



HOE VALLEY SCHOOL

CHEF MANAGER

JOB DESCRIPTION AND PERSON SPECIFICATION

SALARY: £46k - £50K dependent on experience

The School

“Hoe Valley School is an inspiring environment at the heart of its community where every student’s experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve their highest potential.”

Hoe Valley School is:

- An oversubscribed secondary school that opened in September 2015 to serve the local community of South Woking
- Delivering innovative and exciting lessons to years 7-13
- Committed to ensuring our students leave us with excellent academic outcomes, the skills to be ‘work-ready’ and the traits of excellent global citizens
- Following the National Curriculum, where Maths and English are taught every day
- A Google School with ICT fully embedded in all curriculum areas
- Committed to learning which is relevant with links to the ‘real world’ of business, higher education and the local community
- In a state of the art, new School completed in September 2018 on Egley Road, Woking
- Committed to supporting our staff to have a good work / life balance by offering longer school holidays, bespoke CPD programmes, minimising paperwork and meetings, and ultimately by trusting our staff to deliver excellent outcomes

The Role

To lead and manage the school’s catering service, delivering high-quality, nutritious meals that meet school food standards while ensuring efficient kitchen operations, food safety compliance, and excellent service for students and staff.

Role Information

Contract: Permanent. **This role can be offered as full time or term time plus 2 weeks**

Hours: Monday to Friday, hours as needed to fulfil role, nominally 6:45am to 2:45pm (occasional events may require flexibility)

Start date: June 2026

Responsible to: Operations Manager and ultimately the Head Teacher

Our staff are offered a generous pension, access to cycle to work scheme, reduced gym membership at our neighbouring sports facilities and have access to convenient free parking. We also have additional holiday at the end of the Autumn and Summer terms to recognise and reward the commitment of our staff.

CORE RESPONSIBILITIES

Kitchen & Food Production

- Plan, prepare, and deliver a varied, balanced menu in line with school food standards and nutritional guidelines
- Oversee daily food production, ensuring quality, consistency, and portion control
- Introduce new menu ideas that appeal to secondary school students
- Cater for special dietary requirements, allergies, and cultural preferences

Leadership & Staff Management

- Manage, train, and supervise kitchen, catering and front of house staff
- Organise staff rotas and ensure adequate cover during absences
- Promote a positive, professional, and collaborative working environment
- Conduct performance reviews and support staff development

Food Safety & Compliance

- Ensure full compliance with food hygiene regulations (e.g. HACCP)
- Maintain a clean, safe, and well-organised kitchen environment
- Organise cleaning schedule including deep cleans
- Keep accurate records of temperature checks, cleaning schedules, and food storage
- Ensure compliance with health & safety policies and risk assessments

Budget & Stock Control

- Manage catering budgets effectively, ensuring cost control and minimal waste
- Order food supplies and manage relationships with suppliers
- Monitor stock levels and conduct regular inventory checks
- Maximise value while maintaining quality standards

Customer Service & Engagement

- Ensure a positive dining experience for students and staff
- Engage with students to gather feedback and improve menu offerings
- Support initiatives to promote healthy eating within the school

Administration & Reporting

- Maintain accurate records of meals served, stock usage, and financial performance
- Support compliance with school policies and inspections

The above list is not exhaustive and may be subject to amendment in due course in discussion with the relevant employee.

PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
Qualifications & Competencies		
Proven experience as a Head Chef, Catering Manager, or similar role	Experience working in an educational or public sector catering environment	Application form & interview
Knowledge of school food standards and nutritional requirements	Relevant catering or hospitality qualification (e.g. NVQ Level 3)	Application form & interview
Food Hygiene Certificate (Level 3 or above)		Application form & interview
Knowledge of allergen management and special diets		Application form, interview
Experience managing budgets and stock control		Application form, interview
Experience managing staff		Application form, interview
ICT literate	Experience of using Google suite of applications in a working environment	Application form, interview
Skills and Attributes		
<p>Alignment with HVS Values:</p> <p>C - Courtesy : model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect</p> <p>I - Integrity : fair and honest, trustworthy, committed to earn success through hard-work</p> <p>R – Resilience: Not giving up when times are tough, demonstrating endurance</p> <p>C - Community : A strong sense of responsibility to the community to improve the quality of the local environment for its residents</p> <p>L - Leadership : show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success; communicating effectively</p>		Application form, interview & reference

E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning		
Excellent organisation skills with the ability to multi-task and effectively prioritise		Application form, interview & reference
Strong attention to detail where only the best is good enough		Application form, interview & reference
Excellent interpersonal skills with strong levels of numeracy and written and oral communication		Application form, interview & reference
Able to adapt to find practical solutions to problems		Application form & interview
Ability to remain calm, good humoured and strategic in challenging contexts		Application form & interview
Commitment to the ethos of the School		Application form & interview
Safeguarding		
2 satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		