



Blanchelande College

ASSISTANT CHEF APPLICATION PROCESS

Closing date for applications is **5pm Friday 28th November 2025**

Applications should be sent to:

Mrs Alexa Yeoman, Principal:

Email recruitment@blanchelande.sch.gg

Applications for this post should consist of:

- A letter of application stating how you believe you meet the criteria for this role.
- A completed application form.
- *Optional*: an up-to-date copy of your C.V.

We will assume that you are happy for us to take up references straight away, unless you state otherwise on your application form.

You may be asked for further information following shortlisting. You will be asked to provide proof of identity. Original qualification certificates may also be required at this stage (and certainly prior to confirmation of appointment).

After short listing, the selection process will then normally include:

- A tour of the College.
- Interview, including Safeguarding, with the Principal, Bursar and Head of Catering.

The Contract

The position of Assistant Chef is full time (term-time including INSET days and an additional 5 weeks), and remuneration will be in line with the States of Guernsey pay scale and will reflect the qualifications and experience of the successful candidate.

All Blanchelande staff are admitted to the contributory Guernsey Civil Service Pension Scheme.

Blanchelande College is committed to safeguarding and promoting the welfare of young people. The successful candidate will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check.

If you have any further questions or need any clarification, please contact the Principal's P.A., Mrs Tracy Feehan.

Tel 01481 237200 Email feehant@blanchelande.sch.gg



Blanchelande College

ASSISTANT CHEF **(full time, term time plus 5 weeks)** **Job description**

PURPOSE OF THE ROLE

The Assistant Chef works in conjunction with the Head of Catering to deliver high-quality, nutritionally balanced meals to students, staff and visitors. This role involves the carrying of supplies and therefore the successful candidate will be physically fit.

REPORTS TO: Head of Catering

WORKING HOURS: 8 hours per day (07.30 - 15.30)

REMUNERATION: In accordance with the States of Guernsey pay scale according to experience.

A. KEY RESPONSIBILITIES

1. Prepare and serve food to pupils, staff, visitors and other customers of Blanchelande College, including associated cleaning and hygiene-related duties.
2. Manage the catering team in the absence of the Head of Catering.
3. Take responsibility for food service in the absence of the Head of Catering.
4. Complete food safety and allergy documentation and ensure food hygiene regulations are in place and being followed.
5. Assist with other catering functions as and when required.
6. Maintain a professional working environment, with an awareness of the near presence of school children.
7. Maintaining good order and discipline among students and ensuring they remain within the bounds for their phase group.
8. Ensuring the safeguarding and health and safety of students.
9. Liaising with suppliers for ordering purposes
10. Dealing with incidents of misbehaviour and reporting as required.
11. Dealing with emergency fire evacuations whilst ensuring the safety of the students.
12. Co-operation with all matters concerning Health and Safety, specifically to take reasonable care of your own Health and Safety, and that of other persons who may be affected by your acts or omissions at work.

B. OTHER DUTIES

1. Safeguard pupils at all times, in accordance with the Safeguarding and Child Protection policy.
2. Read and adhere to all school policies and procedures as laid out in the Staff Handbook, as well as applicable legal and regulatory codes of practice.
3. Attend Staff Meetings, and INSET, as required and to be proactive in updating training and qualifications including basic food hygiene certificate.
4. Support the pupils and school as a whole, by attending school functions, PTFA events and other occasions, as requested.



Blanchelande College

5. Carry out tasks as delegated by the Principal or SMT/SLT.
6. Be flexible when additional hours are required.
7. Be fully supportive of the Catholic identity, ethos and mission of Blanchelande College, participating in the school's religious life (e.g. attendance at Mass, collective worship), as required.

FLEXIBILITY

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Principal. The particular duties / responsibilities listed here may be reviewed from time to time at the request of the Principal or post holder as circumstances make necessary.

For completion upon offer of post:

I hereby confirm acceptance of the above job description:

Signed:

Date: