



# WOODBIDGE SCHOOL

## Work With Us

### Chef (Maternity Cover)

#### Application Pack



# Chef (Maternity Cover)

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**Salary: £21,727.20 per annum**

**37.5 hours per week**

**Term-time only**

**Maternity cover from 1 September 2026 to 25 March 2027**

We require an enthusiastic and friendly Chef to join our busy Catering Team at Woodbridge School to cover a period of maternity from 1 September 2026 to 25 March 2027.

We are seeking a dedicated and energetic Chef to join the Catering Team at Woodbridge School, supporting the delivery of high-quality meals for our pupils and staff. This will be to cover a period of maternity from 1 September 2026 to 25 March 2027. This key role involves working in a fast-paced school kitchen environment, contributing to the planning and preparation of nutritious menus, and helping to maintain excellent food standards and safety practices. The successful candidate will bring experience from a catering or kitchen setting, hold relevant qualifications—including Food Safety Level 2—and demonstrate a commitment to providing an outstanding dining experience within our vibrant school community.

You will be required to work a total of 37.5 hours per week with variable shift patterns. An example shift pattern could be 7:00am to 3:00pm or 10:30am to 6:30pm. You will also be required to work 1 weekend in 4 (9:30am to 6:30pm).

Experience of working in a kitchen or catering setting is essential for this role. A relevant catering qualification and a certificate in Food Safety Level 2 is also essential. You will be responsible for running a section of the kitchen and delivering a high-quality food provision to our residents. Reporting to the Head Chef for Woodbridge School.

For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies/>.

**Closing date:** Thursday 16 April 2026

**Interviews W/C:** Monday 20 April 2026

***We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.***

*Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).*

## Job Description

**Job Title:** Chef

**Department:** Catering

**Hours:** 37.5 per week

**Accountable to:** Head Chef

### Job Purpose:

To be confident and have previous baking and pastry experience, as this will be a large proportion of the role.

To successfully produce and deliver food to the highest possible standard to pupils, staff and visitors at all services within pre-agreed budgetary targets.

To work with the Catering Manager and Head Chef to develop the food offer at Woodbridge School through the introduction of innovation and interest; being mindful that all innovation must be to the benefit of the health and well-being of the pupils and the promotion of a healthy well-balanced lifestyle.

To produce dishes with the most accurate cooking technique and minimum of wastage to ensure production remains within budget.

### Key Responsibilities:

- Produce suggestions for use by the Catering Manager for inclusion in a three weekly menu cycle of varied and interesting dishes that incorporate seasonal produce and that are suitable for the client group to which they are being served;
- To produce as many dishes as possible from fresh ingredients, only using frozen or pre-prepared as a secondary back-up alternative rather than first choice option;
- To take responsibility for your own section, understanding pupils, staff and visitor needs and requirements, working to exceed these wherever possible;
- To take part in the development and motivation of the team. Seek production efficiencies, budget awareness, Foundation standards and show commitment to simple, modern, fresh cooking;
- Assist with development and motivation of the team. Promote efficiency, budget awareness, standards and commitment to simple modern fresh cooking;
- Demonstrate a positive working style with an enthusiastic, committed and flexible attitude. Promoting the importance and benefits of effective team working;
- Assist with supervision of employees in compliance to Health & Safety Policy within the team, championing 'best practice' and providing assistance and advice where required;
- Act as the daily service point of communication and lead the kitchen in the absence of the head chef and sous chef;
- Ensure that all areas within the kitchen are always spotlessly clean;
- To undertake ordering and full kitchen management processes as instructed;
- Any reasonable request made by your line manager;
- Attend external meetings or training courses as required.

### General Responsibilities:

#### Health and Safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to Woodbridge School's Health and Safety Policy and Health and Safety law.

**Child Protection/Vulnerable adult's statement**

Woodbridge School is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with our policy at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of vulnerable adults or children you must report any concerns to the appropriate Safeguarding Lead. You will also be expected to qualify and maintain an enhanced DBS check to the school's requirement before starting in work for the school.

**Brand values**

Ensure your work, communication and approach conforms to the brand values and house style of Woodbridge School. Keep up to date, and comply with the Woodbridge School, Policies and Procedures at all times.

## Person Specification

Education and Qualifications	Essential	Desirable
<ul style="list-style-type: none"> <li>Level 2 Food Hygiene Certificate.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Relevant catering qualification.</li> </ul>	✓	
<ul style="list-style-type: none"> <li><b>Knowledge and Experience</b></li> </ul>		
<ul style="list-style-type: none"> <li>1 – 2 years' experience of producing innovative, high-quality menus to varied customer groups.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of working with children and young people.</li> </ul>		✓
<ul style="list-style-type: none"> <li>Experience of assisting with the management and compliance of Food Safety and Hygiene Regulations.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience working in a school</li> </ul>		✓
<ul style="list-style-type: none"> <li><b>Skills and Attributes</b></li> </ul>		
<ul style="list-style-type: none"> <li>Good interpersonal skills, with the ability to develop positive relationships with young people.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Fully appreciate the need to follow all Health and Safety procedures.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Good level of verbal and written skills.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Good organisational skills.</li> </ul>	✓	
<ul style="list-style-type: none"> <li><b>Safeguarding</b></li> </ul>		
<ul style="list-style-type: none"> <li>All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children.</li> </ul>	✓	
<ul style="list-style-type: none"> <li><b>Personal Qualities</b></li> </ul>		
<ul style="list-style-type: none"> <li>Willingness and ability to be flexible.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to relate to staff, students, parents/carers and governors.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>To be highly organised with good time keeping.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Honest, reliable and patient.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Commitment and flexible with the demands of the role.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Enthusiasm to develop your own skills and knowledge plus those around you</li> </ul>		✓

## Benefits

<b>Pension</b>	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).
<b>Sick Pay</b>	Company Sick Pay After a successful probation period, full pay for 5 weeks and, half pay for 10 weeks in any rolling 12 months. Entitlement rises incrementally to full pay for 20 weeks and half pay for 20 weeks in any rolling 3 year period during the 4th and subsequent years of service.
<b>Training</b>	Training costs will be met in full. This will be subject to conditions concerning repayment if the employee leaves for any reason within a given period.
<b>Holiday</b>	25 days plus 8 public holidays paid leave (pro rata for part time posts) included in salary.
<b>Other Benefits</b>	<ul style="list-style-type: none"><li>• Free parking</li><li>• Complimentary breakfast is available when the Dining Room is in operation</li><li>• Access to Employee Assistance Programme</li></ul>

## Information for Applicants

In order to apply please complete the application form.

Application forms can be downloaded from the School's website

<https://www.woodbridgeschool.org.uk/about/vacancies/>

Please apply preferably by email, stating "Chef (Maternity Cover)" in the title line to:  
[recruitment@seckford-foundation.org.uk](mailto:recruitment@seckford-foundation.org.uk).

If you are unable to apply by email then please post your application, marking "Private and Confidential" to the People Team at:

Woodbridge School  
Marryott House  
Burkitt Road  
Woodbridge  
Suffolk  
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please ring the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

*Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.*

