

Exceptional provision for children aged 3 months to 3 years, in the centre of Ipswich



The Lodge

Day Nursery

BY IPSWICH SCHOOL

**Appointment of
Nursery Chef**





NURSERY CHEF

Required from 2 January 2018

Part time, permanent. Salary £10,140 per annum

Minimum NVQ Level 2 qualification required

An exciting opportunity to join our new Nursery team.

Ideally you will have experience in preparing healthy meals for very young children.

Working hours: Mondays to Fridays

4 hours per day, 20 hours per week throughout the year.

The Lodge Day Nursery is currently being developed in the centre of Ipswich by Ipswich School and is due to open in January 2018.

Ipswich School has been established for over 600 years, providing a first class education for children aged from 2 – 19 years. The Lodge Day Nursery will provide the very best care for children aged from 3 months to 3 years in our new, excellent facility.

The Nursery will provide day care for 50 weeks of the year, from 7.30 am until 6.00 pm, Mondays to Fridays.

If you have a passion for education, an enthusiastic, 'can-do' approach and want to help shape our new Nursery, we want to hear from you.

Please see our website www.ipswich.school for a downloadable application form, and to find out more about Ipswich School, or telephone us on 01473 408300.

Ipswich School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the job, including checks with past employers and an Enhanced Disclosure via the Disclosure and Barring Service.

Closing date: midday Friday 1 December 2017

Nursery Organisation

The Lodge Day Nursery is opening in the centre of Ipswich, adjacent to Ipswich Prep School, in January 2018. This is a completely new venture by Ipswich School to provide the highest possible childcare for children from 3 months to 3 years.

The nursery will be open 50 weeks a year and will provide childcare from 7.30 am until 6.00 pm on Mondays to Fridays. In addition to the children in The Lodge Day Nursery, staff will also be involved in providing out-of-school care for children up to the age of 8 years.

Once the children have reached the academic year before they start full time education, they will move to the Nursery Class of the Prep School.

The Prep School operates as one unit, from Nursery to Year 6. Whilst there are organisational differences between the ways in which school life is structured for infant and junior pupils, there is no formal separation of the School into two sections.

The School

Ipswich School is one of the foremost independent schools in East Anglia. It was established prior to 1399 and moved to its present site in 1852. It is a co-educational school with around 1050 pupils aged between rising 3 and 18 and operates a five-day week.

Ipswich School has offered places to girls as well as boys since 1993 and prides itself on being truly co-educational. The School comprises a Senior School with over 750 pupils aged from 11 to 18 and the Prep School with some 300 pupils aged from rising 3 to 11.

The School (including The Lodge Day Nursery) has four core values **Care, Communication, Passion and Potential**. It is expected that all staff working in The Lodge Day Nursery will uphold these values.

The Lodge Day Nursery is a new venture for the School and whilst being under the umbrella of Ipswich School, it is not expected that all children from The Lodge Day Nursery will carry on to the Prep School, although we are sure many will.

Facilities

The Lodge Day Nursery is housed in a beautiful Victorian building, which is currently being completely refurbished to incorporate three 'age rooms'; the baby room and 1-2 year-olds' room are interconnected, and the youngest children will be able to sleep in their own cot in the sleep room.

There is a separate library area and a large kitchen, and the children will be offered breakfast, a cooked lunch and a cold tea.

The new outside area has an attractive all-weather grass area, tarmacked area and a beautiful veranda opening directly from the downstairs rooms.

It is possible that The Lodge Day Nursery will also be able to use the facilities of the Prep School, including the swimming pool, in the future.

Staff

The Lodge Day Nursery will have a generous staffing to allow the highest possible quality of childcare. In addition to the requisite ratios for the direct care of the children, additional staff will include the Manager, Deputy Manager, Chef, Administration Assistant, Caretaker and Cleaners. The Nursery Manager will be responsible for the day-to-day management of these staff in The Lodge Day Nursery.

Other staff, such as the School Chaplain, Matron, Bursar and Clerk to the Governors (and his staff), the Estates team, Senior School office staff and the Reprographics Technician will be shared with the Prep and Senior Schools.

Curriculum

The Lodge Day Nursery will follow the Early Years Foundation Curriculum. In addition, there will be music sessions provided by the Prep music staff and, in time, swimming is likely to be added to the provision on offer.

Pastoral Care

Pastoral care is primarily in the hands of Key Persons under the direction of the Nursery Manager. All staff are responsible in helping to ensure that the children are happy in the nursery.

Marketing

All members of staff are expected to support the Nursery Manager and Head of Prep in marketing The Lodge Day Nursery and Ipswich School.

