



# TONBRIDGE SCHOOL

## BAKER & CONFECTIONER



Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected internationally.

The school aims to provide a caring and enlightened environment in which the talents of each individual flourish. We encourage boys to be creative, tolerant and to strive for academic, sporting and cultural excellence. Respect for tradition and an openness to innovation are equally valued.



A well-established house system at the heart of the school fosters a strong sense of belonging. Tonbridge seeks to celebrate its distinctive mixture of boarders and day boys; this helps to create a unique broadening and deepening of opportunity. We want boys to enjoy their time here, but also to be made aware of their social and moral responsibilities. Tonbridgians should enter into the adult world with the knowledge and self-belief to fulfil their own potential and to become leaders in their chosen field. Equally, we

hope to foster a life-long empathy for the needs and views of others; in the words of the great novelist and Old Tonbridgian E.M. Forster: 'Only Connect'.



## **Tonbridge School**

### **JOB DESCRIPTION**

**Job Title:** **BAKER & CONFECTIONER**

**Reporting to:** **Orchard Centre Executive Chef**

**Main Purpose:** **To provide bakery goods as required to the highest standard whilst upholding Health & Safety, Food and Hygiene regulations.**

### **MAIN DUTIES AND RESPONSIBILITIES**

- To supply high quality cakes, breads and other baked goods as required.
- To prepare the appropriate ingredients according to the request and within the
- To package baked items.
- To label all products noting allergen information and complete Allergen Sheets as required.
- To purchase, manage stock and preserve products.
- To respond to customer feedback and promote positive change as necessary.
- To ensure high standards of hygiene are maintained at all times in the working areas and associated equipment.
- To ensure all relevant Food Hygiene, Health & Safety and Legislation is followed at all times.
- To keep up to date and fully comply with Allergen legislation
- To dispose of food waste, rubbish and recycling as appropriate.
- To assist with deliveries of stores and storage.
- To drive the School Catering van and distribute deliveries if required.
- To carry out other reasonable and related duties as requested by the Catering Management Team.

### **PERSON SPECIFICATION**

#### **Skills and Abilities**

- Hand moulding and basic bench skills
- Baking, cooking, measuring
- Creative and artistic with an innovative approach
- Well organised and used to working in a small but busy environment
- Good communication skills with colleagues and customers
- Self-motivated, adaptable and pro-active
- Reliable, honest and trustworthy
- High standard of personal cleanliness and appearance
- Appropriate standard of fitness
- Full Driving Licence



## **Qualifications & Experience**

- Previous baking experience is essential
- Basic Food Handlers certificate would be an advantage but not essential as full training will be provided
- Working within a team
- Good standard of literacy and numeracy
- Full knowledge of Health & Safety, HACCP & COSHH Regulations and associated Codes of Practice.

## **Other Requirements**

- A personal commitment to continuing professional development

## **HOURS OF WORK**

**This is a full time all year round 52 weeks position, 42 hours per week working over 6 days (Monday to Saturday)** dependent on the needs of the business. The normal start time is 4am each day.

## **UNIFORM**

Tonbridge School uniform (except footwear) will be supplied and expected to be worn at all times when on duty. Maintenance of uniform items is the responsibility of the post holder.

## **REMUNERATION & BENEFITS**

- Annual salary of **£28,288**
- Four weeks holiday (rising to five weeks after five years' service) plus bank holidays.
- Defined Contribution Pension Scheme
- Free lunch in term-time
- School Fees Remission (after three years' service)
- Sports Centre Membership (staff rates)

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report any concerns to the School's Designated Safeguarding Lead or to the Headmaster.



## Application Process

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

An application form and the Job Description can be found at:

<https://www.tonbridge-school.co.uk/about/employment-opportunities>

Completed Application Forms to:

**HR Dept, Tonbridge School, Tonbridge, TN9 1JP 01732 365555**

[hrdept@tonbridge-school.org](mailto:hrdept@tonbridge-school.org)

We reserve the right to invite suitably qualified candidates to interview before the closing date.



## CATERING DEPARTMENT INFORMATION

### Meet the Head of Catering

Simon Wallace

*'It's a wonderful school, where boys can reach their full potential'*



At Tonbridge, each boarding house operates their own kitchen and boys eat their meals in the boarding house rather than a 'central dining' system. Although the menus are created centrally, each house supports a qualified team of caterers and meals are cooked in situ. Boarding and Day Housemasters and tutors eat main meals with the boys each day.

### Our Approach

Top quality food from local suppliers: We are committed to delivering a high standard of food, from sourcing to cooking and presentation. Sausages from Speldhurst, beef from Tottingworth Farm, yogurts from Northiam Dairies ... wherever possible, we use local produce. As part of our commitment to fresh produce we insist on daily deliveries and we also operate our own butchery and bakery.

Nutritious, healthy food: We have gained the TMBC healthy eating award for our food. We care that our food is healthy and nutritionally balanced and our menus are checked by a dietician to ensure that the dishes we are providing are giving the boys the healthy food they need. Each of our kitchens is staffed by fully-trained chefs and is backed up by an experienced hands-on management team.

Food at the heart of the school: We believe food should play a vital part in the life of the school and we listen to the views of the boys, with regular food committees and surveys influencing the meals we cook. Our flexibility allows us to adapt our menus so that they can reflect any trends and dietary requirements. We run regular theme days ranging from Italian Day to a Wimbledon special.

