Harper Adams University

Second Chef
(Permanent, Full-Time 37 hours per week, predominantly Monday to Friday during term time)

Candidate Information Pack



About Harper Adams

Harper Adams University is a welcoming, forward-thinking community of over 600 employees working together to create real, lasting impact – ensuring that everyone, everywhere, can access sustainable food, land, and animal systems. Our work contributes directly to planetary health, animal welfare and ultimately human wellbeing. We're passionate about what we do – and about the people we do it with.

We are deeply committed to the wellbeing and development of our colleagues. Our annual employee survey consistently tells us that staff are proud to work here, feel trusted to do their jobs, and are supported by their managers. Our inclusive and empowering culture is one of the many reasons our people stay, grow, and thrive.

While our rural Shropshire campus remains central to who we are, our presence now extends to Telford – a town with a rich history of innovation and revolution, and a fitting symbol of our ever-evolving mission. This growing site strengthens our ties to the local region and reinforces our commitment to inclusive education and collaboration that reaches far beyond any single postcode. Our impact and reach are proudly regional, national and international.

We offer:

- A beautiful rural working environment
- Generous holiday allowance with the opportunity to purchase more
- Flexible, agile working opportunities
- On-campus retail, catering and gym facilities
- Free staff parking
- Corporate discounts at seven fitness centres in Telford and Wrekin
- Enhanced maternity and sickness benefits
- Disability Confident Employer status
- Employee Assistance Programme
- Cycle scheme supporter
- Workwear provided (where applicable)

Harper Adams is the UK's leading specialist institution serving the agri-food, animal wellbeing, engineering and land management sectors. We are a world-respected provider of industry-led education and research in food production and technology, animal health, environmental sustainability and sustainable business. Our work is grounded through partnerships – with more than 1,100 organisations in the UK and beyond – that fuel our research, shape our teaching, and deliver genuine impact.

We began life in 1901 as Harper Adams Agricultural College and became a university in 2012. Our Chancellor is Her Royal Highness The Princess Royal and our Vice-Chancellor, Professor Ken Sloan, joined us in 2021. Our rural campus near Newport in Shropshire is supported by a growing site in Telford, offering a range of housing options and excellent rail and road connections to the West Midlands and beyond. We've invested more than £50 million in our estate in the last decade – including leading-edge teaching, research and veterinary facilities, modern laboratories, and a purpose-built Veterinary Services Centre. Our commercial farm spans 494 hectares and plays an active role in our education, research, and knowledge exchange.

Take a virtual tour of the campus: Virtual Tour

We are proud to be the UK's highest-ranked small specialist provider for the agri-food and animal wellbeing sectors, consistently delivering the largest cohort of graduates into these industries – with over 97 per cent going directly into employment. We currently welcome over 3,000 full- and part-time students across undergraduate and postgraduate courses, including subjects like agricultural engineering, veterinary nursing, business, land and property management, and veterinary medicine and surgery – the latter delivered through the Harper & Keele Veterinary School, established in 2020.

For further details about the University, please visit our website: http://www.harper-adams.ac.uk

JOB DESCRIPTION

Title of the post: Second Chef (Permanent, Full-Time 37 hours per, predominantly Monday to Friday during term time)

Department: Catering

Reporting to: Head Chef

The Catering Team
The Department, under the direction of the Catering Manager, is responsible for the provision of daily meals for students and University staff and for the provision of conference catering facilities. Major conference activity is normally confined to the holiday/out of term periods.

The present staffing consists of the Catering Manager, Operations Manager, Head Chef, 2 full-time Chefs, full-time butcher, four Supervisors, thirty contracted Catering Assistants and twenty part-time Catering Assistants. The majority of the part-time staff are employed on term-time-only contracts.

There is a modern, well-equipped kitchen adjacent to a large dining room which operates on a self-service system. The seating capacity of the dining room is 320 although the daily throughput for lunch during term-time can reach 450 – 500. There is also a Cafeteria, with a seating capacity of 100, and a facility in our prestigious Learning Resources Centre.

Main Duties and Responsibilities

The main duties of the role include:

- To be responsible for the whole food offer in the absence of the head chef and support the head chef during the working week.
- To supervise the preparation, presentation and service of food items for students, staff and functions, using standardised recipes, to quality standards set by the head chef, for the numbers determined by the Catering & conference office and to a skills level determined by C&G 706 1/2/3 or NVQ Levels 1,2 and 3
- To lead by example & actively motivate the team and individuals in the team by creating a stimulating, positive and energetic working atmosphere.
- To actively encourage teamwork and team spirit by offering excellent team support.
- To take a “hands on” approach as appropriate to the needs of the business.
- To utilise Harper farm produce in its most basic form to integrate food items into menus & keep the “farm to fork” initiative running where applicable.
- To ensure that all food storage, preparation, cooking and service of all foods meet the department’s HACCP procedures.
- To take ownership in ensuring that all menu items are available in all service areas throughout service times. To ensure that food service staff are aware of correct portion sizes in accordance with main production plan.
- To inform the catering office of any malfunction of catering equipment.

