



# St Mary's School

## C A M B R I D G E

### **CHEF MANAGER**

**Term Time Only**  
**+ 6 weeks during the Summer School**  
**+ 7 weekends**

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## **St Mary's School Cambridge**

St Mary's School, Cambridge is an independent day and boarding school for girls aged 3 to 18.

Situated in the heart of the academically and culturally vibrant city of Cambridge, the School offers a safe and secure learning environment for girls. A Christian school run in the Catholic tradition and founded on the principles of Mary Ward, we have a unique approach to education and an atmosphere which fosters a love of life and learning, while growing the academic talents and spiritual wellbeing of each individual girl, from within.

At St Mary's School, Cambridge, we don't offer a one-size-fits-all education; we provide renowned pastoral care, understanding and individual support that encourages girls to look beyond themselves, so that they enter adulthood aspiring to be more and to give more, not just to have more.

There are 160 girls in our Junior School, 400 girls in the Senior School and 100 in our Sixth Form. A fifth of the girls at the school are boarders. Reflecting the cosmopolitan community of Cambridge, 14% of students at the school are from overseas, from 34 countries. Building on our 400-year tradition, St Mary's School, Cambridge belongs to an active international network of over 200 Mary Ward schools worldwide, presenting many exciting and innovative opportunities for its students.

**Job Title:** Chef Manager

**Reporting to:** The Operations Manager has overall responsibility for the Catering Team, but day to day reporting will be to the Catering Manager.

**Key Objectives:** Oversee and manage the daily operations of the Senior School kitchen, working closely with the Catering Manager to plan seasonal menus, place orders, and ensure high-quality, 'home cooked'-style meals are prepared using fresh, nutritious ingredients. Lead the kitchen team in delivering healthy, balanced food options in line with school standards and customer expectations.

**Hours:** During term time, 40 hours per week, working 06:00-14:30 Monday to Friday. You will be required to work 1 weekend a month at the Boarding House on a rotational basis. You may be required to work additional hours during the week to meet the business needs of the school and for events.

Any authorised overtime hours which are in addition to your 40-hour week will be paid for.

You will be required to work 6 weeks at summer to cover summer school.

**Salary:** £34,924

**Key Responsibilities:**

- Lead and manage the kitchen team, including chefs and Food Service Assistants, ensuring the delivery of high-quality, 'home-cooked' style meals that are nutritious, seasonal, and well-presented.
- Work alongside the Catering Manager to plan menus, place orders, manage stock, and support the smooth running of daily food service and events.
- Ensure full compliance with food safety, hygiene, and allergen regulations (including COSHH, HACCP, and EHO standards), maintaining accurate records such as temperature logs, allergen charts, and cleaning schedules.
- Uphold strict allergen awareness practices, promoting a safe environment for students with dietary needs.
- Supervise the preparation and service of all school meals, packed lunches, and catering for events and functions as required.
- Minimise food waste through creative use of ingredients, effective portion control, and sustainable practices.
- Ensure professional standards of cleanliness, hygiene, and conduct are maintained throughout the kitchen and service areas.
- Support the Catering Manager in stock control and receiving deliveries, ensuring correct storage and rotation.
- Provide kitchen cover across the school site when needed, including Summer School and occasional weekend events.
- Mentor and train kitchen staff, fostering a positive, high-performing team culture.
- Attend job-related training courses as required.

**Terms and conditions****Full-time post**

Monday to Friday, Term Time Only with 6 weeks summer school and 1 weekend a month on rotational basis and some evening work to cater for events.

**Benefits**

- Term-time only role with holidays aligned to school breaks (minus summer school)
- 1 wellbeing day per year
- Holidays must be agreed with the Catering Manager in advance
- Contributory pension scheme
- Fee remission of 33% for staff (pro rata for part-time staff) with a child at the School. This is in accordance with the school's policy which may be subject to change
- Free school lunch
- Cycle to work scheme
- Childcare voucher scheme

**Closing date for applications:** 12:00pm Friday 6<sup>th</sup> June 2025

**Interviews:** Date to be confirmed

The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced Disclosure check.

## Person Specification

	ESSENTIAL	DESIRABLE
<b>EDUCATION &amp; QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Relevant qualification (for example, culinary or cookery)</li> <li>• Level 3 Food Hygiene Certificate</li> <li>• GCSE level achieved in English and Maths or equivalent</li> </ul>	<p>Any of these City &amp; Guilds qualifications:</p> <ul style="list-style-type: none"> <li>• City &amp; Guilds Professional Cookery (7100) - L1,2 and 3</li> <li>• Professional Cookery (6100)</li> <li>• Hospitality and Catering Principles (7091)</li> <li>• Professional Food and Beverage Service (7103)</li> </ul> <p>Other training:</p> <ul style="list-style-type: none"> <li>• COSHH</li> <li>• First aid</li> </ul>
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working in a busy kitchen</li> <li>• Experience of buffet and function work</li> <li>• A Good level of computer skills including email and Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Working in an education environment</li> <li>• Basic knowledge of Health and Safety</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to prioritise workloads</li> <li>• Diligent and conscientious</li> <li>• Reliable and committed</li> <li>• Good team worker</li> <li>• Enthusiastic, friendly and approachable manner</li> <li>• Patient and calm under pressure</li> <li>• Ability to work with people at all levels</li> <li>• Ability to work as part of a team, or alone</li> <li>• Awareness of the need to observe child protection safeguards at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience working in schools, universities, or educational institutions</li> <li>• Proven experience managing large-scale catering operations for events or institution</li> <li>• Skills in designing cost-effective yet appealing menus</li> <li>• Ability to contribute to educational initiatives around healthy eating and nutrition.</li> <li>• Demonstrated ability to coach and mentor kitchen staff, helping junior chefs develop their skills and fostering a</li> </ul>

		<p>learning environment</p> <ul style="list-style-type: none"><li>• Ability to plan and execute special events such as themed lunches, holiday meals etc.</li></ul>
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