



**North East
Learning Trust**

**Cook in Charge
Teesdale School & Sixth Form**
Applicant information pack

Cook in Charge

Required from September 2022

37 Hours per week – Term-Time
NELT Grade 4 SCP 12 – SCP 17
Actual Salary £19,404 - £21,242
(£22,571 - £24,920 FTE pro rata)

The North East Learning Trust is seeking to appoint a motivated Cook in Charge required from September 2022. The post will be based in Teesdale School and Sixth Form, rated as 'Outstanding' by Ofsted in June 2019.

We have 700 children across the school including the Sixth Form.

Nestled in Barnard Castle in the spectacular Teesdale countryside and imprinted with the historic values of the Dales and our close-knit community, Teesdale School is a place where traditional values of kindness, respect and hard work take precedence. Within 30 minutes of both Darlington and Durham and just over an hour from York and Newcastle, our idyllic yet convenient location affords our staff an enviable quality of life.

We are committed to:

- A vibrant learning community with enthusiastic and engaging children.
- A positive and caring ethos.
- An excellent learning environment and resources.
- A team of hardworking, dedicated and friendly staff where everyone is valued.
- A supportive and effective governing body.

We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

The successful candidate will:

- Be responsible for organising, supervising and assisting with the preparation / cooking of food for staff, students and visitors.
- Be responsible for delivery of the catering service to consistent quality standards and optimum levels of productivity.
- Be responsible for a team of Kitchen Assistants / Till Operators and Dining Room staff.
- Be responsible for budget relating to kitchen management and school dinner monies.
- Ensure the kitchen equipment is maintained and good working order.

Deadline: Monday 4th July 2022, 9am

Interviews: To be confirmed

How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned by email with application forms to tracy.tuck@teesdaleschool.co.uk or by post to Tracy Tuck, PA to the Leadership Team, Teesdale School, Prospect Place, Barnard Castle, Co Durham DL12 8HH. Please do not submit a CV unless it is to compliment your application form.

Job description

Post title:	Cook in Charge
Responsible to:	Head of School
Responsible for:	The effective delivery of the school catering services
Salary Band:	Grade 4 SCP 12 –SCP 17 Actual Salary £19,404 - £21,242 (£22,571 - £24,920 FTE pro rata)
Contract:	Permanent 37 hours per week, term time
Working Hours:	Monday–Thursday 7am – 3pm (30 mins lunch) Friday 7am – 2.30pm (30 mins lunch)

Job purpose:

To be responsible for organising, supervising and assisting with the preparation of food and delivery of the catering service to consistent quality standards and optimum levels of productivity.

Duties and responsibilities:

- To ensure the provision of healthy, varied and nutritionally well-balanced meals in accordance with current legislative requirements.
- To be responsible for the operational management of all catering facilities within the school.
- To supervise the team of kitchen assistants including allocation of duties, tasks and rotas, maintaining discipline and monitoring attendance and timekeeping. To report any issues to SLT or HR as appropriate.
- To ensure compliance with all relevant health and safety and food hygiene regulations including training the kitchen assistants and till operatives in the safe use of the equipment.
- To ensure that kitchen equipment is regularly cleaned and maintained and that any defects or breakdowns are reported accordingly.
- To order provisions and to be responsible for stock control of food, provision levels, materials and equipment.
- To oversee, monitor and advise on portion control.
- To manage the provision of food for complex dietary requirements including allergies as detailed in the Consumers Regulation (EU FIR) 2014.
- To manage dietary requirements to meet cultural needs.
- To complete and submit daily operational reports to monitor productivity and food costs.
- To follow correct procedures for the storage and disposal of waste.
- To be fully responsible for health and safety compliance, cleanliness and upholding high standards of serving safe food.
- To maintain accurate, robust and relevant monitoring records (e.g. temperature charts for fridges, freezers and routine probe tests for hot and cold foods) as required.
- To ensure all cleaning systems are carried out routinely and effectively and that the cleaning rotas are signed off daily.
- To present oneself as a role model to pupils in speech, dress, behaviour and attitude and to adhere to the Trust's Code of Conduct.

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly any defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> NVQ Level 2/3 in Catering Certificate in Food Hygiene 	<ul style="list-style-type: none"> First Aid Certificate
Experience	<ul style="list-style-type: none"> Experience in working in kitchen / catering service Some knowledge of Health and Safety procedures in a catering environment 	<ul style="list-style-type: none"> COSHH regulations and safe working practices Experience within education sector
Aptitude and skills	<ul style="list-style-type: none"> Ability to order stock, control budget and plan menus Ability to work methodically Excellent organisational skills Excellent Communication skills Ability to manage and motivate staff Ability to use cleaning products to comply with Health and Safety guidelines Demonstrate knowledge of high standards of kitchen cleanliness Good IT skills 	
Personal qualities	<ul style="list-style-type: none"> Ability to work on own initiative as well as working within a team Ability to work under pressure to meet deadlines Ability to adjust working hours to meet service demands as required Ability to perform physical tasks on a regular basis 	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.