



Chef Manager

Candidate Information

Required from May 2026

The Granville is an IAPS
co-ed Pre-School for ages 3 - 4
and girls' Prep School for ages 4 - 11

The 
Granville
School



Executive Summary

This is an excellent opportunity to join a collaborative and dynamic team at an exceptionally high-achieving, independent co-ed Pre-School for ages 3 - 4 and girls' Prep School for ages 4 - 11 in the heart of Sevenoaks.

The Granville combines future-ready, forward-looking educational excellence with affectionately held traditions and a bespoke approach to both the academic and personal experiences of its pupils.

We are seeking an exceptional Chef Manager who will be responsible for leading and managing the school's catering provision, ensuring the delivery of high-quality, nutritious meals and an outstanding dining experience for pupils and staff.

The successful candidate will oversee all aspects of catering operations across the school, including menu planning, food preparation, compliance with food safety regulations and the effective management of staff, budgets and resources. They will play a key role in promoting healthy eating, supporting pupil wellbeing and contributing positively to the wider school environment and will support key events with catering that reflects the quality of provision.

Working closely with the Senior Leadership Team and external suppliers, the Chef Manager will ensure a safe, efficient and responsive service that meets the needs of the school community while maintaining high standards of hygiene, organisation and customer satisfaction.

Closing Date: 8th May 2026

Interviews: 14th May 2026

The Bursar's Assistant would be delighted to speak with any candidate who would like to know more about the role. You can get in touch by calling the School on 01732 453039 or by email through bursarassistant@granvilleschool.org.

The Granville is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo child protection screening.

The School

Founded in 1945 by Ena Makin, The Granville School is a thriving, successful prep school with an enviable reputation for excellence.

The school is set in five acres of gardens and woodland and is centred around a large, attractive Victorian house. Over the past years, several new specialist buildings have been added so that it is now an impressive campus with exceptional, purpose-built facilities.

The school benefits from being close to a mainline station (30 minutes from London) and the busy market town of Sevenoaks. The Granville School is a non-selective, day preparatory school for girls aged 3 to 11 and boys aged 3 and 4. It is an educational trust administered by an extremely supportive Board of Governors.





Our Vision

Realising the full potential of every child by developing knowledge, confidence and self-reliance within a supportive and successful school community.

The Granville is an exceptional school which combines the very best of prep school tradition with a vibrant, forward-looking outlook where change is embraced and innovation celebrated. Pupils thrive on individual attention and achieve their best in a happy, secure and stimulating environment. Highly qualified, specialist teachers make learning exciting, develop enquiring minds and raise levels of expectation.

Every year, pupils participate in traditional Granville celebrations. These all help to reinforce both a strong family community and a warm, friendly atmosphere, which are highly valued by pupils, parents and staff. While the school is non-selective, it successfully nurtures the potential in every pupil and each year the girls achieve impressive results academically as well as in sport, music, drama and art.

Our record of leavers' destinations is outstanding with girls gaining scholarships every year to a wide range of excellent senior schools, (including Caterham, Kent College, St Paul's Girls School, Sevenoaks School, Walthamstow Hall, Woldingham and Wycombe Abbey) and places in the highly selective Kent grammar schools.

The Head is a member of the Independent Association of Prep Schools (IAPS) and the school is inspected by ISI. The most recent ISI inspection took place in 2022 and was compliant in every aspect. In the 2017 inspection the school was proud to be rated 'excellent' in all areas. The full inspection reports can be read on the school's website.

Looking to the future, the school aims to continue on its journey of excellence, constantly improving the standard of teaching and learning, helping pupils achieve their personal best and expanding our educational provision to ensure they are future-ready.

Testimonials

“ I love the school as much now as I did 20 years ago when my eldest daughter came here. They have such fond memories of being at The Granville. ”

Mrs V Wyatt, Teaching Assistant

“ The teachers cheer you on, saying ‘You can do this!’ It always makes me feel better. ”

Annabel, Year 3 Pupil

“ As the newest member of the admin team, I have found the staff very warm and friendly. Nothing is ever too much trouble and I feel I have adapted to school life very quickly due to this. ”

Mrs K Smith, Bursar's Assistant

“ I really enjoy being part of the Senior Leadership Team at The Granville. It is a supportive and creative group to be a part of. The girls we teach are charming: polite and courteous as well as inquisitive and confident. ”

Mrs V Duggan, Head of English

“ You should come to Granville because it's the best place! ”

Cara, Year 3 Pupil



Job Description: Chef Manager

Main duties and responsibilities

Catering Provision and Service Delivery

- Lead and manage all aspects of the school's catering provision, ensuring a high-quality, efficient and compliant service.
- Plan, prepare and regularly review nutritionally balanced menus in line with school food standards, pupil needs and budget requirements.
- Ensure all food is prepared, cooked and presented to a consistently high standard.
- Promote a positive and inclusive dining experience that encourages healthy eating and supports pupil wellbeing.
- Oversee the safe, timely and efficient service of meals across the school.

