



REPTON

HEAD OF CATERING





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## Welcome from the COO

Repton is a wonderful and inspiring place to work: one of the UK's foremost co-educational boarding and day schools, located in the heart of the English countryside, yet within easy reach of major cities; strengthened by a history that goes back over a thousand years, yet with a keen eye on the challenges of the twenty first century.

Repton is the ancient capital of Mercia, and the School, founded in 1557 from a bequest from Sir John Port of Etwall, was established on the site of a 7th century Anglo-Saxon Benedictine abbey and, later, a 12th century Augustinian priory.

The school incorporates many of the original buildings, namely the Old Priory, which currently houses the school library and common room, Overton's Tower, Tithe Barn and the Arch. Today Repton is a world class, modern, flourishing community with a clear sense of purpose and momentum, by blending heritage with the pursuit of excellence in a 21st century context.

A major programme of investment and expansion has been completed across both Repton and Repton Prep in recent years.

The Repton Group now comprises several international schools with plans to open a further four over the next few years, as well as 3 exceptional UK Prep Schools.

The School's considerable strengths were recognised in the 2024 ISI Inspection which states "pupils are appropriately challenged and encouraged to take up new activities to complement their academic studies. This allows them to become well-rounded individuals, in line with the school's aims". The Inspectors also saw fit to identify our sport provision as 'a significant strength of the school'. This judgement is a formal and rarely bestowed designation of excellence by ISI.

