



**RATCLIFFE**  
COLLEGE

Appointment of

# CHEF DE PARTIE



**BEGIN HERE,  
GO ANYWHERE.**

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# HEADMASTER'S INTRODUCTION

Welcome to Ratcliffe College.

I am delighted that you are considering applying for a role at our wonderful school. First and foremost, Ratcliffe College is a fantastic place to work. We are blessed with a beautiful physical environment set in almost 200 acres of rolling Leicestershire countryside. Our staff, teaching and non-teaching, work in harness, daily, to provide a safe, secure, and nurturing environment for the children and young people to enjoy. Our collegiality is built on the foundations of the College's Catholic faith, which welcomes everyone with the same universality of warmth and respect, embracing difference and cultivating an authentic community which values everyone equally.

As a Catholic School with a proud Rosminian heritage which has endured since our Foundation in 1847, our aim is to help young people to achieve their greatest potential, guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others. Together, we aim to develop honest, confident, responsible, and compassionate members of society, based on the educational values of Blessed Antonio Rosmini, inspired by our school motto, *Legis Plenitudo Caritas* or Love is the fulfilment of the Law.

At Ratcliffe College, Christ is very much at the centre of all that we do. So, if our Mission resonates, and you believe you can be happy and thrive here, I encourage you to apply and join our team of staff as we fulfil our Mission.

I wish you all the very best of luck with your application.

Yours sincerely,

Kind regards,



Mr J. P. Reddin,  
Headmaster.

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# OUR MISSION STATEMENT

**“Learning and Growing in the Light of the Gospel.”**

**With Christ at the centre of our learning we:**

- Help young people to achieve their greatest potential.
- Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others.
- Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini.

**Our core Rosminian values:**

**1. Legis Plenitudo Charitas: Love is the Fulfilment of the Law.**

Our community recognises each individual as a unique part of God’s creation, nurtures in each a sense of dignity and self-worth, and fosters supportive and caring relationships.

**2. Rosminian Education pursues the perfection of both human nature and the human person.**

Our students’ intellect and talents are formed by a broad and balanced curriculum, responsive to and supportive of students’ needs and aspirations. Our students’ moral integrity is developed through the teaching, celebration and the living of Christian faith.

**3. Intellectual integrity leads us to the Truth.**

God is the source of all truth. Our staff are encouraged to foster intellectual curiosity, honesty and achievement in their students and within themselves.

## OUR VISION

To be a leading independent day and boarding school, which is financially secure.



**SCAN THE CODE**  
3-YEAR STRATEGY  
DEVELOPMENT PLAN  
2025-2028.

# ABOUT RATCLIFFE COLLEGE

**Ratcliffe College is an Outstanding Roman Catholic, co-educational, day and boarding school for students aged between 3 and 18 years, founded in 1847 by the Institute of Charity (known as the Rosminians).**

Whilst Ratcliffe operates as a Catholic school, children are welcomed from other denominations and faiths whose parents feel they can share in, and benefit from, the ethos and environment of the College. The majority of students at Ratcliffe are day students drawn from the local catchment area of Leicestershire, Nottinghamshire and Derbyshire.

## **The Senior Leadership Team comprises:**

- **Headmaster**  
Mr J Reddin, BSc, MSc, NPQH
- **Senior Deputy Head**  
Mr K Ryce, BA, MSc
- **Deputy Head Pastoral**  
Mr J Rainer, BA, MA
- **Director of Safeguarding**  
Mr J Masterton
- **Assistant Head Academic**  
Ms J Davis, BA, MSc
- **Assistant Head, Head of Sixth Form**  
Mr B Harrison, BA
- **Head of Preparatory School**  
Mrs S Boccaccini, BSc, MEd
- **Deputy Head of Preparatory School**  
Mrs M Markham, BMus
- **Director of Finance and Operations**  
Mr C Bellamy, HND

## **Ratcliffe College Preparatory School**

Ratcliffe College Preparatory School is a thriving and nurturing environment where children aged 3 to 11 are encouraged to develop a lifelong love of learning. As part of the wider Ratcliffe College community, the Prep School benefits from outstanding facilities, a beautiful campus setting, and access to specialist teaching, ensuring a seamless educational journey from Early Years through to Senior School.

Ratcliffe College Preparatory School provides a rich, well-rounded educational experience that nurtures each child's unique talents and potential. Our dedicated staff are committed to delivering a broad, balanced, and ambitious curriculum that supports academic excellence while nurturing creativity, confidence, and character. Alongside core subjects, pupils enjoy a wide range of specialist-led lessons including Music, French, Spanish, Latin, Drama, Physical Education and Games.

