



GATEWAY SCHOOL  
— GREAT MISSENDEN —

**RECRUITMENT PACK**

**INDEPENDENT SCHOOL  
CHEF MANAGER**



# Welcome Message

At Gateway School we are committed to providing learning experiences that holistically prepare our children for their next schools and life beyond. We empower every pupil to excel in their educational journeys today, tomorrow and for the rest of their lives.

Our mission is to provide an engaging and inspiring learning environment that encourages children to be curious and ambitious, resulting in happy, confident and real-world ready learners. We hope for every child to be happy, successful and well-prepared for their ever-changing futures.

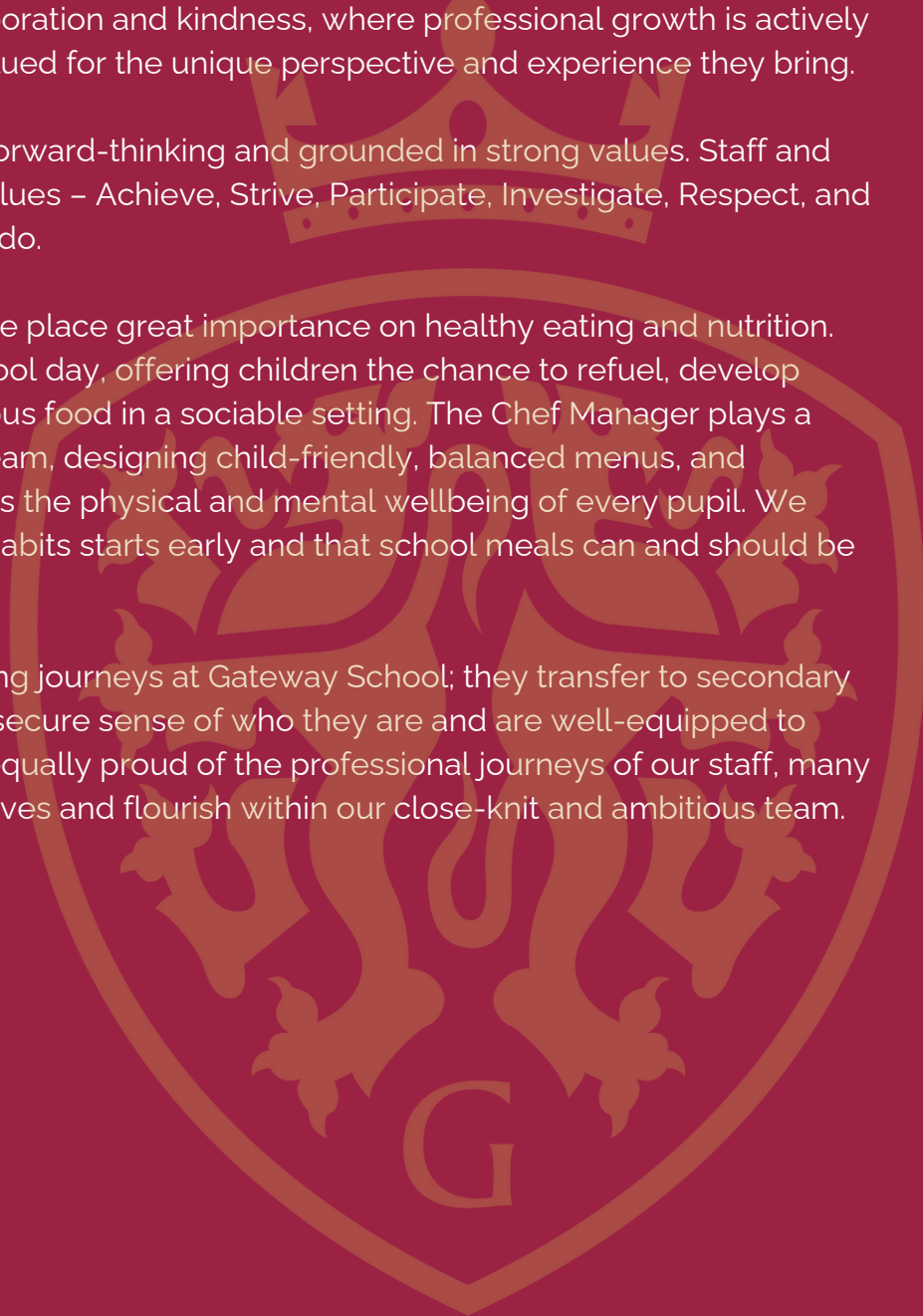
We believe in providing opportunities to develop character and promote curiosity, flexibility, collaboration, creativity and critical thinking within our curriculum. Throughout the school, our committed and highly-skilled staff encourage pupils to challenge themselves and build resilience whilst feeling safe, cared for and supported.

