



LANCING COLLEGE PREPARATORY SCHOOL AT HOVE

Appointment of
Chef Manager (Term time only + 6 weeks)



The School

Lancing College Preparatory School at Hove, better known as Lancing Prep Hove (LPH), is an independent Pre-School, Pre-Preparatory and Preparatory Day School for approximately 280 children aged 3 to 13. Lancing Prep Hove is one of the Lancing College family of schools complementing Lancing's prep schools in Worthing and in Bury; together they cement the Lancing position as a leading senior school, with a trio of prep schools spreading along the coast from Brighton to Chichester and northwards into the South Downs.

Lancing Prep Hove is situated on a leafy seven-acre campus in a tree-lined residential road in Hove, East Sussex. The school offers a wonderful learning environment for its pupils. Mrs Kirsty Keep, Head Mistress, is a member of the Incorporated Association of Preparatory Schools.

Purpose-built as a boys' preparatory school in 1913, the school joined the Lancing College family of schools in 2002, when it also welcomed girls into its community. Mrs Keep has been in post since September 2016 and has overseen a continuing programme of updating and development. Recent improvements include the opening of a new-build multipurpose school hall and a brand-new library, new Music School, reintegration of a newly reconfigured Pre-School back into the heart of the Pre-Prep and most recently the Innovation Hub for IT and technology teaching. The school also has a large Art/DT space and a well-equipped Science laboratory. Outdoors, an extended all-weather pitch opened in 2023, with a forest school area, a school garden and a science garden adding to the opportunities for outdoor learning.

Lancing Prep Hove pupils are also able to access the magnificent facilities of Lancing College, for sports fixtures and swimming. Pupils in Years 7 and 8 visit Lancing College one afternoon a week for Spanish or German lessons, alongside a carousel of co-curricular activities. The school offers high quality academic education following a modern curriculum. This includes excellent preparation for 11+ entry pre-tests for senior school entry. In Years 7 and 8 pupils work towards their 'LPH Passport', an award which reflects the broad and balanced approach taken. It celebrates core academic achievement along with non-academic subjects, sporting, co-curricular, leadership and community engagement over the course of these two years.

The aim of the school is that by the time pupils leave at the end of Year 8, they do so having acquired a sense of confidence and self-belief that will prepare them for joining their chosen senior schools, together with a set of values that will remain with them throughout their lives.

Lancing Prep Hove is friendly, ethical, vibrant, and outward-looking. We act with integrity and treat each other with respect, valuing diversity and rejecting discrimination. We are fully committed to creating and promoting a diverse and inclusive workforce. Applications are welcome from all suitably qualified candidates regardless of age, race, disability, sex, gender reassignment, sexual orientation, religion or belief, pregnancy and maternity and marital status.

Job Title: Chef Manager
Reporting to: Head of Catering

Key Tasks and Responsibilities

Specific Responsibilities:

- To plan, prepare, cook and present food to the standards required by the College.
- To ensure that the College's reputation for excellent food and service is maintained.
- To set objectives and be responsible for the day to day running of the department, including supervising the recruitment and selection process to ensure that it effectively meets the need of the school.
- To assess employee performance and recognise training needs and potential as appropriate.
- To ensure that the department achieves, as a minimum, the financial targets agreed within the annual and monthly budgets.
- To monitor the work of the location team and carry out appraisals ensuring that information is filed appropriately, with development plans that are actively used.
- To hold team meetings on a regular basis to communicate targets and standards required.
- To assist the General Manager in preparing the annual budget; to achieve and maintain the food cost in accordance with the budget.
- To develop and evolve all aspects of catering, ensuring regular adjustments and improvements are both recommended and implemented.

Customer Service:

- To ensure that customers are given a prompt and efficient service and expectations are consistently exceeded.
- To regularly monitor customer feedback and produce a suitable action plan based on the results.
- To be customer focused at all times by being visible during service periods, approachable and quick to exceed expectations in fulfilling customer needs.
- To ensure all food is cooked, presented and served in line with College standards, using innovation in the method and style of presentation and food service.
- To ensure that you deliver what you promise to the customer and team.
- To ensure that all agreed service objectives are met in line with the school's expectations.
- To attend meetings as requested.

People Management:

- To recruit appropriately skilled employees, ensuring their right to work within the UK in accordance with College recruitment procedures.
- To assess employee performance and recognise training needs and potential as appropriate.

- To ensure training is carried out in line with the College training policy to meet the needs and requirements of the individual.
- To ensure that all employees are knowledgeable and motivated about their roles and the business through effective induction, accurate job descriptions and on the job training.
- To carry out disciplinary procedures following College guidelines and standards.
- To develop the team by empowering them, supporting them, encouraging them and maintaining an 'open door' policy.
- To motivate and lead by example, ensuring you and your team have fun at work and are proud of your efforts.
- To monitor the development and progress of key staff at School to make recommendations and appointments for succession planning.
- To treat your team at School as you would expect to be treated.

Financial Management:

- To ensure that the location has an accurate and efficient financial control system in place.
- To ensure that the College and your General Manager receive all the appropriate financial information promptly and accurately.
- To ensure that all standards of food preparation and service are established and achieved in line with the school budget.
- To maintain budgetary records and ensure that all budgets are adhered to, unless exceptional circumstances arise.
- To advise and order all necessary dry goods and equipment.
- To complete, monthly, a stock take and evaluate, in line with operational standards that may be updated from time to time.

