

Welcome

I am delighted that you are considering applying for the position of Head Chef. This is a 40 hours a week term time plus position starting as soon as possible.

We are a successful, forward-thinking, co- educational independent school with a long tradition of developing and promoting individual talent and encouraging high aspirations within an environment of continuous improvement.

Our history dates back to the 14th century, but we are also very much an innovative and forward-looking School that combines a strong focus on academic excellence with a rich co-curricular programme to enable our pupils to 'discover who they are' and unlock their potential in a School with a strong sense of community. The School continues to challenge itself on how it delivers its education services (recent years have seen the launch of a kindergarten, the establishment of a transport division, the opening of an international boarding house, and the deployment of iPads).

This is a fantastic opportunity for a dedicated and versatile chef to join our Catering Team. This position is ideal for a committed professional who will be accountable for the overall success of the Catering Function at Wisbech Grammar School. You will be able to grow and develop your portfolio of skills in a positive and supportive environment. ensuring the highest standards of food production and service

If this role represents the type of opportunity and challenge which excites you, and you believe you have the necessary skills and experience to lead and work with an excellent team, then we would be pleased to receive your application and give it serious consideration



Natalie Miller
Bursar

About the School and location

Wisbech Grammar School (WGS) is an independent, co-educational School located near the centre of the historic town of Wisbech in Cambridgeshire, on a green site of 44 acres beside the River Nene which runs through the town. The School offers a broad, high-quality education with excellent pastoral care for around 590 children aged 2-18. It is predominantly a day School but, in recent years, has started to take a limited number of boarders, mainly from the Far East.

The School is located on a single site with Wisbech Grammar Preparatory School (formerly known as Magdalene House) and the Senior School sharing the same buildings and extensive playing fields. The Kindergarten was established in 2018.

Wisbech is a historic market town with a royal charter in north Cambridgeshire and it straddles the River Nene, roughly halfway between Peterborough and King's Lynn. The town has a population of just over 30,000 and there are good road links to Cambridge, Norwich, Peterborough and the North Norfolk Coast

History and development

WGS was founded as a school for boys in 1379, making it one of the oldest Schools in the country. It was established by the Guild of the Holy Trinity, a group of scholars who were highly influential in developing the social and economic life of the town in the Middle Ages. WGS has been a cornerstone of the town over many centuries and its presence was a vital factor in the granting of a Charter for Wisbech in 1549.

Since its establishment, change has been in the DNA of Wisbech Grammar. It has occupied a number of sites within the town over its evolution. In 1905 Wisbech High School was established to provide the same educational opportunities for girls as boys enjoyed at the Grammar School. The two Schools developed concurrently until they were merged in 1970, when the boys school moved across the river Nene to its current location today.

Over the years, many additional facilities have been established.

In 2018, WGS launched its International strategy. This led to an even more busy building phase where the Bursar led a team to complete '7 projects in 7 months' and enabled the former sixth form centre to become the first international boarding house. The '7 in 7' projects enabled acceleration through the masterplan and has led to the functional zoning of all academic departments. There is now a Modern Foreign Languages Hub, a new 6th Form study centre, Performing Arts zone, Arts zone, Science and Maths Zone, all of which have a clearer identity.

With the move to welcoming international pupils, the school has evolved once again from a day school to a boarding School. January 2020 saw the opening of a second boarding house and there is now capacity for 28 pupils. The intention is to grow the international contingent to approximately 50 in the coming years.

Application process

To apply please download an application and equality form from our website www.wisbechgrammar.com. Your application should include a letter stating how you meet the job description addressed to Mrs Natalie Miller, Bursar.

Please send postal applications for the attention of Rebecca Forman, Human Resources, Wisbech Grammar School, Chapel Road, Wisbech, PE13 1RH or send by e-mail to HR@wisbechgrammar.com

Closing date: Applications must be received by 9am on Thursday 1 January 2026

Short list: Short listed applicants will be informed on Monday 5 January 2026

Interviews: Will take place w/c 5 January 2026

Due to timing, the School will interview as applications are received, and so reserves the right to withdraw this opportunity when a successful candidate is found.