This commitment extends to our staff too. We know that children thrive when the adults around them are supported, trusted and empowered. At Gateway, our staff team is at the heart of our success. We work in a culture of collaboration and kindness, where professional growth is actively encouraged and where everyone is valued for the unique perspective and experience they bring.

Our school community is welcoming, forward-thinking and grounded in strong values. Staff and pupils alike take pride in our ASPIRE values – Achieve, Strive, Participate, Investigate, Respect, and Enjoy – which underpin everything we do.

As part of our whole-child approach, we place great importance on healthy eating and nutrition. Mealtimes are a valued part of the school day, offering children the chance to refuel, develop independence, and enjoy fresh, nutritious food in a sociable setting. The Chef Manager plays a vital role in this – leading our kitchen team, designing child-friendly, balanced menus, and ensuring that our food offering supports the physical and mental wellbeing of every pupil. We believe that developing positive food habits starts early and that school meals can and should be both delicious and nourishing.

We are very proud of our pupils' learning journeys at Gateway School; they transfer to secondary school as confident individuals, with a secure sense of who they are and are well-equipped to take on their next challenges. We are equally proud of the professional journeys of our staff, many of whom take on new roles, lead initiatives and flourish within our close-knit and ambitious team.



# About Gateway School

Gateway School is a thriving, vibrant and nurturing independent day school for boys and girls aged 2 to 11, located in the heart of the Chiltern Hills in the village of Great Missenden, Buckinghamshire.

- Ages: 2–11
- Pupils on roll: Approx. 260
- Small class sizes ensuring every child is known and supported
- Broad and creative curriculum
- Specialist teaching
- ISI Rated: Excellent in all areas
- Part of the Bellevue Education Group – offering high-quality professional development, shared expertise, and a family of schools united by a shared commitment to excellence in education. – offering global collaboration and rich CPD opportunities





## The Role

- The Chef Manager is responsible for overseeing the operation of the school's kitchen, ensuring high standards of food preparation, quality, and safety, while managing a team of kitchen staff.
- The Chef Manager will collaborate with management to develop a nutritious, balanced, and appealing meal plan for students, staff, and guests.
- This role will also involve managing food budgets, inventory, and ordering supplies.
- Full-time, year-round position with standard hours of operation
- We currently work on 41.6 weeks per year (so term time only)/Mon- Fri 7-2pm/1 day a week 7-2.30pm 35.5 hours PW
- Some flexibility required based on school schedule and event needs.
- The role may require physical work, including standing for extended periods, lifting heavy items, and working in a fast-paced environment.



# Key Responsibilities

## Team Management

- Collaborate with school leadership to design and plan nutritious, balanced, and age-appropriate meal options for students.
- Ensure meals cater to dietary restrictions, allergies, and special dietary needs.
- Oversee the daily preparation and cooking of meals, ensuring high-quality standards and consistency.
- Innovate and introduce seasonal or themed menus to enhance the dining experience.

