



# St Mary's Music School

## EDINBURGH

### **Post of Chef (Job-Share, fixed term)**

St Mary's Music School is seeking to appoint a Chef to job-share with the current School Chef. This is a part time, fixed term contract working 28 hours per week on average during term-time.

The Chef will have a passion for food, created daily using fresh ingredients whenever possible, alongside excellent culinary skills. The Chef caters for around 70 pupil and staff lunches daily and around 20 dinners for boarding pupils and staff, working alongside a Kitchen Assistant.

The post-holder will ensure a smooth and efficient service in the catering department and will prepare food to the standards required by the School. The line manager for the Weekend Chef is the School Chef.

This is a part-time, fixed term post of 28 hours (average) per week during term-time only, expected to be from mid October 2024 to March 2025, on a rota system over the full week.

#### **Job Description**

##### **Purpose**

To ensure a smooth and efficient service in the catering department and prepare food to the standards required by the School.

##### **Duties**

- Preparing hot and cold meals, to the highest possible standard, and using the minimum of bought-in products, both for the school catering facility and any hospitality, in line with the specification and the requirements of the School Bursar and Boarding House Manager;
- Preparing and storing meals, other than those meals which can be prepared by other staff, in accordance with criteria for the advance production of meals and storage within the Cook Safe manual;
- Preparing and serving drinks and food at school events and meals for school functions as required in accordance with criteria for the advance production of meals and storage within the Cook Safe manual;
- Overseeing arrangements for the Saturday morning café, which is run by the Saturday Kitchen Assistant;
- Preparing ready meals for storage to ensure that there are sufficient prepared meals for boarders and lunches, ideally for at least 3 days, in accordance with criteria for the advance production of meals and storage within the Cook Safe manual;
- Ensure food production follows the guidelines set down by the Healthy Living Plus Award;
- To liaise with the School Chef (Manager) over menu production, ordering, storage and costing controls in line with budget targets and supplier liaison;
- Responsibility for the welfare of kitchen staff during the working period;
- Maintain portion control,
- Ensuring that all produce used in the kitchen is of the highest quality;
- Report all accidents to the Maintenance Manager and compliance with HACCP procedures;
- Ensuring he/she is fully conversant with:
  - Principles of organisation and operation;
  - Standards of service, portion control and food quality;

- School policy relating to food purchasing;
- Cash handling procedures.
- Maintaining the highest standards of cleanliness in all kitchen areas in line with HACCP procedures;
- Completing and updating Risk Assessments for catering tasks and areas in accordance with the Risk Assessment guidelines and criteria;
- Ensuring that catering areas, including pupil common rooms and staffrooms, meet the requirements for hygiene and food safety;
- Ensuring that all staff, including Boarding House staff, working in the kitchen area, adhere to the principles of “cook safe” rules and record keeping;
- Completing the “cook safe” kitchen log which should include entries for every meal;
- Ensuring that kitchen, servery and dining hall are properly cleaned before and after meals to the agreed standard laid down by the Maintenance Manager. This may mean that the School Chef has to do the work in the event that the Kitchen Assistant is not available;
- To be motivational and inspiring to other members of the team, and colleagues within the school and to assist change;

**General duties:**

- Promoting the School generally;
- Undertaking appropriate and agreed training and maintaining a personal record;
- Participating in any arrangements for appraisal of performance;
- Participating in extracurricular activities as appropriate;
- Attending staff meetings as requested;
- Other duties as required by the Maintenance Manager, Boarding House Manager, Bursar or Headteacher.

**Start Date:**

Monday 21 October 2024

## **The School**

St Mary's Music School is Scotland's specialist music school and the Choir School of St Mary's Cathedral. It is easy to access, situated in a leafy campus in the heart of Edinburgh, a short walk away from Haymarket Station. Co-educational, day and boarding, the School provides specialist music training and an impressive and stimulating academic education for pupils aged 9 to 19 showing special ability and potential in music. St Mary's Music School "aims to provide the highest possible standard of education and training to exceptionally gifted young musicians, in an inspiring, inclusive and supportive environment".

Around 70 pupils, including day pupils, boarders and choristers, come from many different backgrounds and from all parts of Scotland, as well as elsewhere in the UK and abroad. Entry is by audition and pupils gain a place on the basis of musical ability and potential, regardless of personal circumstances. Scottish Government and school funding, up to 100%, is available through the Aided Places Scheme to assist with the cost of tuition and boarding fees. Some Aided Places are available for choristers, and there are also Cathedral bursaries.

The Choir School was opened in 1880 to educate choristers for St Mary's Episcopal Cathedral. Since 1972 the School has also educated young instrumentalists, composers and singers. The School is non-denominational and welcomes pupils of all faiths and none. Music is at the centre of the curriculum. The School runs a chamber-size orchestra, string ensembles, chamber choir, instrumental chamber groups, jazz ensembles and promotes traditional Scottish music.

Pupils share a common love and enjoyment of music and the School aims to ensure that they are given every opportunity to flourish and emerge as excellent musicians capable of using the powerful art of music to inspire and enrich their own lives and the lives of others. We aim to prepare pupils musically, academically, socially and emotionally for the next stage in their educational development. We encourage a high level of motivation and self-esteem, giving all pupils the opportunity to achieve their potential and promoting self-discipline, as well as developing skills of responsible citizenship.

