



**North East  
Learning Trust**

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

# **Cook in Charge**

## **Required from October 2021**

**37 Hours per week – Term-Time**  
**NELT Grade 3 SCP7- SCP11**  
**Actual Salary £16,891- £18,283**  
**(£20,092- £21,748 FTE pro rata)**

The North East Learning Trust is seeking to appoint a motivated Cook in Charge required from October 2021. 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.

### **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:** Tuesday 14<sup>th</sup> September 2021, 9am

**Interviews:** Thursday 16<sup>th</sup> September 2021

### **How to apply:**

Application packs can be downloaded from the website.

A Support Staff Application Form (available from our website) should be completed and returned by email to [tracy.tuck@teesdaleschool.co.uk](mailto: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.



# Job description

## Post title:

Cook in Charge

## Responsible to:

Head of School

## Grade/Salary:

Grade 3 SCP7-SCP11

Actual Salary **£16,891- £18,283** (£20,092- £21,748 FTE pro rata)

## Hours of Work:

37 Hours per week (Term Time)

- 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.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

# Person specification

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

## References:

Any relevant issues arising from references will be taken up at interview.

## DBS and pre-occupational health:

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

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

### **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.

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