Operational and Financial Management

- Manage the catering budget effectively, ensuring value for money and adherence to agreed financial targets.
- Oversee stock control, ordering, storage and rotation of food supplies in line with best practice.
- Monitor service performance and identify opportunities for continuous improvement, cost efficiency and waste reduction.
- Ensure all equipment and resources are used safely and effectively and are maintained appropriately.
- Maintain accurate records, including food safety documentation, temperature checks and allergen information.

Note: This job description cannot be considered to be exhaustive and other duties not included above may arise from time to time. On the understanding that such duties are commensurate with the purpose of the job and have been identified by the post holder's line manager and advised to the post holder, then such additional duties shall form part of the requirements of the post.



Job Description: Chef Manager

Main duties and responsibilities

Leadership and Team Management

- Lead, motivate and develop the catering team to deliver a high-quality service.
- Support the recruitment, induction, training and ongoing development of catering staff.
- Set clear expectations and monitor performance, providing feedback and support as required.
- Promote a positive, collaborative and professional team culture.
- Organise and lead regular team meetings and briefings.

Communication and Stakeholder Engagement

- Build and maintain effective working relationships with pupils, staff, senior leaders and external suppliers.
- Respond to feedback and actively seek opportunities to improve the catering service.
- Work collaboratively with the wider school team to support school events and initiatives.
- Ensure clear and effective communication within the catering team and across the school.

Compliance, Health & Safety and Safeguarding

- Ensure full compliance with all relevant food safety, health and safety and statutory regulations.
- Maintain high standards of cleanliness and hygiene across all kitchen and service areas.
- Ensure robust allergen management procedures are in place and followed at all times.
- Maintain accurate and up-to-date records to support compliance and audit requirements.
- Support and uphold the school's safeguarding and child protection responsibilities at all times.

Note: This job description cannot be considered to be exhaustive and other duties not included above may arise from time to time. On the understanding that such duties are commensurate with the purpose of the job and have been identified by the post holder's line manager and advised to the post holder, then such additional duties shall form part of the requirements of the post.



Job Description: Chef Manager

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant catering qualification (e.g. NVQ Level 3 in Catering or equivalent) • Food Hygiene Certificate (Level 3 minimum) 	<ul style="list-style-type: none"> • Evidence of recent professional development in food safety, nutrition or management • First aid training
Experience	<ul style="list-style-type: none"> • Experience managing a catering team • Large-scale meal preparation and service • Managing budgets and ordering supplies • Delivering high-quality catering within budget constraints 	<ul style="list-style-type: none"> • Previous experience of working in an educational environment • Experience delivering cost-saving initiatives • Experience improving service efficiency



Person Specification (cont.)

	Essential	
Knowledge & Skills	<ul style="list-style-type: none"> • Strong knowledge of food hygiene and safety regulations • Ability to lead, motivate and develop staff • Excellent planning and time management • Strong interpersonal and communication skills • Menu planning, reporting and numeracy skills • Understanding of allergens and special diets 	<ul style="list-style-type: none"> • Advanced allergen management expertise • Coaching/mentoring experience • Experience engaging with children • Knowledge of school systems and operations • Knowledge of child nutrition and development
Personal Qualities	<ul style="list-style-type: none"> • Commitment to providing high-quality, nutritious meals for children • Strong attention to detail and high standards • Ability to work under pressure and prioritise effectively • Creative problem-solving skills • Collaborative and team-oriented mindset • Commitment to equality, diversity and inclusion • Professional integrity, including confidentiality and safeguarding awareness • Willingness to learn, develop, and continuously improve • Alignment with the school's values and ethos 	

Additional Information

Salary

Hours: Mon - Fri 7.15am - 2.15pm

35 hours per week Term time +

Salary: Commensurate with training and experience

The successful appointee will also be entitled to the following;

- Free school meals
- Membership of Healthcare Scheme
- Contributory Pension Scheme
- School Fees Staff Discount
- Free parking on site

This post offers a rare and exciting opportunity to join a school who are leaders in providing an independent pre-school education for girls and boys aged 3-4 and a prep education for girls aged 4-11 that is aspirational, future-facing, relevant and engenders success in all aspects of school life, while still upholding the best of prep school tradition.

The successful candidate will join a supportive and collaborative team. They will be dedicated to providing an excellent education for the pupils in our school.



Additional Information

Safeguarding and Child Protection

The successful candidate will be expected to commit to the following:

To promote and safeguard the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact. They will adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection Statement 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 of welfare of children in the school she/he must report any concerns to the schools' Designated Safeguarding Lead.

The successful candidate will be required to provide an enhanced DBS Disclosure.

In seeking references on short-listed candidates the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.





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