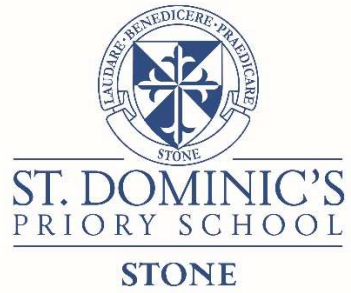


St Dominic's Priory School in Stone



**Assistant (Second) Cook
Information booklet for prospective applicants**

St Dominic's Priory School in Stone

Dear Applicant

Thank you for your interest in joining our team as a Full-time Assistant Cook at St Dominic's Priory School, Stone.

St Dominic's Priory School is a small, exceptionally friendly and highly successful Catholic independent co-educational school, educating pupils from Pre-school through to age 16. While rooted in Catholic values, we warmly welcome children of all faiths and backgrounds.

At the heart of our ethos is a commitment to educating the whole person. We strive to identify and nurture the individual strengths of every child, enabling them to flourish academically and personally. Our students develop a strong sense of purpose, growing into confident, independent young people who are well prepared to embrace life's opportunities. They combine enthusiasm and enjoyment in learning with a genuine determination to achieve, and they thrive when given responsibility.

We are proud to be recognised as one of the top-performing non-selective schools in the area. Our students have once again achieved outstanding GCSE results, with a 100% pass rate across all subjects this year. Consistently performing significantly above the national average, our results reflect our commitment to delivering an exceptional all-round education.

Our school environment continues to evolve, with a newly constructed three-storey teaching facility that has further enhanced the educational experience for both students and staff. We operate a two-form entry in the senior school, with small class sizes capped at 20 pupils. This ensures that every child is truly known, supported, and encouraged to reach their full potential.

We are seeking an inspirational and dedicated Assistant Cook who is passionate about food and working with children. The successful candidate will have experience of catering ideally in a school environment and will be eager to contribute to our thriving school community.

In return, we offer the opportunity to work within a caring, supportive and close-knit environment, alongside excellent opportunities for professional development and career progression.

I very much hope you will consider applying for this role. I would be delighted to speak with you further and to welcome you to visit the school for a tour, so you can experience first-hand what makes our community so special.

I look forward to hearing from you.

Yours sincerely



Rebecca Harrison
Headteacher

St Dominic's Priory School in Stone

The Role:

Full Time – Assistant (Second) Cook

Dates:	Job to start September 2026
Salary:	£12.88 per hour, (Actual salary £19,204.08)
Hours:	35 per week (7am-2.20pm incl 20 minute break), 37 weeks per year plus 5.6 weeks holiday
Location:	Stone
Contract type:	Permanent, Term time only plus 5 inset days (training and deep clean)

All relevant documents (application and job description) are available on the school website www.stdominicspriory.co.uk (found under 'About, Job Vacancies'). Applications should be completed via My New Term which can be access from the school website.

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. As we operate in an educational environment the role is dependent on an enhanced DBS check.

Closing Date: 29th May 2026

Interview date: W/c 15th June 2026

St Dominic's Priory School in Stone

Job Context and Purpose

St Dominic's Priory School is an independent Catholic school catering for around 220 pupils aged 3-16. We deliver an excellent education, sporting provision and a variety of music, drama, arts and extracurricular opportunities in a friendly and supportive working environment.

We are centrally located within North Staffordshire and the school is situated in the picturesque canal town of Stone, within easy reach of Newcastle-under-Lyme, Stoke-on-Trent, Stafford, Uttoxeter, Cheadle and the surrounding villages. Stone Railway Station is only a 5-minute walk from school.

Our School Mission Statement is 'Living and Learning with Christ as our Guide'. The aims and ethos of the school are to create a love of learning in a friendly and happy environment, nurture individuality and instil in our students a sense of community spirit, rooted in Gospel values.

We wish to provide each child with tools that will equip them to, not only succeed academically, but contribute positively to a society in which values of justice and compassion are paramount.

