



Welcome from the Head

Thank you for your interest in Bowdon Prep School for Girls. This is an exciting time to join the team as we look to move our school to the next level.

Situated in a leafy suburb, just minutes from Altrincham town centre, Bowdon Preparatory School (BPS) is an established, independent day school for girls aged 3-11 years. BPS has an excellent reputation for academic achievement and prides itself on providing a happy, nurturing and stimulating environment for its pupils to thrive in. We enable each girl to grow in confidence and to acquire fundamental life skills in preparation for the move up to senior school.

Our Vision at Bowdon Prep School (BPS) is to empower girls to believe in themselves and to persevere and succeed in all that they do.

Life at Bowdon Prep is exciting. We believe that all pupils should have an education that motivates, supports and inspires them to be the very best that they can be and academic excellence is at the heart of our school. Our staff are academic specialists who are passionate about their subjects and put pastoral care at the heart of all they do. Our girls are ambitious and show real belief in themselves. They are determined and learn the value of perseverance.

With fantastic facilities, we provide an extensive range of opportunities to learn, explore and discover. In all areas of school life, we want all of our girls not only to succeed – whatever their individual talents or abilities may be – but also to feel successful. You will find the sports teams are highly skilled and most competitive and an extensive range of opportunities for involvement in the creative and expressive arts ensures that the girls grow in confidence and self-esteem and perform with enthusiasm and passion. The girls go on to record highly impressive results in exams for entry into the senior schools, both within the Trafford grammar schools and in a wide variety of excellent independent schools.

Our pupils leave us with not only strong friendships and a sense of responsibility to self and others but also many wonderful memories and a range of skills that will allow them to flourish in their senior school and beyond. I am incredibly privileged to be the Headmistress of Bowdon Preparatory School - it is exceptional place to learn.

If you would like to find out more about our school and community, browse our website or if would like to arrange a visit please contact Maxine Ashton, Head's PA on 0161 9280678 or email headteacher@bowdonprep.org.uk

Mrs Sara Makepeace-Taylor, Head

Believe, Persevere, Succeed

Second Cook – Part-Time (Term-Time Only)

Bowdon Preparatory School is seeking to appoint a hard-working, honest, dependable, self-motivated person to act as the second cook, willing to uphold the ethos and support the aims and values of the School.

You will be required to work between the following hours:

Monday to Friday 08:30-14:30

Salary: £18,000pa

Start Date: To be agreed

Bowdon Preparatory School is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. DBS Disclosure at Enhanced level will be required prior to any offer of employment.

Job content:

To ensure the prompt and efficient preparation and service of all meals to the school's standard and maintaining the cleanliness and hygiene of the catering areas to the required standard.

Responsible to: Catering Manager

KEY TASKS

1. To be responsible for the preparation at the required times and to the required standard as detailed on the menu, ensuring quantities and portions are as per specification
2. To ensure that the Company and Statutory Regulations pertaining to the safe and hygienic operation of the kitchen areas are adhered to by all members of staff and visitors in the absence of management.
3. To assist the management when required with planning menus, orders, and receiving, checking and storing deliveries as requested. To support in the completion of recipe cards for all main meals.
4. To assist in organising theme days.
5. To ensure all work areas and surfaces areas clean and tidy as is practical at all times, especially at the end of the day.

6. To take all necessary steps to ensure maximum security of the kitchen and store area

7. To carry out any reasonable request by Catering Manager or Headteacher.

8. To be responsible for completing the temperature & delivery records

9. Serving lunches and supervising pupils eating their lunch encouraging high standards of behaviour and social skills.

INFREQUENT DUTIES

1. To organise and prepare any special functions which may sometimes be outside of normal working hours.

2. To report and where possible take action for any incidents of accident, fire, loss, theft, damage, unfit food, or any other irregularities.

3. To attend meetings and training courses as may be necessary from time to time.

Person Specification

Knowledge and Experience

- Food Hygiene Level 2
- Hot food preparation in a commercial environment

Personal Qualities

- Excellent interpersonal skills and ability to communicate effectively with pupils and staff at all levels
- Good time management and organisational skills
- Ability to work well under pressure
- Ability to achieve and set standards and operate to performance criteria, with particular regard to hygiene
- Positive approach to learning in role and identifying own training needs as appropriate
- Self-motivated
- Demonstrates initiative
- Ability to work effectively as part of a team
- Flexible approach to role
- Hard working and trustworthy

- Willingness to participate in training and developmental opportunities offered by the school
- Communicate positively and effectively to all staff and children and listen to them and actively contribute to a happy, safe and supportive environment
- Willingness to maintain confidentiality on all school matters
- Commitment to working within the policies and guidelines of the school and contribute effectively to school development.