Hours of Work, Salary and Benefits

- This is a permanent post, subject to satisfactory completion of 6-month probationary period.
- Hours of work: 4 hours per day, 5 days per week (a total of 20 hours per week) to be worked on Mondays – Fridays throughout the year, with an unpaid lunch break of 20 minutes per day.
- Likely shift times 10.00 am – 2.20 pm (to be confirmed).
- The starting salary for this post will be £10,140 per annum, for the working hours as outlined above.
- Salaries are paid monthly in arrears by BACS on the last working day of each month and are reviewed annually on 1 September.
- The holiday entitlement for the post is 20 working days' paid holiday per year plus public holidays, and the holiday year runs from 1 September to 31 August each year.
- **Please note that two weeks' holiday must be taken during the two weeks each year when the Nursery is closed (one week in August and one week at Christmas, excluding Bank Holidays – dates to be confirmed).**
- Childcare vouchers can be purchased where applicable and in accordance with Government regulations.
- After 3 months' service and/or in line with workplace pension legislation, the post holder will be entitled to join a defined contribution pension scheme if he/she wishes.
- Staff are able to use the School's swimming pool and fitness gym (in compliance with appropriate rules and regulations).
- The School/Nursery runs an appraisal scheme for its staff, to assist in the review and development of their role, and the post holder will participate in this scheme.

Person Specification, Qualifications and Experience Required

This is a practical position and you will be responsible for the smooth running of the Nursery kitchen. You will be required to hold a minimum relevant qualification at NVQ Level 2 or equivalent and you should have relevant, practical experience of preparing food for babies and young children. Knowledge and experience of preparing food for the different stages of weaning is required.

A Level 2 Food Hygiene certificate is required together with a sound knowledge of good home cooking using fresh and local produce, suitable for very young children.

Initiative, flair, a love of education and a passion for good food is essential. Experience of working in a Nursery setting would be highly desirable.

Job Description

In addition to the general requirements of a member of The Lodge Day Nursery Staff, the responsibilities for this post include the following:

Nursery Chef

Role:

To plan appropriate menus, and cook and prepare a healthy balanced diet for children aged 0-3 years, ensuring special dietary requirements are catered for, and high standards of health, safety and hygiene are maintained at all times.

Liaising With:

The Nursery Manager, Deputy Manager, Room Leaders, Ofsted Inspectors, Early Years Development Officers, EHO Inspectors, Health & Safety Inspectors, Doctors, Health Visitors, other Childcare Professionals and external agencies.

I.

AREAS OF RESPONSIBILITY**Overall Responsibilities**

- To be responsible for the day-to-day running of the kitchen, ensuring compliance with registration and legislative requirements at all times.
- To be responsible for menu planning (in liaison with the Nursery Manager) and the preparation of food to provide meals in accordance with the Nursery menus and Food policies. Menus should be well balanced, nutritional and take into account the dietary and cultural requirements of children and staff.
- To ensure high standards of hygiene, health and safety at all times.

Ordering, Deliveries and Storage

- To order and purchase produce from reputable suppliers ensuring that “best value” is achieved and to ensure expenditure is managed within agreed budgets, and to minimize waste by monitoring stocks of fresh produce.
- To liaise with the Nursery Manager (and/or School Catering Manager) on the ordering of kitchen equipment.
- Ensure deliveries are put away as soon as practicable.
- Operate safe storage by using first-in, first-out system and ensure raw and ready-to-eat produce are stored correctly.
- Ensure all opened packages are stored correctly in sealed containers.
- Ensure all date stamped food is monitored.
- Ensure that portions for freezing are covered, labelled and dated.
- Ensure all food storage areas are kept clean and any spillages are wiped up immediately.
- Ensure food is stored correctly in the fridge with raw foods always stored at the bottom.

Food Preparation and Service

- To ensure agreed service times are adhered to and food is attractively presented.
- To ensure portion sizes are consistent and appropriate.
- Display a full knowledge of ingredients in each dish, in order to advise pupils, staff and parents who may have restrictive diets.
- To ensure that all dietary requirements are catered for in line with parental guidance.
- To be polite and helpful to staff, children and parents.