If you are interested, then please submit an application as soon as possible. The School is happy to accept early applications by CV initially and reserves the right to close this vacancy earlier than the date above.

Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, satisfactory references and a medical.

Job Title	Head Chef
Reporting to	Bursar
Hours of Work	This is a Term time plus 5 week contract. Working hours are 40 per week over 5 days per week. The working day will be 8 hours per day and hours will be worked between the hours of 0700 and 1900 depending on need.
Working Hours	Working hours must be flexible to accommodate functions and events. You will be required to work some mornings, evenings and weekends to support all elements of the catering operation. You are expected to work the hours that are necessary to fulfil your responsibilities and meet the needs of the School
Holidays	This is a term time plus 5 week contract. The additional days / hours (25 / 200) are to be worked as needed and required to suit the needs of Wisbech Grammar School.
Probation	1, 3, 6 12 month reviews in the first year of the role which will also apply if the successful candidate later changes to a different role/ promotion.
Medical	<p>The offer of appointment at Wisbech Grammar School will be conditional upon the provision of a medical report, which satisfies the school. Initially this will be a self-certification, which may result in Pre-Employment screening by our Occupational Health provider.</p> <p>Please note that all School buildings operate a no-smoking policy.</p>
Benefits	<p>Wisbech Grammar School provides</p> <ul style="list-style-type: none"> • Teacher Pension with TPS (18.4% employer pension contribution) or alternative APTIS Pension Scheme option • Fee discounts for dependent children.
Safeguarding	<p>Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment.</p> <p>The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS).</p> <p>The postholder is responsible for ensuring that they</p> <ul style="list-style-type: none"> • undertake all mandatory training on the school defined timetable (annually at time of writing this document) • read, digest and adhere to all mandatory training on the school defined timetable (annually at time of writing this document)
Data Protection	<p>In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information.</p> <p>Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals.</p> <p>A strict code of confidentiality must always be adhered to.</p> <p>Wisbech Grammar School is registered under the Data Protection Act 2018 and staff must not at any time use the personal data held by the school or disclose such data to a third person.</p>

Principal Role

We are seeking a dedicated and versatile Chef to join our catering team. This position is ideal for a committed professional who will be accountable for the overall success of the Catering Function at Wisbech Grammar School ensuring the highest standards of food production and service.

The principle role of the Head Chef is:

- To focus on continually improving the offering whilst giving customers the highest level of 'food' experience.
- To manage the Catering team.
- To ensure that our staff and pupils are well fed, through producing food that is local, fresh, nutritious.

The post represents an excellent opportunity for the successful candidate to share their expertise and love of food which inspire and enthuse the pupils. Equally important are personality, aptitude, dynamism, initiative and the ability to communicate effectively at all levels. Salary is according to Wisbech Grammar School's own scale.

Detailed Role

To be responsible for the current Catering provision including

- the day pupil offer in the Refectory from breakfast through to after school coffee shop,
- the Sixth Form Servery (Café 6) with drinks, snacks and pot meals
- the boarding offer of an evening meal and weekend service
- event support for school functions, performances, concerts and dinners.

Operational

- To oversee and manage the Catering Assistants.
- Review and adjust systems and procedures to ensure their efficiency and effectiveness.
- Drive the production of dishes and food items in house wherever possible
- Build strong working relationships with suppliers through Pelican procurement platform.
- Create individual menus for specific hospitality events.
- Prepare tasting menus for sampling with the School community and encourage feedback of food options / choices.
- Positively promote the menus and food served at Wisbech Grammar School and work towards an increased take up of food provided by the School at all service times.
- Act as point of liaison and advice for the food offered at major schools events, for example Open Days, Speech Day, Leavers dinner, major performances, charity events.
- Perform administrative tasks, for example ordering food and kitchen consumables, and completing due diligence documentation.