St Dominic's welcomes children of all faiths and ethnic backgrounds and within our school community diversity is recognised and respected.

Investing time and individual attention in all our students helps them to develop into confident, nurturing and caring individuals who are ready to go out into the world and make a difference.

The school has consistently been Graded 'Excellent' by ISI inspectorates.

Candidates for this post should have:

- Experience of working in a catering/ busy kitchen environment and complying with health and safety standards.
- Experience working as part of a team and using your own initiative.
- Effective customer service skills and being able to work to high standards.
- Excellent communication skills and interpersonal skills.
- Willingness to undertake training and professional development.

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

St Dominic's Priory School in Stone

The job profile for Assistant (Second) Cook

JOB TITLE:	Full time – Assistant (Second) Cook
DURATION / HOURS:	Permanent post with effect from September 2026
PAY:	£12.88/hour
SELECTION PROCESS:	Method: Please complete the application form. Deadline: 29 th May 2026

Duties will include:

- Help provide and maintain an efficient service, following company values, policies and procedures
- Preparation and service of food and beverages using seasonal, fresh ingredients and working within the financial parameters of the school
- Establish and maintain effective working relationships with school staff at all levels
- Maintain excellent service to our pupils and staff at all times
- Ensuring implementation and maintenance of all statutory and company standards of hygiene, food safety and health & safety including delivery of training
- Preparing quality food items and assistance with exciting, innovative menus
- Ensuring that food is at the correct temperature and is attractive and tasty
- To ensure daily bookwork and temperature records are kept to the required standards
- Ensure all equipment, refrigerators and storerooms are kept clean and tidy
- Ensures food and supply items are stored correctly
- Assist with managing orders and receiving of all food and supplies as required
- Make sure the kitchen and service areas are clean, tidy and well-presented during opening times
Setting up counter for service & serving, ensuring that customers are served promptly during busy periods
- Motivating the team
- Well-organised approach to work
- Working in the washing up area.
- Clearing and cleaning down at the end of the shift.
- Any other activities relating to the role as directed by your line manager or a member of SLT.
- Maintain the highest standards of behaviour.

St. Dominic's Priory School in Stone

Person Specification – Assistant (Second) Cook

		Essential	Desirable
1	Qualifications	<ul style="list-style-type: none"> • Level 2 food hygiene (or be willing to undertake) • Allergen training (or be willing to undertake) • Understanding of safeguarding and health & safety requirements within a school environment 	<ul style="list-style-type: none"> • GCSEs (or equivalent) in English and Maths • First Aid qualification
2	Experience	<ul style="list-style-type: none"> • Previous experience working in a kitchen or catering environment • Experience preparing and serving food to groups • Experience maintaining high standards of cleanliness and hygiene • Experience using kitchen equipment safely • Experience working as part of a team • Excellent track record of attendance 	<ul style="list-style-type: none"> • Experience in a school or educational setting
3	Knowledge/Skills	<ul style="list-style-type: none"> • Knowledge of food hygiene and safe food handling procedures • Ability to prepare meals and snacks efficiently • Understanding of allergen awareness and dietary requirements • Ability to follow menus, recipes, and instructions accurately • Good organisational and time management skills • Ability to work under pressure during busy service periods • Good communication and interpersonal skills • Ability to maintain accurate cleaning and temperature records • Understanding of health and safety regulations in catering environments • Ability to use kitchen appliances and catering equipment safely 	
4	Personal Qualities	<ul style="list-style-type: none"> • Reliable and punctual • Friendly and approachable manner • Positive attitude and willingness to help others • Able to work independently and as part of a team • Flexible and adaptable • Good attention to detail • Trustworthy and professional • Committed to maintaining confidentiality • Patient and respectful when working around children and staff • Takes pride in maintaining a clean and safe working environment 	<ul style="list-style-type: none"> • A willingness to contribute to the life of the school