**Sarah Greig**

Chief Operating Officer





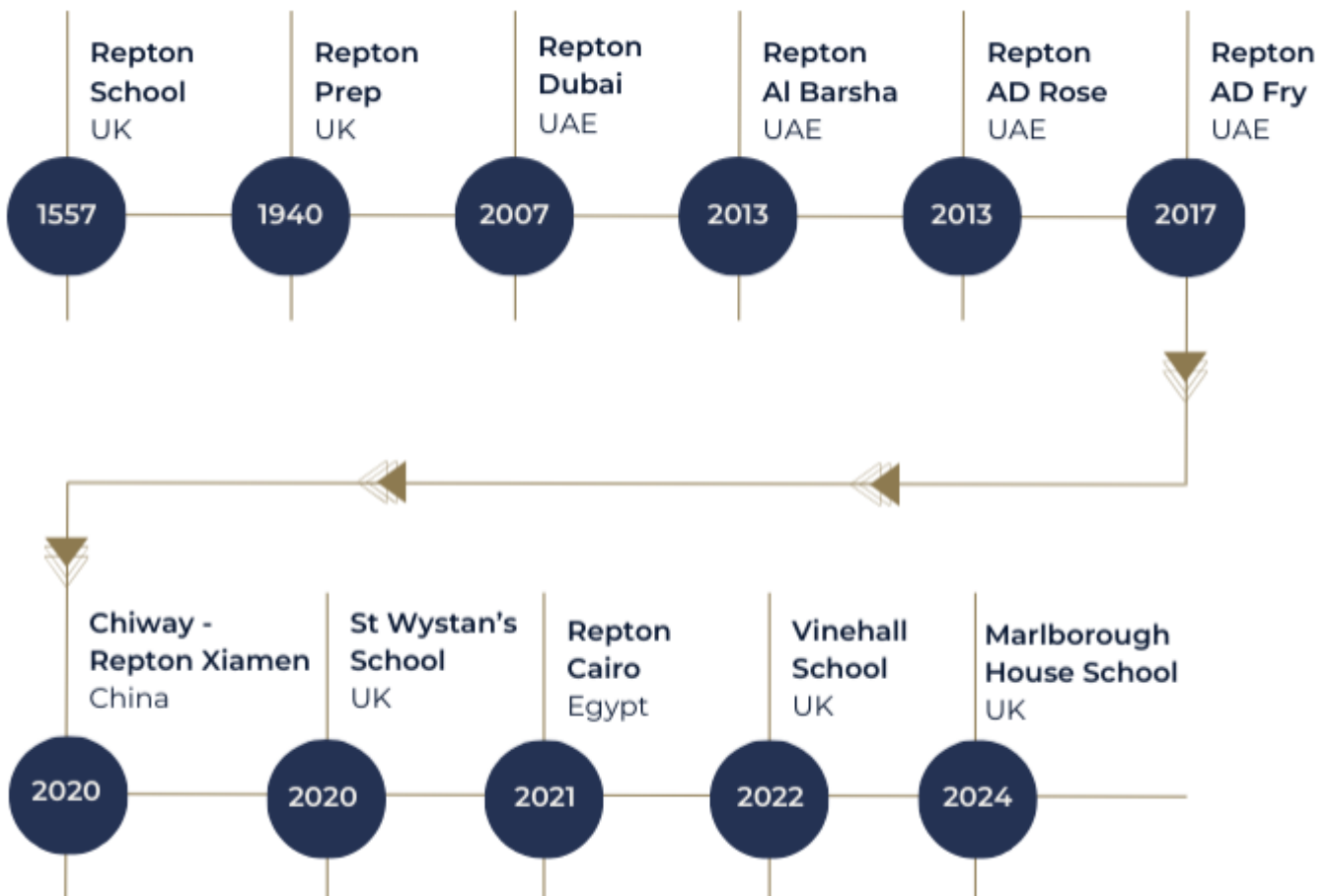
## A Global Family of Schools

Repton was among the first British schools to open an overseas 'branch', with the establishment of Repton Dubai in 2007; the development of a family of international and UK schools is integral to Repton's future vision. Currently, Repton has schools in Dubai (2), Abu Dhabi (2), China and Egypt.

The additional income generated by our overseas schools provides financial support to enable Repton to provide opportunities for pupils who otherwise would not have been able to afford a Repton education, and to invest in world class facilities.

In addition to its international family of schools, the Repton group currently includes five schools in the UK (Repton, Repton Prep, Vinehall, Marlborough House and St Wistan's) with the ambition to grow both its UK family of schools and international schools further.

At Repton, over 70% of pupils are full boarders, and each pupil, whether day or boarding, is a member of a House, of which there are ten (six for boys and four for girls). Each house has its own dining facility and this is a unique offer that ensures our pupils and staff come together as a community throughout the day. At the Prep School this is matched by a state of the art dining facility that was built in 2015.





## The Role

The successful candidate will be accountable for the design and implementation of all catering at Repton, Repton Prep and Repton Enterprises, establishing Repton as a leading UK name in exceptional food.

Providing excellent food for over 1000 school pupils (in-house dining across 10 boarding houses and as well as central dining provision at the Prep School, throughout term time and holidays) during term time, who need nutritious, balanced and delicious meals to fuel their extremely busy school lives. They will also oversee all hospitality, special and sports events. Strong leadership of a large team of Chefs and Assistant Chefs is essential as well as management and accountability for a budget of over £1m per annum.





## Key Areas of Responsibility

### Design of Catering Service

- Accountable for the delivery and the quality of catering, food services and hospitality (all functions and match / sports teas) across all school sites, including each of our 10 boarding houses.
- Responsible for the centrally controlled menu compilation, supporting recipes and the quality of food produced. Ensuring fresh, seasonal products are used in production.
- Ensure engagement and consideration of all dietary requirements, sports nutrition, Admissions, Marketing and Enterprise events.
- Responsible for the establishment and control of strong supplier relationships that deliver effective support to all catering areas, with efficient, best value purchasing and good quality.
- Consideration for the Licencing Activities of the School with regards to sale and consumption of alcohol.

### Delivery of Catering Service

- Establish centrally controlled, modern menus and ensure the delivery of consistently high standards of production and presentation across all catering outlets.
- Ensure a strong focus on establishing the correct standards of delivery and presentation on all occasions.
- Proactively respond to any service issues, tackling at source and resolving professionally and promptly. Establishing good feedback loops are in place with key stakeholders and responding quickly and effectively to shortfalls in service and provision.
- Proactively engage with key stakeholders (Sports, Enterprise, Pastoral, Admissions / Marketing) across both sites to ensure delivery meets expectations and requirements.
- Organise and manage School functions and events across both sites, to include but not exclusively: Governors' lunches / dinners, Speech Days, Leavers' Balls and key Enterprise events including large sports tournaments and high profile matches (e.g. Donald Carr and Derbyshire Cricket).





## Key Areas of Responsibility continued

### Financial Management

Set realistic budgets and establish robust budgetary control and adherence across all aspects of catering and hospitality management.

- Ensure that services are designed and delivered based on sound financial budgets and controls.
- Ensure a clear plan is in place for a rolling programme of equipment maintenance, improvements and service delivery.
- Ensure all equipment is compliant with current regulations and establish a prioritised, phased programme of replacement and upgrade as necessary.
- Establish an IT implementation programme to ensure that all purchasing and information recording is processed efficiently and the teams are trained as necessary.
- Manage staff levels, use of agency support and payroll to ensure budgets are set and adhered to and highlight areas where additional skills and resources may be needed in future.