The most recent report from HM Inspectorate of Education, in December 2011, rated the School "excellent" and "very good". Pupils consistently achieve very high standards in music and also academically. The academic education is widely based in the early years and, for older pupils, it is more flexible and individually tailored than is generally possible in larger schools. Most pupils proceed to higher education and most enter the music profession, with many established alumni now pursuing international careers, many retaining contact with the School. Illustrious former pupils include pianist Steven Osborne, soprano Susan Hamilton, conductor Garry Walker, composer David Horne, guitarist Paul Galbraith, cellist Philip Higham, presenter and comedian Alexander Armstrong and jazz pianist Alan Benzie.

Outreach is an important aspect of the work of the School. Our long established Saturday Music Classes offer pre-School and early years Dalcroze and Kodaly classes, theory, singing and instrumental tuition for children from the pre-school year upwards.

Pupils have many performing opportunities in School and in external concerts, in important venues such as The Queen's Hall and playing for royalty and at the Scottish Parliament, and also providing music for smaller-scale events, often for charity. Pupils also play in youth orchestras, such as the National Youth Orchestra of Scotland and the National Youth Orchestra of Great Britain, and sing in the National Youth Choir of Scotland.

St Mary's Music School is the only Scottish member of the nine Schools of Music and Dance Excellence, which are some of the most successful and vibrant school communities in the UK.

St Mary's Music School helps deliver the Scottish Government's vision for excellence in education by nurturing Scotland's finest young musical talent, being ambitious for our pupils and aiming for excellence across all aspects of the education we provide, as reflected in the aims of the School.

The School is a member of CSA (Choir Schools Association), SCIS (Scottish Council for Independent Schools), and ISBA (Independent Schools Bursars Association).

## **Terms and Conditions of Employment**

### **Place of Work**

In the School which is situated in Coates Hall, 25 Grosvenor Crescent, Edinburgh EH12 5EL or at any other property owned or used by St Mary's Music School. Academic and music teaching and practice rooms are on lower ground, ground and first floors of Coates Hall and in two houses in the grounds. There is designated boarding accommodation for boarding pupils on first and second floors, while kitchen and dining facilities are on lower ground level. Administration is on the ground floor of Coates Hall and in the Lodge at the main gates to Grosvenor Crescent.

### **Hours of Work**

28 hours per week on average, on a rota basis over the full week. Daily hours are 10am to 6.30pm from Monday to Friday in term time, 8.30am to 6pm on Saturdays and 10.30 to 6pm on Sundays, all with half hour unpaid break.

Some additional days of work will also be required at the beginning and end of each term.

Additional work may be available during the summer break. Additional remuneration will be offered for these hours.

### **Rate of Pay**

£12.60 per hour.

Placing and advancement on the scale is dependent on qualifications, experience and performance. Salary is payable by credit transfer, monthly in arrears.

There will be a cost of living pay review each year.

### **Pension**

Eligible employees (those who earn more than £10,000 per annum) are automatically enrolled into a workplace pension scheme. Non-eligible employees may choose to opt-in to the pension scheme. Employee contribution is 7.0% of salary; employer contribution is 8.0% of salary. Employees may choose to opt-out at any time.

### **Holidays and Holiday Pay**

You will be entitled to 7 weeks paid holiday per annum, pro-rata.

All public or bank holidays are working days and are not part of your holiday entitlement unless designated as such by the Headteacher. There will be no entitlement to payment for days in lieu of public or bank holidays.

## **Sick Pay**

Statutory Sick Pay is payable, according to the rules of the scheme. Additionally SSP will be supplemented as shown below:

Service completed on first day of absence	To a maximum of Full Salary for a period of	To a maximum of Half Salary for a period of
26 weeks Probation Period	1 Week	1 Week
After 26 weeks to 2 years	4 Weeks	4 Weeks
More than 2 years	9 Weeks	9 Weeks

Any period or periods of absence due to sickness in the twelve months preceding the first day of a new period of absence (whether due to the same illness or not and whether or not SSP was supplemented as above) will be taken into account in calculating the appropriate supplement of SSP, if any.

## **Medical Examination**

You may be requested, either before or during your employment at the School, to submit yourself to a medical examination by a registered medical practitioner nominated by the School Directors / Headteacher for the purposes of determining whether there are any matters which might impair your ability to perform your duties. You will give such authority as is required for such practitioner to disclose to the School Directors / Headteacher the results of such examination. All reasonable expenses associated with any such examination will be borne by the School.

## **Disclosure of Criminal Convictions**

All employees are required to authorise St Mary's Music School to request a PVG Scheme Record from Disclosure Scotland.

This position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 under section 4(2) of said 1974 Act. Applicants are therefore required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, 'Offences which must always be disclosed' of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 No.2.

Applicants are not required to disclose spent convictions for offences included in Schedule B1, 'Offences which are to be disclosed subject to rules' until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

## **Grievance Procedure**

The grievance procedures applicable to your employment are set out in the School's Staff Handbook. The school's Grievance Policy does not apply until after the end of the probationary period.

## **Disciplinary Procedure**

The disciplinary procedures applicable to your employment are set out in the School's Staff Handbook. The school's Disciplinary Policy does not apply until after the end of the probationary period.

## **Probationary Period**

26 weeks from first day of work.

## **Notice Period**

Between 4 and 12 weeks depending on length of service, except during the probationary period when notice period will be one week from either side.