



RATCLIFFE
COLLEGE

EST. 1847

Appointment of

SOUS CHEF



**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.

BEGIN HERE, GO ANYWHERE.





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, MEd, MSc, MCCT
- **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.



Rosmini Sixth Form Centre



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 10% 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.

Ratcliffe College has been judged 'Excellent' in all areas (ISI Inspection, 2022).

Read the full Inspection Report [here](#).

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)



VACANCY

SOUS CHEF

We are looking to recruit a Sous Chef to join our committed team in the efficient running of all the College food productions with an emphasis on wholesome, properly cooked quality meals in a cost-effective manner.

The ideal candidate will have exceptional attention to detail and the ability to use their own initiative.

Working hours:

The successful candidate will work 39 hours per week on a four-week rotating schedule, including weekend work. This is a 46-week-per-year position.

We are committed to safer recruitment, safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and an open-source check will also be undertaken.

The advert will remain open until a successful appointment. Early application is therefore encouraged.

Salary: £27,891 (30,316 FTE)



JOB DESCRIPTION

JOB TITLE: Sous Chef

REPORTS DIRECTLY TO: Executive Head Chef

FUNCTIONAL RESPONSIBILITY: Catering Manager

OTHER REGULAR RELATIONSHIPS: Catering Department Staff, Teaching Staff & Students

JOB PURPOSE: To assist the Exec Head Chef in the efficient running of all the College food production, service and supervision of personnel, with an emphasis on wholesome, properly cooked quality meals in a cost-effective manner.

To assist the Exec Head Chef and Senior Sous Chef with all aspects of Health and Hygiene and any paperwork associated with catering policies and procedures as set by the Domestic Bursar i.e HACCP's and health and hygiene monitoring.

To assist in all aspect of the Senior Sous Chef's responsibilities for the Catering Departments daily routine, and in their absence to ensure all duties and given instructions are carried out and completed within Health and Hygiene at Work Act and Environmental Health guidelines across the Senior and Preparatory schools.

MAIN RESPONSIBILITIES

- To assist with the day-to-day planning, allocation and supervision of daily work schedules within the whole department and ensuring staff conform in all respects to the requirements of Environmental Health and Hygiene legislation, and any special instructions issued by the Domestic Bursar.
- In the absence of the Head Chef or Senior Sous Chef, to supervise all Catering Staff and ensure all food preparation conforms to the catering food charter and current food legislation and at all times conform to all food safety acts (HACCP), Health and Hygiene at Work Act and Environmental Health regulations
- Ensure all staff are fully briefed on requirements of meals, service times, service duties and food display for all meals for all service sites.
- To assist the Exec Head Chef by ensuring that all staff conform to legislation and complete any paperwork correctly at all times

- To assist the Exec Head Chef by ensuring that all staff conform to legislation and complete any paperwork correctly at all times
- To assist the Exec Head Chef by ensuring that all staff conform to policies and procedures as instructed by the Catering Manager.
- To ensure that all staff understand their given duties.
- To report immediately any breaches of procedures or regulations or to the Exec Head Chef or to the Catering Manager.
- To ensure at all times that the technical area defined as:
 - The main kitchen, servery, Prep school servery, food storerooms, refrigeration areas, washing up areas, food preparation areas and all catering equipment together with floors, walls and benches are always maintained in a clean and tidy condition and conform to both Health and Safety at Work Act and Environmental Health Regulations.
 - As above to ensure both the senior and prep school dining areas and their adjoining kitchens, services and accompanying equipment are always maintained in a clean and tidy condition, to conform to both Health and Safety at Work Act and Environmental Health Regulations.
 - In conjunction with the Domestic Bursar / Head Chef maintain stringent control of food waste both prior to and following cooking. This will include stock rotation and stock control.
 - To ensure that the Head Chef / Domestic Bursar are speedily advised of any equipment malfunction or breakdown. Reporting directly to the Director of Finance and Operations in the Domestic Bursar's absence.

PERSONAL PROTECTION EQUIPMENT

- Ensuring where issued, personal protection equipment is in serviceable order and worn properly.

STOCK TAKING

- Assisting the Exec Head Chef, ensuring that all items of stock are maintained to a high order of quality and where necessary, cleanliness. In addition, stock checks must be carried out at intervals determined by the Domestic Bursar and all deficiencies reported to the Domestic Bursar.

This job description is not exhaustive but gives a broad indication of the duties and responsibilities of the post. The post-holder will be expected, after due discussion, to co-operate with any changes which may prove desirable.

PERSON SPECIFICATION

| | Essential | Desirable | Method of Assessment |
|---------------------------|--|---|-----------------------------------|
| Skills / knowledge | <p>Good Knowledge of all sections.</p> <p>Awareness of current Allergy regulations, Control of Substances Hazardous to Health Regulations (HACCP) and chemical safety (COSHH)</p> <p>Excellent communication skills</p> <p>Ability to produce good quality food</p> <p>Team Management skills</p> <p>Able to apply Health and Safety and Hygiene procedures</p> | <p>Supervisory experience in a catering environment</p> | <p>Application form/Interview</p> |
| Qualifications | <p>City & Guilds 706/1 and 2 or NVQ Equivalent</p> <p>Level 2 Hygiene qualification</p> | <p>Level 3 NVQ in supervisor management skills</p> | <p>Application form</p> |
| Personal qualities | <p>Commitment to the ethos and aims of the school</p> <p>Ability to work under pressure responding to customers' needs</p> <p>Ability to work on own initiative</p> <p>Ability to work as part of a team</p> <p>Customer focused and quality driven approach</p> <p>Polite, courteous and friendly to colleagues and customers</p> <p>Willing to undertake further training</p> <p>Flexible approach to work</p> | | <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





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RATCLIFFE

COLLEGE

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