- To be responsible for ensuring that all menu items are available in all service areas throughout service times and to assist in the review of staff / student menus
- Ensuring the kitchen and dining room areas are secure at the end of the evening, and all equipment is switched off and secure
- Ensuring the kitchen and restaurant areas are unlocked at the start of the early shift.
- Ensuring that cleaning procedures/schedules are followed and maintained accurately
- Be courteous and professional at all times & deal with customer complaints in a positive and professional manner with a view to ensuring the customer leaves satisfied.
- Supervise the kitchen cleaning rota
- Assist with accepting deliveries as required
- Assist with stock take
- To be involved with staff training and induction
- Commit to the Universities staff development.

All other duties and responsibilities commensurate with the post and the salary range of the grade.

Person Specification

	Essential	**Desirable**
Qualifications	Food Hygiene certificate Relevant qualifications in catering at NVQ level 2 Computer literate – keyboard skills and familiar with Microsoft office software and e mail	Catering at NVQ level 3 (or equivalent) CIEH level 3 food hygiene supervision Knowledge of COSHH and HACCP
Experience	Previous experience of working in a busy and pressurised kitchen, having worked in all kitchen sections Previous experience of working in a customer focused environment	Higher education experience would be an advantage
Knowledge/Skills	To be able to work accurately to tight deadlines Organisational and time management skills Ability to work on own initiative and make appropriate decision Self-motivated	Experience in motivating busy kitchen teams
Personal Qualities	Demonstrate passion for food and quality of food Flexible, reliable and committed approach to work Be able to work shifts Effective team player	

Conditions of Service

The national recommendations which have arisen from the negotiations between UCEA and the unions recognised at national level, the Joint Negotiating Committee for Higher Education Staff (JNCHES), directly affect the terms and conditions insofar as they have been adopted by the Board of Governors.

Salary	The commencing salary will be within the range £26,615 to £28,592 per annum. The point of entry will be dependent upon relevant qualifications and experience. Salaries are paid monthly, in arrears, by credit transfer on the 28th day of the month.
Contract Term	This is a full-time, permanent contract. Employment may be terminated during the course of the contract by either party giving one month's notice in writing
Hours of Work	The routine working week is 37 hours, 5 over 7. There may be a requirement for overtime working from time to time and time off in lieu may be allowed for agreed hours worked in excess of 37 per week.
Holidays	The annual holiday entitlement is 22 working days, plus statutory bank holidays. In addition to this there are 8 University closure days during the full annual leave year. The holiday year runs from 1 August to 31 July and in the holiday year in which the employment commences or terminates the holiday entitlement will accrue on a pro-rata basis for each complete week of service. The timing of holidays is subject to the agreement of the Line Manager. **All annual holiday entitlement (including bank holidays and University closure days) is pro-rata for part-time employees. Further details will be confirmed on appointment.**
Sick Leave	During periods of certified sickness, the post-holder will be eligible to receive sick pay in accordance with the University Sick Pay Policy. The payment of sick pay is subject to compliance with the University rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.
Pension	The post-holder will be entitled to join the Harper Adams Group Pension Scheme and details will be provided to the successful applicant upon commencement of employment.
Exclusivity of Service	You are required to devote your full-time attention and abilities to your duties during working hours and to act in the best interests of the University at all times. Accordingly, you must not, without written consent of the University, undertake employment or engagement including external consultancy, which might interfere with the performance of your duties or conflict with the interests of the University. It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify your line manager of any employment or engagement which you intend to undertake whilst in the employment of the University (including any such employment or engagement which commenced before your employment under this contract). Your line manager will then

	notify you within 10 working days whether such employment or engagement is prohibited.
Criminal Convictions	The post involves the opportunity for access to children and young persons under the age of 18. For this reason, the University is entitled to consider any criminal convictions, cautions or impending case(s) that it considers to be relevant to this post. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Applicants must therefore complete the part of the application form declaring any criminal convictions and cautions from any court or police authority. The successful applicant will have to undergo a Disclosure and Barring Service Check before an appointment can be made.

Unfortunately, this role is not eligible for visa sponsorship in line with Home Office requirements. Candidates will therefore be unable to secure a Skilled Worker visa for this role and will require an alternative source of right to work in the UK.

Application Procedure:

Please apply online via the Harper Adams e-Recruitment programme at http://jobs.harper-adams.ac.uk submitting your CV and a personal statement outlining your suitability for the role. Your personal statement should clearly demonstrate how your skills, experience, and achievements meet the requirements outlined in the person specification. Applications without a personal statement may not be considered.

Closing Date: All applications should be received by no later than midnight on 16 November 2026

Should you require any adjustments to complete your application for this role then please contact vacancies@harper-adams.ac.uk