

#BEMOULSFORD

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 **MOULSFORD**

be our new...
PRE-PREP CHEF

REQUIRED FOR JANUARY 2026



WELCOME

Thank you for considering the role of Pre-Prep Chef at Moulsford Prep School.

Moulsford is a thriving independent day & boarding school of 330 pupils aged 3 to 13 years, set in tranquil and picturesque grounds on the banks of the River Thames in South Oxfordshire.

At Moulsford, the message is straightforward. We want our pupils to receive the broadest possible education, while remembering that they will learn best when happy and settled.

Founded in 1961, this is a particularly exciting period in Moulsford's development with the School in the process of going co-educational. At present girls and boys are in Year 3 and below, and the school will be fully co-educational by 2030.

Moulsford offers a fantastic working environment, placing great emphasis on staff wellbeing and morale, as well as having a culture of career development.

I look forward to welcoming you to Moulsford soon.

Ben Beardmore-Gray.

Ben Beardmore-Gray

Headmaster





THE SCHOOL

Moulsford Prep School is situated on an idyllic 30-acre site on the banks of the River Thames.

Our Prep School (age 7 – 13) traditionally delivered an outstanding all-boys education, and is now moving towards full co-education by accepting girls into Year 3 from September 2025, who will continue through the school, until the whole school is fully co-educational by 2030. Our Pre-Prep (age 3 – 7) became co-educational in September 2023.

Moulsford aims to nurture the whole child, providing opportunities for each individual to develop their talents and abilities. The culture is one of achievement within a vibrant learning environment, ensuring positive reinforcement at all levels of ability. The School has high academic expectations of the pupils and excellent teaching ensures that they move to their Senior Schools extremely well prepared.

Great emphasis is also placed on the extra-curricular side of School life. Forest School, Sport, Music, Art, Drama and river-based activities play a prominent role in the pupils' timetable. Sport at Moulsford is particularly strong with the major sports being rugby, football, hockey, cricket and netball.



There are currently 330 pupils at the School from Pre-School to Year 8. Moulsford is predominantly a day school, but has a boarding house for up to 35 pupils; mainly in Years 6, 7 and 8. The School week runs from Monday to Friday, and there are also a number of sports fixtures which take place on Saturdays. There is neither Saturday School nor boarding on Friday night or at the weekend.

From Moulsford, the children go on to a wide variety of senior schools via Common Entrance or Scholarship at 13+. These include: Abingdon, Radley, Marlborough, Wellington, Magdalen College School (Oxford), Eton, St Edward's (Oxford), Pangbourne, Harrow, Shiplake, and The Oratory. This list will be expanded to include a range of girls' schools, as girls progress through the school.

The Headmaster is Ben Beardmore-Gray who took up post in September 2014. Ben was previously Headmaster of Mowden Hall (Northumberland), Deputy Head of Farleigh (Hampshire), and started his teaching career at Ludgrove (Berkshire). He is also on the Council of Cheltenham College, District Representative for District 10 of the Independent Association of Prep Schools (IAPS), a Director of the Independent Schools Examination Board (ISEB) and is a mentor and coach to other Heads.



THE ROLE

PRE-PREP CHEF

LINE MANAGER: Catering Manager

HOURS OF WORK: Monday – Friday 8:00am – 3.00pm (with some flexibility), term time only

SALARY: Dependent on experience & qualifications, commensurate with industry standards

We are seeking a passionate and experienced chef/cook to cater for our Pre-Prep children aged 3–7 years and staff.

You would be responsible for delivering healthy and high-quality meals and snacks for the Pre-Prep pupils and staff achieving best value without compromising quality. You would plan and order all Pre-Prep food and beverage and be responsible for checking and signing off each delivery.

You would oversee the running of the kitchen which is located in our new, purpose-designed Pre-Prep building with the support of a Kitchen Assistant and our Catering Manager.

Key Requirements:

- Experience of working in / running a kitchen
- A Level 2 Certificate in Food Safety in Catering is desirable but not essential
- NVQ Level 2 in Catering and Hospitality is desirable but not essential



MAIN RESPONSIBILITIES



CATERING PROVISION

- To plan and deliver a variety of healthy and high quality snacks and meals for pupils and staff.
- To deliver high quality catering for Pre-Prep events.
- To order all Pre-Prep food and beverage deliveries and be responsible for checking and signing off each delivery.
- Along with the Catering Manager, to achieve best value without compromising quality.
- To be responsible for the day to day running of the Pre-Prep catering provision.
- To ensure the attractiveness of catering provision including food presentation and the eating environment.
- To ensure all staff are aware of any allergens in the food.

MANAGING STAFF

- To supervise and deploy the Pre-Prep Catering Assistant to ensure the efficient organisation of the catering service.
- To liaise with the Catering Manager with regard to any staffing problems/issues that may arise.
- To oversee the preparation, cooking and service arrangements within the Pre-Prep Kitchen.