Health & Safety, Food Safety, the Environment:

- To ensure that the location meets statutory and company requirements of Health and Safety, Food Safety and Environmental legislations and procedures.
- To conduct Food Safety and Health and Safety Risk Assessments and ensure that all standards and procedures with regards to Hygiene and Safety are established and maintained in line with the company manual.
- To record and report all accidents within the location, adhering to the School / College procedures.
- To ensure all equipment is well maintained and is in good working order.
- To make recommendations for renewal and replacement of equipment when required.
- To establish and maintain School cleaning schedules.
- To respond to all School / College memos and requests as required.
- To attend all health and safety training courses as required.
- To promote and encourage environmental improvement initiatives as appropriate within the department.

Additional Responsibilities:

- To take responsibility for contributing toward your own development with the guidance of the General Manager and attending training courses as identified.
- To show commitment to the College values in all aspects of your role.
- To act as a positive ambassador for the business.
- To attend to any reasonable request made by your Manager.

Skills and Experience**Essential**

- Possess a NVQ qualification or equivalent.
- Hold a Level 1 Foundation Certificate in Food Hygiene or above.
- Strong background in culinary craft skills with a passion for food and delivering outstanding customer service.
- Proven track record of progressive experience in catering.
- Proven success in supervisory roles with a focus on team leadership and performance.
- Excellent organisational and time-management skills with ability to plan and prioritise effectively.
- An analytical problem-solver with a structured approach to challenges.
- A skilled negotiator with strong influencing and delegation abilities.
- Financially and commercially astute, with a solid understanding of financial management processes, and experience in budgeting and cost control.
- A clear and confident communicator across all levels of an organisation.
- Proficient in computer systems and report writing.
- Approachable, friendly, and positive team player.

Desirable

- Proven progressive career in contract catering.
- Experience in managing medium-sized operations and teams.
- Professionally trained in leadership and team management.
- Trained in financial management, budgeting, and reporting.
- Committed to ongoing professional development with strong ambition for career progression.

Application Procedure:

Applications should be made using the application form. Candidates are asked to add a covering letter setting out, as succinctly as possible, their reasons for applying for the position at Lancing.

Application forms are available from the College website www.lancingcollege.org.uk. Please send any emails to recruitment@lancing.org.uk

A full curriculum vitae and the names, addresses and telephone numbers of a minimum of two referees, one of whom should be the candidate's current or most recent employer should be included with the application.

Applications will be reviewed on receipt and candidates may be invited to interview before the closing date. Early application is therefore advised.

Terms & Conditions:

- Salary is £31,750 per annum.
- This is a term time only position plus 6 weeks to be worked (2 weeks at Easter and 4 weeks during Summer holidays). Hours of work will be 40 hours per week from 8.00 am to 4.30 pm Monday to Friday (which includes a thirty minute unpaid lunch break). Some flexibility is required as these times may vary slightly from time to time to suit the needs of the business with occasional evenings and weekends. In addition, there is a requirement to attend INSET days and staff meetings at the beginning of each term.
- Uniform and PPE provided.
- The School currently operates a Group Personal Pension subject to scheme rules which may vary from time to time. The School shall initially pay a sum equivalent to 5% of your basic Salary into the pension scheme subject to contribution by you of at least 5%. You can alternatively opt to make a contribution of 7.5% and the School will match this. Minimum contributions may vary to reflect the prevailing legislative requirements.
- As may be consistent with the entry conditions of the Senior and Prep School, and at the discretion of the School, up to two children may be educated as day pupils at Lancing Prep at Hove and/or Lancing College for a maximum of seven years (per child). At Lancing College Senior School this will be for the payment of 33.33% of the appropriate fees. At Lancing Prep at Hove this will be for the payment of 50% of the appropriate fees. This remission does not apply to care outside School terms. Sibling discounts are not available in addition to this. Any decision to grant fee remission shall be at the sole discretion of the School and shall be exercised by the Governing Body. In the case of part time employees or employees who do not work the full year (for example, term time only employees), any fee remission will be pro-rata to the employee's weekly hours and to the number of weeks worked – it is assumed that a full week is 40 hours, and a full year is 45.4 weeks.
- The employment is subject to a probationary period of twelve months. During the probationary period, one months' notice will be required on either side. Following probation, the notice period shall be three months.

Further Information:

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure which the School considers satisfactory, the receipt of satisfactory references, the school's pre-employment medical questionnaire and sight of relevant original ID documentation and degree certificate(s).

Applicants who have lived outside of the UK in the past 10 years will be required to provide a Police Check from their country of residence. In addition, and where applicable, successful candidates will be required to produce a 'letter of professional standing' issued by the relevant professional regulatory authority as proof of past conduct.

Lancing College conducts online searches for shortlisted candidates. This check is undertaken based on the requirements set out in Keeping Children Safe in Education 2025. The check helps us to ensure safe and robust checks on the suitability of individuals to work within our School.

To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointed interview panel will conduct the search and will only share information when findings are of a concern. The appointed panel may explore any concerns passed to them as part of our due diligence process.

The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the school's objective assessment.