## Menu Planning & Food Preparation

- Get to know and build strong and positive relationships with each child and their parents/caregivers
- Plan for and operate a programme of activities suitable to the age range of children attending the Preschool in conjunction with the team on a weekly basis.
- Adjust activities according to individual children's needs.
- Support all staff and contribute to the team. Follow instructions of the Preschool Manager.
- Liaise with and support parents and other family members.
- Attend staff meetings and training events outside working hours if required.
- Undertake certain domestic jobs within the Preschool, for example, serving snacks and meals.
- Develop your role within the team.
- Engage in reflective practice, use constructive feedback to continually improve.
- Carry out any reasonable request given to you by any Senior Member of Staff.
- Be reliable and punctual





## Kitchen Operations Management

- Ensure efficient daily operations, including meal service timings, kitchen cleanliness, and proper organization.
- Monitor kitchen equipment, reporting any malfunctions or maintenance needs to ensure a safe and functional work environment.
- Implement and maintain health and safety standards in accordance with local regulations and school policies.
- Monitor kitchen inventory, order supplies, and ensure food stock levels are maintained.

## Budgeting & Cost Control

- Oversee kitchen budgets, ensuring costs are controlled while maintaining meal quality.
- Track food waste and implement strategies to minimize waste and increase sustainability.
- Ensure proper portion control to meet nutritional standards while minimizing food costs.

## Health, Safety & Compliance

- Maintain and enforce health and safety regulations in the kitchen, ensuring compliance with local and national food safety standards (e.g., HACCP).
- Ensure kitchen staff follow proper hygiene practices, including sanitation procedures, safe food storage, and allergen management.
- Conduct regular health and safety audits and implement corrective actions as needed.



# Communication & Collaboration

- Liaise with school leadership, parents, and staff to receive feedback on meals and suggest improvements.
- Foster a positive and inclusive dining experience for students and staff.
- Collaborate with other departments, such as event coordinators, to provide catering services for school events, meetings, and special occasions.

# Qualifications & Skills

- Proven experience as a Chef, Kitchen Manager, or in a similar culinary management role, preferably in a school or institutional setting.
- Strong leadership and people management skills, with the ability to motivate and supervise a team.
- In-depth knowledge of food preparation, safety, and kitchen operations.
- Excellent organizational skills, with the ability to manage multiple tasks and priorities effectively.
- Ability to create menus that are nutritious, cost-effective, and appealing to a diverse group of students.
- Strong communication skills and ability to collaborate with a range of stakeholders, including parents, staff, and students.
- A passion for creating high-quality meals and a commitment to fostering a positive and inclusive dining experience.
- Culinary qualification or formal training (eg NVQ in Professional Cookery or equivalent).
- Food safety certification (eg, Level 3 Food Safety and Hygiene).
- First Aid Certification (preferred but not required).





## WHY WORK AT GATEWAY SCHOOL?

- Competitive salary
- Supportive, professional and friendly team
- Small class sizes and excellent resourcing
- Strong focus on staff wellbeing and CPD
- Staff development and collaboration opportunities within the Bellevue Education network
- Set in a beautiful, historic village with excellent transport links to London
- Staff lunches, snacks and tea and coffee provided
- Competitive pension scheme
- 28 days holiday including Bank Holidays, including time off between Christmas and New Year
- PerkBox: Bellevue staff wellbeing advantage and discount benefits.
- Culture of trust, flexibility and empowerment – your voice and ideas matter here
- Opportunities to lead and innovate, with support for personal growth and leadership development
- A community that celebrates individuality, creativity and a shared passion for education



# APPLICATION AND NEXT STEPS

Please visit our website [www.gatewaysschool-bucks.co.uk](http://www.gatewaysschool-bucks.co.uk) for more information about the school. Interested candidates should submit a resume and cover letter outlining their qualifications and experience to: [recruitment@gatewaysch.co.uk](mailto:recruitment@gatewaysch.co.uk)

Closing date for applications: **midday Friday 9 May 2025**

Interviews will be held shortly after.





### **SAFEGUARDING STATEMENT**

Gateway School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to enhanced Disclosure and Barring Service (DBS) checks, reference checks and pre-employment safeguarding procedures.





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