Hygiene, Health and Safety and Security

- To maintain the required kitchen procedures and records in accordance with the Nursery and Environmental Health policies and procedures (for example the recording of temperatures for each meal service).
- To ensure the kitchen and all equipment is kept clean at all times and the cleaning schedule is maintained.
- To ensure that crockery, cutlery and cooking utensils are washed in accordance with food safety guidelines.
- Sanitise the fridge door handles daily.
- Ensure the effective and regular removal of waste materials to the designated waste areas.
- Wear uniform issued in an appropriate way and as directed by the Nursery Manager.
- Jewellery should not be worn.
- Adhere to responsibilities under the Health and Safety at Work Act 1974.
- Maintain all work areas in a safe and hygienic manner.
- Use the correct cleaning materials and abide by COSHH regulations.
- Ensure the kitchen is secure after each shift.
- Ensure all lockable items are secure at the end of each shift.

Individual Accountability

- To report any safeguarding issues following the Nursery and Local Authority procedures, and attend safeguarding training when requested.
- Attend a Level 2 Food Hygiene Course as required by the School's Health, Safety and Welfare Policy.
- Attend and contribute positively to meetings that are relevant to the position, and provide regular feedback to the Nursery Manager.
- To work as part of an effective team, use initiative, manage your own time and prioritise tasks.
- To have a friendly and flexible approach.
- To establish good professional relationships with colleagues, parents and children.
- Have good customer awareness and help to promote the Nursery to new and existing families.
- Have a commitment to undertake appropriate training and continued professional development.
- To be professional, polite and positive in all verbal and non-verbal interactions with colleagues, parents and children.

Member of The Lodge Day Nursery Staff

Role: To be responsible to the Manager of The Lodge Day Nursery and ultimately the Head of the Prep to maintain the welfare and pastoral care of all children within the Nursery, by supporting the School's ethos, to provide high standards of teaching, behaviour and the right conditions for effective learning.

1.

General:

- To support the School and its aims by example and commitment.
- To observe professional standards, as outlined in the Nursery Handbook, or as directed by the Manager.
- To be supportive of colleagues and of decisions taken by the Nursery and the School, by showing discretion and confidentiality when dealing with children, parents (current, or prospective) and colleagues.
- To attend events which may involve up to three Saturdays in a year for marketing
- To attend staff meetings and other meetings appropriate to your role within the Nursery.
- To be punctual.
- To set high expectations of conduct, appearance and diligence and to monitor standards in these matters.
- To maintain standards of manners and general behaviour amongst children in the Nursery, in the playground, in the dining room and on trips and special occasions in and around the Nursery.
- To adhere to the Professional Code of Conduct at all times.
- Uphold standards within the Lodge by adhering to all policies and procedures
- To be aware of the high profile of the Lodge Day Nursery and to uphold its standards at all times
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are observed at all times

2.

Pastoral:

- To identify and respond to individual children's needs.
- To inform the Manager and Deputy Manager about issues with individual children.
- To respond appropriately to concerns from parents and inform the Manager and, as it concerns them, colleagues.
- To carry out duties as may be reasonably required by the Manager.
- To be consistent and fair in all dealings with children.

Closing Date and Interview Arrangements

Completed application forms should be returned **by midday on 1 December 2017** to:

Mrs Alison Knights, PA to the Bursar and HR Manager, Ipswich School, 25 Henley Road, Ipswich, Suffolk IP1 3SG. Please mark the envelope Private and Confidential.

Candidates shortlisted for interview will be advised as soon as possible after the closing date and **interviews are likely to be held in the week beginning 11 December.**

If you are submitting your completed application form electronically please email it to: hr@ipswich.school.

Please note all application forms must be signed – if you are submitting your application form electronically and it has not been signed, you must subsequently provide a signed hard copy (posted to the address above).

Please advise us of any special requirements you may have if you are called for interview. If your special requirements mean that you need to submit this application in a different format please contact us.

We will acknowledge safe receipt of all applications, but if we have not been in touch with you further by 31 December, then we regret that your application will have been unsuccessful, but we would like to thank you for your interest in this vacancy and Ipswich School.

PLEASE NOTE

- Ipswich School (including The Lodge Day Nursery) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Employees must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service and to sign a declaration that to the best of your knowledge, there are no persons over the age of 18 who live with you who would be disqualified from working with children. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School Policy on the recruitment of ex-offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School she/he must report any concerns to the School's Safeguarding Children Officer (The Lodge Day Nursery Manager for LDN children, the Prep Head for Prep pupils, the Senior Deputy Head [Pastoral] for Senior School pupils).
- All Ipswich School employees are expected to attend training in safeguarding children as directed.

- Employees are advised that in the interests of the health and safety of all its children, pupils and employees, Ipswich School operates a No Smoking Policy. Strict observance of this Policy is a condition of employment at the School as is compliance with the statutory restriction on smoking in public places.

November 2017