MANAGING RESOURCES

- To pass on all costings, invoices etc to the Catering Manager.
- To undertake routine checks of equipment, cleaning material, and uniform in the Pre-Prep Kitchen.
- To plan daily menus, making provisions as appropriate for special food diets, and order stocks accordingly.
- To ensure that delivery notes are checked against requisitions and any identified discrepancies are reported immediately to the supplier.

HEALTH AND SAFETY

- To be aware of all staff and pupils who have allergies and cater accordingly.
- To ensure adherence to all health and safety procedures and risk assessments.
- To ensure compliance with agreed Health & Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety in the Pre-Prep Kitchen.
- To follow all EHO Guidelines within your control towards maintaining 5* hygiene rating in the Pre-Prep Kitchen.
- To ensure HACCP procedures are followed in the Pre-Prep Kitchen.
- To ensure the safe operation of kitchen equipment at all times in the Pre-Prep Kitchen.
- To ensure that necessary repairs to pre-prep kitchen equipment are reported immediately to the Catering Manager.
- To ensure that all kitchen areas are clean and free from hazards.
- To ensure that all accidents and incidents are reported to the Catering Manager.
- To not allow any member of staff to use the Pre-Prep Kitchen who is not properly trained. The Catering Manager and HR Manager hold details of staff training

OTHER:

- Have a commitment to the importance of promoting and safeguarding pupils' welfare
- Operate at all times within the stated policies and practices of the school
- Attend staff meetings
- Participate in the School's Continual Professional Development arrangements including INSET training
- Take part in marketing and liaison activities such as Open Days, Team Teas etc.

NB The successful candidate should be flexible in their approach to duties. The above is not an exhaustive list and you may be required to undertake other duties as required by your Line Manager or the Head of Pre-Prep, Headmaster or Bursar. The job description may be amended to meet the needs of the School, in consultation with the post holder.

PERSON SPECIFICATION



ESSENTIAL CRITERIA		DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none">• Previous experience of working in / running a kitchen• Excellent knowledge of food hygiene and safety• Excellent knowledge of allergens		Application & Interview
SKILLS & ABILITIES	<ul style="list-style-type: none">• Excellent organisational skills• The ability to plan and deliver a variety of healthy and high quality snacks and meals• The ability to create a welcoming kitchen and dining hall environment• The ability to supervise and deploy the Pre-Prep Catering Assistant to ensure the efficient organisation of the catering service• Energy, resourcefulness, responsibility, patience and a caring nature	<ul style="list-style-type: none">• Keen sense of humour	Application & Interview
EDUCATION & QUALIFICATIONS		<ul style="list-style-type: none">• A Level 2 Certificate in Food Safety in Catering• NVQ Level 2 in Catering and Hospitality	Application
OTHER	<ul style="list-style-type: none">• A professional, flexible and proactive attitude• Supportive of Mouldsford's values of Kindness, Courage and Curiosity and the School's strategic objectives• Flexibility to work calmly and reliably in a busy School, both in a team and independently, with energy, initiative and cheerful enthusiasm• Ability and willingness to go beyond own responsibilities to help others at busy times and to work outside normal hours as required, e.g Pre-Prep Events and Open Events etc• As with all staff, responsible for promoting and safeguarding the welfare of any children and young persons with whom they come into contact in accordance with School policies		Interview



STAFF BENEFITS AT MOULSFORD

LOCATION

Moulsham is situated on the banks of the Thames between the market towns of Wallingford and Pangbourne, in a designated Area of Outstanding Natural Beauty. Oxford, Reading and Henley are located 18, 16 and 15 miles away respectively. There are direct trains to London Paddington from Didcot (8 miles), and a 'stopping' service from Cholsey (1 mile). The School has roughly 100m of river frontage and staff are able to use the watersports facilities outside of school hours.

PENSION

All employees are eligible to join a staff pension scheme.

IN-HOUSE CATERING

Making sure our students and staff are well fuelled for a busy day at school is key and food is very important at Moulsham. Our in-house catering team ensures that staff enjoy complimentary good quality, healthy and balanced meals every day. They also cater for all types of diets and allergens.

THE BARN FITNESS CLUB

The School offers complimentary full gym membership for all employees at The Barn Fitness Club in Cholsey.

WELLBEING

Great emphasis is placed on staff wellbeing and morale and we firmly believe in creating the right work/life balance for all at Moulsham. Many staff are trained in Mental Health First Aid and a culture of mutual support for colleagues is encouraged and fostered. Social events for staff take place throughout the year.

CONTINUING PROFESSIONAL DEVELOPMENT

All employees are encouraged and supported with access to regular Continuing Professional Development.

APPOINTMENT PROCEDURE AND KEY DATES



Applicants should submit the following:

- A one-page letter of application.
- Completed Application Form. CVs are welcome alongside the Application Form.
- References will be taken prior to interview unless indicated otherwise.

To download a copy of our application form, please [click here](#).

KEY DATES

**Closing Date for applications is
Monday 5th January 2026**

**Initial Interviews will take place week
commencing 12th January 2026**

Moulsford is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offers of appointment are subject to the completion of pre-employment checks including an Enhanced DBS check and satisfactory references.

Registered Charity No 309643



MOULSFORD

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