



Auckland College Independent School

Every Pupil Matters, Every Moment Counts

School Cook

Job Description Pack

Auckland College

Auckland College was founded in 1999 in Aigburth by Anthony Akaraonye and Gillian Akaraonye, building on the success of Park View Tuition Centre established in 1991, which grew to support hundreds of children each week; the school was formally established and registered with Ofsted in 1996 before moving to its current site. Since its inception, Auckland College has been driven by a clear mission to provide a safe, happy, and high-achieving environment where every pupil can thrive, guided by its motto *Carpe Diem – Seize the Day* and a continued commitment to ensuring *every pupil matters and every moment counts*.

Overview

We are seeking an experienced and highly organised **School Cook** to oversee the day-to-day running of our school kitchen, catering for up to **400 pupils daily** across both the main school and nursery settings.

This role involves supporting the delivery of high-quality, nutritious meals, ensuring compliance with food safety standards, and assisting with key kitchen operations including menu planning, ordering, and stock control.

This is a **full-time position**, working Monday to Friday 8:00am – 3:00pm.

We offer an inclusive school with happy, motivated pupils who enjoy learning, alongside a dedicated and supportive team of staff. There are excellent opportunities for professional development and career progression.

Auckland College Independent School places the highest priority on the safeguarding of children; all applicants will follow a stringent vetting and induction process. Any offer of employment will be subject to an Enhanced DBS check, satisfactory references, and online searches.

Visits to the school are welcomed. Please contact the school office [recruitment@aucklandcollege.com] to arrange a convenient time.

Please submit your application form along with a covering letter outlining your experience and suitability for the role.

Closing date for applications: Friday 17th July 2026

Please note that interviews may be held prior to the closing date, and we reserve the right to close the vacancy early.



Job Title: School Cook

Reports To: Headteachers

Contract Type: Full-Time, Permanent

Key Purpose of the Role

To support the running of the school kitchen, ensuring the delivery of high-quality, nutritious meals for pupils and staff while maintaining high standards of food safety, hygiene, compliance, and customer service.

Key Responsibilities

Kitchen Operations & Organisation

- Support the efficient day-to-day running of the kitchen
- Maintain high standards of cleanliness, organisation, and food presentation
- Ensure compliance with food hygiene, health and safety, and allergen regulations
- Assist with kitchen rotas and staff coordination as required

2. Menu Planning & Nutrition

- Plan and deliver balanced, nutritious, and varied menus suitable for pupils aged Nursery to Senior School
- Cater for dietary requirements, allergies, and cultural needs
- Promote healthy eating in line with school standards

3. Ordering & Stock Control

- Manage ordering of food, supplies, and equipment within budget
- Monitor stock levels and minimise waste
- Maintain accurate stock and delivery records

4. Food Preparation & Service

- Prepare and serve high-quality meals daily
- Ensure efficient service across school and nursery settings
- Maintain consistency in food quality and portion control



5. Compliance, Safety & Training

- Ensure full compliance with Food Safety (HACCP) procedures
- Maintain kitchen records (temperature logs, cleaning schedules, allergen information)
- Adhere to health and safety procedures, including:
 - Manual handling requirements when moving equipment
 - Fire safety and evacuation procedures
- Promote and uphold equality, diversity, and inclusion within the kitchen environment
- Ensure all staff follow safeguarding, hygiene, and safety protocols

6. Collaboration & Communication

- Work closely with school leadership on menus, events, and dietary needs
- Support school events and hospitality
- Communicate effectively with staff and wider school community

Person specifications

Qualifications & Training

Essential	Desirable	Assessment
Level 2 Food Hygiene Certificate (minimum)	Level 3 Food Hygiene	A / I
Relevant catering qualification or equivalent experience	First Aid Certificate	A / I
Willingness to undertake training in manual handling, fire safety, and equality & diversity	Previous training in these areas	A / I



Experience

Essential	Desirable	Assessment
Experience working as a chef in a high-volume environment	Experience in a school or nursery setting	A / I
Experience supporting kitchen operations	Experience managing a team	A / I
Experience in menu planning and ordering	Budget management experience	A / I

Knowledge & Understanding

Essential	Desirable	Assessment
Strong knowledge of food safety and hygiene standards (HACCP)	Knowledge of school food standards	A / I
Understanding of dietary needs, allergies, and nutrition	Knowledge of catering for children	A / I
Awareness of health & safety procedures, including manual handling and fire safety	Experience implementing safety procedures	A / I

Skills & Abilities

Essential	Desirable	Assessment
Strong organisational and time management skills	Ability to contribute to menu innovation	A / I



Essential	Desirable	Assessment
Ability to work under pressure and meet deadlines	IT skills for ordering systems	A / I
Leadership and team management skills	Experience training staff	A / I

Personal Qualities

Essential	Desirable	Assessment
Reliable and punctual	Creative approach to food	A / I
High standards and attention to detail	Flexible and adaptable	A / I
Positive attitude and team player	Passion for working in a school environment	A / I
Commitment to equality, diversity, and inclusion	—	A / I



Why Join Us

- Opportunity to lead and develop a high-quality catering provision
 - Supportive school community
 - Excellent work-life balance within a school setting
 - Opportunity to positively impact pupil wellbeing
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Safeguarding, Equality and Safer Recruitment

Auckland College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be subject to enhanced DBS clearance, satisfactory references, online searches, and other pre-employment checks in line with Keeping Children Safe in Education (KCSIE).

We are committed to equality of opportunity and welcome applications from all suitably qualified candidates regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation. Applicants must have the legal right to work in the UK.