Food and Nutrition within the School day

- Review and take ownership of Food Policy
- Develop and write Food Quality and Nutritional Standards with reference to school food plan and food for life.
- Ensure the menus are nutritionally balanced.

Financial and Budget Accountability

- Maintain and develop key performance indicators for measuring the effectiveness of service, cost, budget, sales and customer voice.
- Be accountable for all kitchen costs and expenditure to include; on the day of production (pre-costing), prior to being served, all main course dishes and high cost items to ensure that they are affordable within the budgetary targets. Re-cost the main course dishes after the service (post-cost) to gain the actual cost per portion achieved.
- Alter future menus accordingly.
- Be responsible for weekly stock checks to ensure food costs stay within agreed budget.

Catering Operation Compliance

- Ensure all documents are in line with HACCP (Hazard Analysis Critical Control Points) requirements
- To be responsible for and ensure compliance with all legislative requirements including health, safety, fire and hygiene
- Ensure that all compliance checks are undertaken and that the kitchen attains 5 stars in the EHO inspection.
- Be responsible for all required catering policies, their update and cascade to the Catering team

Staff Management and Development

- Manage the staff schedule ensuring adequate cover for all events requiring catering support.
- Create a close working relationship with the Catering team identifying issues, concerns, highlights and achievements.
- Develop a catering team culture of mutual support, continuous improvement, innovation and excellence.
- Lead by example
- Ensure that new staff are trained in all aspects of kitchen operations and all current staffed are continually developed in line with the needs of the catering department.
- Consider the introduction of an apprenticeship scheme to grow talent within the Catering function.
- Strive for excellence at all times.

Extending and enhancing the Catering Offer

- Liaise with staff, parents, pupils, members of Catering Team, and Senior Team to gain customer voice and feedback on our catering provision.
- Liaise with marketing to enhance the publicity of our catering provision.
- Consider the feasibility of introducing themed catering events and Festivals linking where possible to the educational learning of departments eg; European language day.
- Review current provision options to reduce the number of pupils bringing in food from home and increasing the uptake.
- Consider and explore options for the development of additional business avenues to raise external income and the profile of the School include hosting events, conferences, clubs, dinners and receptions.

Attributes	Essential	Desirable
Qualification	<ul style="list-style-type: none"> Educated to GCSE standard (or equivalent) including English and Mathematics with high standard of literacy and numeracy. Intermediate Food Hygiene and Safety 	<ul style="list-style-type: none"> City & Guilds 706/1 & 2 or NVQ Level 3 in Catering or equivalent Certificate in First Aid.
Knowledge	<ul style="list-style-type: none"> Up to date with modern food trends 	<ul style="list-style-type: none"> Networks with other Chefs from all types of outlet.
Skills & Experience	<ul style="list-style-type: none"> Management experience of leading and developing a team. The ability to delegate to team members Experience as a Chef managing a small team. Experience of collating data to report against a set of Key Performance Indicators. Strong and demonstrable experience in providing first class customer care. 	<ul style="list-style-type: none"> Experience of managing a team of 10+ employees. Experience of working within a School environment A diverse career portfolio to include culinary experience.
Personal competencies and qualities	<ul style="list-style-type: none"> Effective communications skills and the ability to work with staff at all levels Friendly approachable disposition. Excellent interpersonal skills Good team leader Ability to constantly motivate a team. Ability to manage change. Highly motivated with a drive to introduce continuous improvement. An innovator with a creative flair. An ability to work flexibly and react of the demands of the pace of school life The ability to manage a busy workload and achieve deadlines Ability to prioritise and organise both own and other people's workload. Willingness to learn. Passionate about food and service. Keen attention to detail. Flexible; prepared to respond to requests at short notice. Smart and well presented Demonstrate a commitment to the priorities and values of the School 	<ul style="list-style-type: none"> Commitment and enthusiasm for environmental issues. Passionate to pass on own knowledge to others.