Small class sizes and a strong sense of community allow us to truly know each child and support their individual strengths and needs.

An extensive co-curricular programme, regular trips, and enrichment opportunities further enhance pupils' experiences, helping to develop well-rounded individuals prepared for the next stage of their education. The Preparatory School is an exciting and rewarding place to work. Staff are valued members of a collaborative and forward-thinking team, playing an active role in shaping the character and culture of the school.

## **Boarding Community**

Ratcliffe benefits from a vibrant, warm and welcoming boarding community that has long been part of the School's history. All students are encouraged to participate in boarding during their years at school – as full, weekly, part-time or occasional boarders. Its close-knit community of friends and teachers' is a supportive environment where our young people thrive.

Our boarding community comprises students from both the UK and overseas, including those who join through our partnership with the Academy at Leicester City Football Club.

The College also offers several short-term international boarding programmes throughout the year, including 3–4 immersion taster experiences and an annual International Summer School, all delivered by Ratcliffe staff.

Boarders benefit from a strong pastoral framework. Each student is supported by a Form Tutor who monitors their academic progress and personal development, alongside the care and guidance provided by a dedicated and experienced boarding team.





# ACADEMIC EXCELLENCE

Ratcliffe students enjoy an excellent all-round balanced education, underpinned by the College's core Rosminian Catholic ethos.

While students at Ratcliffe have a broad range of ability, academic success is strongly encouraged, valued and recognised; indeed, the greatly improved academic standards in recent years have proved popular both with parents and prospective parents, as reflected in the numbers of students applying to join the College.

Ratcliffe College has repeatedly ranked in the top 1% nationally for value added results at A Level.

A Level results achieved in 2025:

- 45% of A Level grades A\* / A
- 71% grade B or above.
- Ten percent of students achieved A\* / A\* / A or better.
- One in four students achieved A Level or BTEC grades equivalent to A/A/A or higher.

Over 90% of students typically achieve their first choice pathway for life after School. This includes students taking up places at Oxford, Cambridge, and other highly selective Russell Group universities; for Medicine, Dentistry and Veterinary Science; and at universities abroad.

Scan to view the  
full ISI Inspection  
Report.

**ISI** Independent  
Schools  
Inspectorate



# THE BENEFITS OF WORKING AT RATCLIFFE COLLEGE



SCAN THE CODE  
VIRTUAL CAMPUS  
TOUR.



**Free lunch and refreshments**



**Free parking on-site**



**Defined Contributions Pension Scheme**



**Professional Development opportunities**



**Staff Wellbeing**

- Staff Wellbeing Committee
- Free staff social events
- Access to on-site Medical Care
- Ratcliffe College Community Committee



**Sport and Leisure**

- Free use of the on-site gym (at specified times)
- Leicestershire County Cricket Club family tickets (limited)



# CHEF DE PARTIE

To work as part of a team and to produce wholesome, properly cooked meals to a high standard in an efficient and cost-effective manner.

The successful candidate will have formal culinary training, previous experience in busy high-volume kitchen, extensive food and beverage knowledge, food service industry knowledge, attention to detail, knowledge of food safety regulations, positivity, ability to work under pressure, self-motivated.

We offer a supportive working environment and the opportunity to be part of a committed and professional team.

## Working Hours

A 4 Week shift pattern - Mon - Fri 06:00 to 14:30 and 09:30 to 19:00, alternate Sat 07:30 to 15:30 and Sun 08:00 to 16:00

During term time – occasional later finishing times (after 8pm) are required due to Event catering. Usually around Christmas time and the end of summer term.

The post holder will be paid for 46 weeks of the year and will be entitled to take 4 weeks holiday plus bank holidays out of that. The remaining six weeks of the year not worked are classed as “retainer days”, meaning the employment contract is continuous. You could be required to work at any time while on retainer, and for any number of days during those 6 weeks should the needs of the school require it and depending upon the functions/events taking place within the School during the School holidays.

The Catering Manager will determine how many staff required for such events (for example weddings). The six weeks are not allocated in blocks of weeks at a time – they are spread throughout the year over the 17 weeks of School holidays. If staff are called in, they will receive additional flat rate pay for those days.

