the receipt of satisfactory references. The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

How to apply

Please complete and return the application form, which is available on our website. This should be accompanied by a letter of application of no more than 500 words addressed to:

Miss Anna Linsmith (Assistant Bursar)

Either by email to: bursarsec@townclose.com or post to:

Town Close School
14 Ipswich Road
Norwich
NR2 2LR

Closing date: Friday 19th September 2025

Interviews: w/c 22nd September 2025