



HEMLINGTON HALL ACADEMY

Head School Cook

Pay Scale: Scale Point 9-11 (£16,480 - £17,147)

Contract: 32.50 hours per week. Permanent. 7.30am – 2.00pm

Required from 4th January 2021

Hemlington Hall Academy is a highly inclusive Primary Academy within the Lingfield Education Trust. We have the highest possible aspirations for our staff and pupils and a supportive working culture that focuses on positive learning behaviours and high expectations for all children.

We are currently recruiting for the position of a School Cook to join our catering team. This position is a cornerstone of our provision - we want our children to eat well, to learn well and love their school dinners. This position will require you to be flexible and creative, as well as a good team player.

The ideal candidate should be able to plan, prepare and cook as a qualified School Cook within a busy catering environment, to a high standard, and possess relevant qualifications and experience for the role.

An Application Pack is available upon request from the school. Completed applications should be returned via email to kmcgill@hemlingtonhallacademy.co.uk, or by post to Hemlington Hall Academy, Briscoe Way, Hemlington, Middlesbrough, TS8 9SJ. Application forms should be returned accompanied by a letter of application outlining your experience, strengths and educational ethos.

Visits are strongly encouraged and very welcome. Allocated dates will be offered. If you would like to arrange a visit, please call Karen McGill, School Business Manager, or the Main Office on 01642 591171.

Hemlington Hall Academy is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check and will be required to disclose all relevant information for appropriate safeguarding checks.

Closing date: Tuesday 8th December at 12.00 noon

Shortlisting: Tuesday 8th December 2020

Interviews: Monday 14th December 2020



Job Description

POST TITLE :	School Cook
GRADE :	Scale Point 9-11 (£16,480 - £17,147)
REPORTING RELATIONSHIP :	The post holder reports to the Head Teacher / School Business Manager
JOB PURPOSE :	To prepare school meals ensuring that a high standard of food hygiene/handling and safe working practices are used along with the promotion of the school meal service.

MAIN DUTIES/RESPONSIBILITIES

1. Responsible for the day to day running of the catering unit including:
 - devising menus and recipes including allergen control
 - order food and monitoring its quality
 - preparing school meals,
 - serving meals,
 - stock control,
 - temperature control,
 - checking and storage of fresh and frozen produce,
 - washing up,
 - setting up tables and chairs and
 - clearing and cleaning tables and equipment.
2. To ensure that all current Health and Hygiene Legislation requirements are maintained and to work within current department Safety Policies.
3. Daily and weekly control of food costs in the unit to meet departmental targets.
4. Undertake training when required.
5. Undertake cooking activities for a full range of meals on school menu.
6. Monitor and implement nutritional standards for food in school in line with relevant national guidance and health and safety legislation
7. Ability to work on their own and as part of a team.
8. Understanding of government guidelines for a primary school.
9. Liaise with the Office Manager/Executive Head Teacher and assist with the coordination of promotional activities.



10. Ensure that a high standard of work is maintained in accordance with the quality systems and current work practices.
11. Ensure equipment in the kitchen is working correctly and maintained.
12. Ensure a clean and presentable image at all times of all employees and areas under the post holders control.
13. Be responsible for the day-to-day management of the school kitchen.
14. To assist with the promotion of the school meals service to the customer, visitors to school and to the community.
15. To assist the Quality Section in maintaining procedures to ensure that BS EN ISO 9001:2000/14001 Management Systems criteria and Chartermark status are continuously met.
16. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
17. Behave according to the Employees' Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re conflicts of interest, gifts, hospitality and other matters covered by the Code.
18. Ensure that the Trust's Equality agenda is promoted and to carry out your duties as an employee in line with these.
19. To fulfil your Health and Safety management role and ensure a safe working environment for yourself and others who may be using the kitchen.
20. Any other duties of a similar nature related to this post that may be required from time-to-time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING AN ENHANCED DBS CHECK, BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.

Lingfield Education Trust and schools with the Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this communication.

The post will be based in Hemlington Hall Primary School however, the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.



School Cook | Hemlington Hall Academy | Person Specification

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No	ATTRIBUTE	Stage Identified
Qualifications	E1	Level 2 Basic Food Hygiene	AF/C			
	E2	NVQ level 2 or equivalent in a relevant field Level 2 Food Allergy Risks NVQ 2 Professional Cooking	AF/C			
Experience & Knowledge	E3	Approximately one years experience of managing a catering establishment/section including menu planning and full range of cooking duties	AF/I/R	D1	Previous experience within a School Meals environment	AF
	E4	Experience of food costing and budget control	AF/I			
	E5	Experience of stock control	AF/I/R			
	E6	Knowledge of food safety, hygiene and handling including HACCP	AF/I			
	E7	Good understanding of COSHH	AF/I			
Skills	E8	Ability to communicate both orally and in writing with a wide range of audiences				
	E9	Ability to demonstrate customer care skills	AF/I/R			

ESSENTIAL	DESIRABLE
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	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No	ATTRIBUTE	Stage Identified
Personal Attributes	E10	Ability to demonstrate food display techniques	AF/I			
	E11	Ability to use own initiative	I/R			
	E12	Ability to remain calm under pressure	I			
	E13	Ability to demonstrate an interest in working with children	I			
Special Requirements	E14	A flexible approach to work, with the ability to work additional hours if required	I			
	E15	Motivation to work with children	D/I			
	E16	Ability to form and maintain appropriate relationships and personal boundaries with children	D/I			
	E17	Suitability to work with children	D			

Key – Stage identified

AF	Application Form
C	Certificates
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references.