



Chef de Partie Job Description

Responsible to: Head Chef (or Senior Chef on duty in their absence)

Accountable to: Head Chef

Post details:

32.5 hours per week - Monday to Friday. Core hours - 8.00am – 2.30pm. In addition - 2.30pm – 5pm on Wednesday to cater for, serve and support match teas.

There is also a requirement to work on certain evening and out of hours functions.

This is a term time only position to include all INSET days (approximately 42 weeks a year)

The rate of pay is £15.63 per hour which equates to a salary of £30,478.50, pro-rata. Annual holiday entitlement is 30 days per year plus bank holidays pro rata.

Overview

We are looking for a friendly, enthusiastic and hardworking Chef de Partie, ideally with pastry skills, to provide support to our chefs.

Ballard School

Ballard is a thriving co-educational day school from Nursery to GCSE, set in 34 acres on the Dorset/Hampshire border. A family school, with lots of exciting plans in place, there has never been a better time to join.

Ballard is a multi-award winning school - crowned **Co-educational School of the Year Award 2024/25** in the Independent School of the Year Awards, having reached the finals for Sport in 2023 and Performing Arts in 2022. This year we have won the ISA Award for Fine Arts and Design, were awarded the coveted Eco Schools Green Flag with Distinction, retained our School Games Mark Gold status, and won Global 100's Best Education Management Business of the Year 2026 (UK). We passed our latest ISI inspection with flying colours.

Ballard offers an all-round education within a nurturing and supportive environment. We believe that children flourish and achieve if kept happy, fulfilled and stretched through a wide range of activities including sport and the performing arts.

Job Description

The Chef de Partie will work with senior chefs to meet the requirements of Ballard School and all catering-related policies and procedures to meet the expectations of all its customers. The post holder will carry out all duties in the kitchen as required by the Head Chef, ensuring that the required standards are met when senior staff are absent.

Main tasks and Responsibilities

General Duties:

- Assisting the senior chefs in ensuring that fresh food and the menu choice is available throughout the service period

- Ensuring the pupils are given a prompt and efficient service and expectations are constantly exceeded
- Preparing Diet/Allergen free meals whilst maintaining strict standards and communicating closely with Diets Co-ordinator
- Focusing at all times, being approachable and quick to exceed expectations in fulfilling needs
- Ensuring all food is cooked, presented and served in line with School standards, using innovation in the method and style of presentation and food service
- Providing a chef presence on the servery counters when required
- Working with the food service team to develop clear communication and liaison between the two areas and an inclusive culture amongst all catering staff
- Suggesting ideas to develop and improve the food and service provided
- Working as an active and co-operative member of the team, willing to be flexible in approach to changes in practices and customer demands and needs
- On occasions work as a team leader
- Complete any training as required by the School

Operations:

- Preparing, cooking and presenting food to the standards required by the Head Chef and school
- Ensuring food production is carried out on a timely basis and high standards are maintained
- Carrying out the smooth and efficient running of the section(s) as appropriate
- Assisting the Head and Sous Chef with compiling food orders and inputting menu ideas and concepts
- Ensuring that the School's reputation for excellent food and service is enhanced with the students and, where appropriate, parents and teaching staff
- Ensuring compliance with policies on goods received, so that deliveries to the department are properly checked and recorded, and meet appropriate quality and packaging standards
- Taking responsibility for monitoring stock rotation and use by dates, informing the senior chefs of any failure so appropriate action can be taken
- Reporting to the Head Chef any required changes to menus, as soon as the need to do so is identified so that customers can be informed
- Ensuring the kitchen is left, at the end of each shift, in a clean condition, all food stuffs are appropriately stored away and labelled and the SFBB Diary is completed
- Ensuring waste is kept to a minimum and ensure the Head Chef is informed when necessary
- Keeping the senior chefs aware of any staff issues which you consider need attention or addressing
- Adhering to Health and Safety and Food Safety guidelines to ensure safe and legal duties are upheld

Supporting the School

- Promoting and safeguarding the welfare of children and young people in accordance with the School's Safeguarding and Child Protection Policy
- Adhere to all School policies
- Be aware of School procedures
- Attend relevant INSET training
- Ensure all matters concerning pupils, other staff and the school remain confidential

Person Specification

Essential

- NVQ Level 1 or equivalent experience
- Basic food hygiene certification or other equivalent qualifications
- A good command of the English language
- Good communication, interpersonal and organisational skills
- The ability to think flexibly and deal with rapidly-changing situations

- The ability to work as part of a team but to also work autonomously when necessary
- Previous experience of large volume catering to consistently high standards
- The willingness and ability to be flexible in working hours, to meet the demands of the position
- Commitment to the School's high standards of quality catering
- A willingness to learn on the job and develop new skills
- Commitment to the protection of children and young people
- Willingness to work within the School's Child Protection guidance for staff and follow relevant organisational procedures

Desirable

- Pastry Experience (a real advantage)
- NVQ Level 2 or equivalent experience
- First aid trained

Working Hours and Rate of Pay

This is **term time only** role to include all INSET days (approximately 42 weeks a year). Based on **32.5 hours a week** - core hours are 8am – 2.30pm Monday – Friday. Additional 2.30pm – 5pm on a Wednesday to cater for, serve and support match teas.

There is a requirement to work on certain evening and out of hours functions including occasional Staff and Parents Breakfasts, annual Prefects Dinner, GCSE Presentation Evening and Curry Quiz Night (claimed as an extra). Some flexibility is essential for this role. All staff should be available (within reason) for any other ad hoc functions which may include some evening work.

The rate of pay is £15.63 per hour which equates to a salary of **£30,478.50**, pro-rata. Annual holiday entitlement is 30 days per year plus bank holidays pro rata.

Applications

How to apply:

Applicants are asked to fully complete a Support Staff application form, and send it, along with their letter of application addressed to the Head Chef at recruitment@ballardschool.co.uk

Application deadline:	9.00am Monday 24 th August 2026
Interviews:	Flexible by mutual agreement
Start Date:	As soon as possible

Early applications are encouraged. We will be reviewing applications as they are received and reserve the right to appoint before the closing date.

Shortlisted applicants will be invited to the School for interviews.

Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure). As part of the referencing process, the School will undertake digital screening, including online searches of candidates and any potential matters of concern will be discussed with the candidate.

This post is exempt from the Rehabilitation of Offenders Act.

The successful candidate will be required to complete and sign a medical form.

Ballard School is committed to Equal Opportunities and welcomes applications from all sections of the community.

Health and Safety:

Under the Health & Safety at Work Act 1974 all staff must take reasonable care of their own health and safety and of others who may be affected by their actions or omissions at work and must comply with the school in its understanding of any relevant statutory provision. Staff must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

Rebecca Munro – Bursar and Clerk to the Governors
August 2026