



Lancing College



Appointment of Head Chef

The College

At Lancing College, we believe that the most meaningful education is one that encourages pupils to think critically, act with integrity, and grow in all aspects of life. With a broad range of opportunities to explore their passions, challenge themselves, and engage with the world around them, our young people leave Lancing not only ready for the future but eager to shape it. It is this blend of strong academic foundations, personal growth, and a genuine sense of community that makes Lancing a truly special place to be.

Lancing, which is part of the Woodard Corporation (which now consists of 17 independent schools and 6 academies), stands in an impressive and spacious downland estate, which includes playing fields, residential properties, and an area managed as an educational farm. It is a stunningly beautiful place to live and work, and one where tradition and modernity sit comfortably side by side.

The College is friendly, ethical, vibrant, and outward-looking. We treat each other with respect, valuing diversity and rejecting discrimination. We are fully committed to creating and promoting a diverse and inclusive workforce that reflects both our local community and our cosmopolitan student body. 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. We particularly encourage applications from under-represented groups.

The distinguished Victorian buildings, including the spectacular Chapel (which was begun in 1868 and finished in 2021), are a familiar south coast landmark. The nineteenth century core has been complemented regularly by new buildings and extensions. The College recruits a 13+ (Year 9) entry of approximately 105 and an additional Sixth Form (Year 12) entry of about 50. There are ten houses (seven boarding houses, and three day houses). The latest inspection report can be found here: [ISI Report October 2023 | Lancing College | Independent Senior School & Sixth Form | Woodard | West Sussex | South of London](#)

The school roll currently stands at its largest for many years with over 600 pupils in the College. The senior school is 60% boarding pupils and 40% day pupils. The family of schools also has approximately 260 day pupils on roll at Lancing Prep at Hove, 195 day pupils on roll at Lancing Prep at Worthing and 145 day and boarding pupils on roll at Dorset House School. The College is fully co-ed and is around 55% boys and 45% girls.

Academic standards are consistently high: A* - B grades at A Level averaging circa 80% over the last decade.

Each year the College offers several academic scholarships and similar awards for Art, Design & Technology, Music, Drama and Sport as well as for All-rounders, all of which may be enhanced by means-tested bursaries.

The Headmaster, Dr Scott Crawford, has been in post since August 2025.

The Bursar, Mr Mark Milling, has been in post since August 2013.

Lancing College Catering Department

The College has in excess of 800 pupils and staff, the majority of which are full boarders at the school during term-time. The Catering Department provides breakfast, lunch and evening meal up to seven days per week during term-time and lunch for staff throughout the year. There is also extensive hospitality and event catering required throughout the year and a busy summer lettings programme during July and August. Events can be for internal groups ranging from sports teas, parent events, departmental dinner, and fund raising events, and also for external groups hiring the school facilities.

Job Title: Head Chef

Reporting to: Head of Catering, Deputy Heads of Catering

Key Tasks and Responsibilities:

Responsible for

- Organising and leading the preparation and presentation of all meals service at the required times and to the required standards.
- Taking an active role in ensuring that excellent levels of service are delivered to the customer during preparation and service periods.
- To liaise and support the Deputy Heads of Catering and Senior Management Team to assist with any special functions as required, some of which may occur outside of normal working hours.
- To ensure that the College and Statutory Regulations pertaining to the safe and hygiene operation of the kitchen and ancillary areas are adhered to by all members of staff and visitors in the absence of management.
- To implement and maintain the team rotas.
- To ensure all ordered, receiving, checking and storing of deliveries are carried out correctly.
- To ensure all allergen information is pertinent, available and continually updated and daily briefings are held.
- To ensure all staff are working to hygiene standards.
- To ensure team meetings and briefings are carried out in a manner that ensures effective communication and that all parties are provided with the appropriate information.
- To assist the Head of Catering in the recruitment, support, control and discipline of staff according to the needs of the department and in line with College procedures.
- To ensure the provision of food meets the agreed standard within budgetary limitations and College standards through:
 - Assisting in the maintenance of high standards in Hygiene and Health & Safety.
 - Ensuring all kitchen staff are aware of and adhere to standards.
 - To manage and train chefs and other kitchen staff where appropriate.

Main duties

- To take all necessary steps to ensure maximum security of the kitchen, store, office and any other areas under the department's control.
- To ensure end of day services and cleaning down of all kitchen areas are completed

and recorded correctly.

- To work alongside the Head of Catering to monitor the performance of staff and provide training and coaching as necessary.
- To liaise and support the Hospitality Chef and Senior Management Team to assist with any special functions as required, some of which may occur outside of normal working hours.
- To ensure all food preparation is completed with due care and attention, and all College procedures are adhered to with regards to special dietary requirements.
- To work alongside the Head of Catering to control and monitor the food costs as laid out in the budget.
- To manage the team and operations in the absence of Deputy Heads of Catering.
- To ensure the delivering and daily updating/monitoring and accountability of the allergen management process.
- To conduct near miss / accident and safety walks and reporting any issues to the Health and Safety Manager to ensure compliance with Health and Safety standards.
- To comply with College and statutory regulations relating to safe systems of work, health and safety, hygiene, cleanliness and fire safety.
- To promote a professional image and good customer service.
- To attend meetings and training sessions where appropriate.
- To carry out any reasonable request by management.

Skills and Experience

- Holds 706/2 or NVQ Chef qualifications, or equivalent proven experience.
- Proven experience as a Chef who has led and operated a busy, client-facing environment.
- Experience leading a chef/kitchen brigade, taking ownership and accountability of that role and their team.
- Ability to work efficiently and competently under pressure.
- Excellent time management and organisational skills.
- Ability to demonstrate positive attitude to self-development, willingness to learn in the role and identify own training needs.
- A self-motivated individual with a strong ability to increase individual effectiveness through leadership, motivation, communication, coaching and training.
- Strong ability to undertake all appropriate training to further both skill and knowledge within the role.
- Ability to use technology to support kitchen operations and compliance.

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.

Informal conversations about the post may be arranged with the Catering Manager, Hannah Bond hbond@lancing.org.uk

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:

- The starting salary will be competitive and commensurate with the experience of the successful candidate.
- Hours of work will be 40 hours per week (with a 30-minute unpaid lunch break) working five days over seven, with every alternate weekend off. Some flexibility is required to suit the needs of the business.
- Holiday entitlement is five weeks per annum, which must be agreed in advance with the Line Manager, plus recognised Public Holidays, unless they fall during term time when they are treated as normal working days and time off in lieu will be given. Current practice sees the school closing between Christmas and New Year and these days are in addition to the annual holiday entitlement.
- 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 School, and at the discretion of the School, up to two children may be educated as day pupils at Lancing College for the payment of 33.33% of the appropriate fees. Means-tested fee remissions for additional children subject to the availability of places may be applied for. In addition, and as may be consistent with the entry conditions up to two children may be educated at Lancing Prep at Worthing for the payment of 50% of the appropriate fees. Sibling discounts are not available in addition to this. Wraparound care for up to two children will be provided free of charge. This remission does not apply to care outside School terms. At Kindergarten and Nursery level the remission is conditional on the Nursery Grant being claimed from East or West Sussex County Council, being allocated to Lancing rather than any other provider, and subject to the maximum fee discount allowable under HMRC rules. Means-tested fee remissions

for additional children subject to the availability of places may be applied for. 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 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.