## Salary

£24,313 per annum

20 days annual leave, plus Bank holidays and the days inbetween Christmas and New Year



# JOB DESCRIPTION

Job Title: Chef de Partie

Directly Reports to: Executive Head Chef

Functional Responsibility: Catering Manager

Job Purpose: To work as part of a team and to produce wholesome, properly cooked meals to a high standard in an efficient and cost-effective manner.

## Duties and responsibilities:

- To prepare fresh, hot and cold healthy meals for students, staff and visitors to the School within specific time frame.
- To prepare both hot and cold foods for special events.
- To ensure that all meals are produced punctually without compromising quality, to the times specified by the Catering Manager.
- As per the departmental Food Hygiene/HACCP System & Health & safety Procedures, ensure full compliance throughout all food handling and storage with accurate recording of critical temperature controls, and thawing and chilling times, as well as completion of cleaning procedures as per cleaning policies and checklists.
- To observe all requirements of Environmental Health Regulations with particular regard to the requirements of the Health and Safety at Work Act, in particular that of personal hygiene, and protective / safety clothing.
- The main kitchen, food storerooms, refrigeration areas, food preparation areas and all catering equipment together with floors, and benches are maintained to a high level of hygiene and cleanliness, and at all times conform to both Health and Safety at Work Act and Environmental Health Regulations.
- In conjunction with the Catering Manager/Head Chef maintain stringent control over food waste both prior to and following cooking. This will include stock rotation and stock control.
- To bring to the immediate attention of the Head Chef any defects in equipment, or of any unusual occurrence.
- To undertake any other duties that may be required from time to time to ensure the efficient running of the school

## General:

- The post holder will undertake training and development as appropriate and keep apprised of developments in his/her field of expertise.
- The post holder will carry out any other duties as appropriate to the post and as requested by the Catering Manager and Head Chef.
- This job description is current at commencement of employment. In consultation with you, it is liable to variation by management to reflect or anticipate changes in, or to the job.
- Willing to work flexible hours as weekend, Bank Holiday and evening work is required. All members of the Catering
- The team are expected to be available to work during busy periods of the year, for example Christmas events, and annual School events, examples of which are, Prize Days and Exhibition Day.

# PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>• Awareness of current Allergy regulations, Control of Substances Hazardous to Health</li> <li>• Regulations (HACCP) and chemical safety (COSHH)</li> <li>• Excellent communication skills</li> <li>• Ability to produce good quality food</li> <li>• Able to apply Health and Safety and Hygiene procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisory experience in a catering environment</li> </ul>	<p>Application form</p> <p>Interview</p>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• City &amp; Guilds 706/1 and 2 or NVQ Equivalent</li> <li>• Level 2 Hygiene qualification</li> </ul>		<p>Application form</p>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to the ethos and aims of the school</li> <li>• Ability to work under pressure responding to customers' needs</li> <li>• Ability to work on own initiative</li> <li>• Ability to work as part of a team</li> <li>• Customer focused and quality driven approach</li> <li>• Polite, courteous and friendly to colleagues and customers</li> <li>• Willing to undertake further training</li> <li>• Flexible approach to work</li> </ul>		<p>Application form/ Interview</p>

# HOW TO APPLY

1

## COMPLETE AN ONLINE APPLICATION FORM

[Visit our vacancies page.](#)

Please follow the link above to visit the main vacancies page on our school website. Search for the vacancy you wish to apply for, complete the online application form in full and submit it to us before the closing date.

2

## INVITED TO INTERVIEW

If you do not hear anything further within two weeks of the closing date, please assume that you have not been successful on this occasion.

Ratcliffe College reserves the right to interview and appoint ahead of the closing date.



# RATCLIFFE TERMS

## **Child Protection**

Ratcliffe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This role is exempt from the Rehabilitation of Offenders Act 1974, and applicants are required to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules), in order to assess their suitability to work with children.

For further information, please see the [Recruitment, Selection and Disclosures Policy](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) and <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

The College is also registered for the processing of personal data in accordance with the Data Protection Act 1998. Such checks are required in accordance with the Recruitment, Selection and Disclosures policy and the Data Protection policy. Copies of these policies may be obtained from the Director of Finance and Operations upon request.

## **The appointment is subject to satisfactory:**

- References, of which one must be from a current or most recent employer if not currently in employment
- Disclosure and Barring Service check (including children’s barred list check if appropriate)
- Open source check
- Proof of identity
- Right to work check
- Qualifications check
- Health screening
- Prohibition from Teaching / Management (where appropriate)





EST. 1847

# RATCLIFFE

COLLEGE

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