### Compliance

- You are accountable for the School's compliance with all relevant legislation and inspection frameworks in respect of all food handling, food preparation, temperature monitoring and control, cooking, storage and allergens.
- Establish strong working relationships with the Head of Facilities, Planned Maintenance and H&S Manager to ensure that all areas used by the catering teams across both sites are fully compliant with regards to Fire Safety Regulations and Gas Safety Certification.
- Ensure that all equipment is routinely serviced and maintained, faults identified and rectified quickly and that all catering areas are safe and compliant places of work.
- You are responsible for your departments Risk Assessments and for your teams understanding and implementation of them. Working closely with the Compliance Manager you are to ensure that your Team Leads undertake, record and review Risk Assessments so that all activities and associated risks are covered and identified.
- You are to ensure the School's compliance with all Environmental Health and HSE legislation and are to assist in any investigation that may be required.
- You are to ensure that your teams are in receipt of all of the necessary training and that you maintain proper records in line with the School's H&S Policy, COSHH Regulations, Food Hygiene Regulations and the Food Safety Act, with regards to food, equipment, materials and general safety.



## Key Areas of Responsibility continued

### Stakeholder Management

- Building strong working relationships with Heads at each School, Principal / Senior DH, DH Pastoral, HsMs and Matrons, Enterprise Operations Manager, Heads of Sports, COO and the members of the Prep SMT.
- Ensure that the correct structures, roles and resource levels are in place across all areas of your department to ensure high standards of delivery to all stakeholders.
- Establish a process of regular engagement and feedback from key stakeholders and respond quickly to changing priorities and needs.

### Other

- Continuously review and improve all catering processes and working practices to ensure efficiency and effectiveness.
- Amend any relevant catering processes in line with any changes to legislation, reporting requirements and statutory regulations.
- Work closely with the Director of Facilities and make a positive contribution to the leadership and management of the broader Facilities and Services Team.
- Excellent attention to detail, coupled with the ability to be effective under pressure, maintaining good communication and a willingness to be flexible with duties and hours as required.
- You are expected to undertake all relevant duties as the School may reasonably from time to time communicate either orally or in writing to you.







## Person Specification

### Relevant Prior Experience – Essential

- At least 3 years Head of Catering/General Manager experience within Independent Schools.
- Consideration will be given to a passionate Head of Catering/General Manager from a Sport, Leisure and Hospitality or B&I background.
- Experience in the delivery of high volume, quality, modern, nutritious, well balanced food.
- Experience in budget setting, team leadership and the effective management of contractors and third parties.
- Working knowledge of all relevant Regulations, Health and Safety and the Food Safety Act.

### Candidate Profile

- A passionate, dynamic, food orientated leader, with vision, determination and drive.
- You will need to be a robust, resilient, results orientated manager, not frightened to review and change processes and procedures where necessary.
- You must be a good team player with strong communication skills, able to develop effective working relationships with all key stakeholders, whilst contributing to the broader Facilities & Services leadership team.





## Working at Repton

The School is committed to employing and rewarding staff who share its ambition, its aims and its values. This will be reflected in an attractive remuneration package as well as the investments in both staff and facilities.

### Benefits include:

- Sports Centre Membership
- Employer Pension Scheme
- Competitive Salary

In its buildings and grounds, Repton combines the old and the new. The heart of the School is a beautiful 12<sup>th</sup> century Augustinian Priory, and following a major period of investment, the School has outstanding new and refurbished facilities in most teaching areas, most notably in the Science Priory, the School Theatre and a new Mathematics Block.

Many of the sports facilities are either new or recently refurbished and include:

- Eleven Grass Football Pitches
- Strength and Conditioning Performance Gym
- Fitness Suite
- Team room for video analysis and team briefings
- Two Sports Halls
- Two 25m 6 lane swimming pools
- Indoor and outdoor cricket, netball, tennis and hockey facilities
- Fives Courts





## Information for Candidates

Applications, which include the names and addresses of two professional referees, should be submitted by 4<sup>th</sup> April 2025, with interviews expected to take place the following week. To apply, please follow the attached link: [Repton Jobs - Head of Catering - Repton School](#)

Applicants will be contacted for an interview if they have been successful in the short-listing process.

**We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your applications as early as possible.**

In accordance with the Children Act, any appointment to the Repton staff is conditional on criminal records clearance and the successful candidate will be required to supply the necessary information and documentary evidence. References will be obtained on all candidates called for interview and applicants should be aware that the interview will contain questions relating to the candidate's suitability to work in a post involving children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:

**Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.**

*Under the Sexual Offences Act 2003, it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18, where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.*





# REPTON

Derbyshire · DE65 6FH