



# LANCING COLLEGE PREPARATORY SCHOOL AT HOVE

Appointment of  
Sous Chef

September 2026



## **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:** Sous Chef

**Reporting to:** Chef Manager and Head of Catering

### **Key Tasks and Responsibilities**

- To assist the Chef Manager and Pastry Chef in the provision of food to the agreed standard within the budgetary limitations and the School' standards.
- To deputise in the absence of the Chef Manager.
- To take responsibility for the management of allergens on the main service.
- To assist in the maintenance of high standards, in Hygiene and Health & Safety.
- To carry out various preparations, serving and cleaning duties in the establishment under the direction of the management team.
- To prepare a high volume of meals, salads, etc as directed, using the college's policies and guidelines as a minimum standard.
- To ensure that meals are prepared and presented and ready for service at the published times.
- To assist in the service of meals where necessary.
- To always maintain a high standard of hygiene and cleanliness in the food preparation and service areas.
- To constantly endeavour to improve the standard of food preparation and to incorporate any new techniques which become available.
- To assist with special functions 4 Saturdays per year or as required, some of which may occur outside normal working times.

### **Skills and Experience**

- Must possess relevant professional qualifications or have previous experience in a similar position.
- Experience with pastry is desirable.

This job description sets out the main duties at the time it was drawn up. Such duties may vary occasionally but without changing the general character of the duties or the level of responsibility entailed, and the candidate will be required to carry out any reasonable requests required by their Line Manager.

**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](http://www.lancingcollege.org.uk). Please send any emails to [recruitment@lancing.org.uk](mailto: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 and Conditions:**

- Salary is £24,650 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 month's 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.