

Buxton Community School



COOK APPLICATION PACK



Role: Cook

Buxton Community School wishes to appoint an enthusiastic, hardworking Cook to join our catering team. As part of Embark Federation, a family of 25 schools across Derbyshire, we work together to create schools that stand out at the heart of their communities.

Our Trust has four core beliefs; Family, Integrity, Teamwork and Success which are integral to everything we do.

We have high standards across our schools but want to ensure that the school experience for our children is a magical time. Our purpose is to enable everyone in our Embark family to be able to 'Love Learning, Love Life.'

The successful candidate will work alongside the Catering Manager to plan, prepare and serve nutritious, safe, and appetising meals across two dining halls, while fully complying with government Health, Safety, and Hygiene regulations.

This is a fantastic opportunity to build relationships with our staff and young people while doing what you do best – preparing delicious meals.

To be successful in this role, you will need to have relevant experience in a similar position, preferably in a school or educational setting. You should also possess excellent organisational and time management skills, as well as the ability to work effectively under pressure.

A proven track record of delivering high-quality food and exceptional customer service is essential.

Please see job description and person specification for full details.

- **Grade 6** (FTE £25,989 - £26,458)
- **Term time – 39 weeks**
- **37 hours per week**
- **Actual Salary Range £22,254 - £22,656**

The Application Process

If you are interested, please apply at: [Mynewterm](#)

Closing date for applications is Sunday 24th May 2026

If you are short-listed for interview, you will be contacted in advance, to discuss arrangements for the interview. Unfortunately, if you have not been contacted prior to the interview day, your application has not been successful on this occasion.

Buxton Community School is committed to safeguarding and the process of safer recruitment. As a result, this post is subject to an enhanced Disclosure and Barring Service check, and all shortlisted candidates will be expected to prove their identity at interview. The successful candidate will be expected to show original copies of qualifications and further proof of their identity.

JOB DESCRIPTION

Post Title: Cook

Derbyshire Grade: 6

Responsible to: Catering Manager

Purpose of the role:

- Support the Catering Manager in the effective day-to-day running of the school's catering service, ensuring smooth, efficient and compliant operations across two kitchen areas.
- Lead on the implementation, preparation and delivery of high-quality, nutritious meals for students and staff, maintaining consistency and excellence across two kitchens.
- Ensure full compliance with all statutory and school requirements, including nutritional standards, food safety legislation, HACCP procedures, COSHH regulations and broader operational risk management.
- Provide supportive and proactive supervision to the catering team, helping to maintain safe working practices, excellent food quality and high standards of customer service at all times.

General Responsibilities:

- Prepare, cook and present the daily school meals in accordance with agreed menus, recipes, and nutritional guidelines.
- Support the Catering Manager in leading, motivating and guiding catering assistants, including contributing to daily supervision, allocation of tasks, and maintaining professional standards.
- Step in to lead the kitchen in the absence of the Catering Manager when required.
- Ensure all food production areas, equipment and service points are maintained to high standards of cleanliness and hygiene, following school and statutory requirements.
- Lead on menu implementation and development in line with national guidance, school requirements, and healthy eating principles.
- Carry out daily quality checks on food preparation, presentation, portioning and service.
- Maintain effective communication with colleagues, students, and other stakeholders to support smooth service delivery.
- Support the Catering Manager in ensuring cover is in place for absences and in assisting with the induction and training of catering assistants.
- Contribute to a positive dining experience for students, promoting healthy choices and ensuring good customer service.

Financial Management:

- Prepare meals according to agreed recipes and within allocated portion sizes and budgets.
- Accurately record stock usage on a daily basis, ensuring stock levels are monitored and maintained within agreed financial parameters.
- Assist in ensuring secure and appropriate receipt, storage and rotation of all food deliveries.
- Report low stock or ordering needs to the Catering Manager in a timely manner.
- To ensure purchasing is made using nominated suppliers and a system for quality and credit controls is maintained.
- Help minimise waste, control portion sizes, and follow procedures that support cost effective catering operations.

Risk Management:

- Ensure compliance with all statutory and school policies relating to food safety, allergen management, HACCP, and Health & Safety at Work.
- Accurately maintain records such as temperature checks, cleaning schedules, allergen information, and food safety documentation.
- Report any equipment defects, hazards, or health & safety concerns to the Catering Manager immediately.
- Support regular risk assessments within the kitchen environment and follow safe working practices at all times.
- Promote and model high standards of personal and kitchen hygiene.

Other:

- Post holder is expected to attend and participate in regular meetings, training and other learning activities as required.
- Assist with catering for school events such as parents' evenings or special functions as required.
- Carry out any other duties as directed by the Headteacher/Line Manager commensurate with the general level of responsibility of the post.
- Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a busy and growing school which requires flexibility in all of its employees.
- To comply with the requirements of Health and Safety, other relevant legislation and school documentation and to understand and comply with the school's Equal Opportunities Policy.
- All staff are expected to be courteous to colleagues and students and provide a welcoming environment to parents and other visitors.
- Responsibility for safeguarding of all young people.

Note: The Headteacher has a responsibility to revise and amend all job descriptions, as necessary. This will normally be by consultation and agreement with the postholder and, to this end, all job descriptions will be kept under regular mutual review.

PERSON SPECIFICATION

EDUCATION AND QUALIFICATIONS

- NVQ Level 2 or equivalent considerable experience
- Basic Food Hygiene Certificate or equivalent.
- Recognised catering qualification(s)
- Evidence of and commitment to continuing professional development

EXPERIENCE

- Experience in large scale catering, with knowledge of food preparation, cooking and service
- Experience of working in a school environment for a minimum of 1 year (Desirable)
- Experience of working with a range of external suppliers

KNOWLEDGE AND SKILLS

- Excellent communication skills – for internal and external customers
- Knowledge of Health and Safety Legislation
- Able to work effectively as part of a team
- Demonstrable high level of cookery skills
- Ability to communicate with and supervise staff
- Understanding of dietary requirements, including allergens
- Basic knowledge of food and personal hygiene, kitchen safety legislation

ATTRIBUTES

- Resilience, the ability to work under pressure and meet deadlines
- Able to perform physical tasks on a frequent basis
- Ability to think both strategically and creatively
- Excellent communication skills
- Excellent interpersonal skills

The person appointed to this post will:-

- Be totally committed to the safeguarding and welfare of children
- Possess the necessary qualifications, experience and/or skills to discharge the duties associated with this position
- Work in accordance with the school's policies including Health & Safety
- Be capable of maintaining high standards of work at all times
- Be committed to being part of a team but be able to show initiative and be capable of working unsupervised when appropriate
- Have excellent personal organisation and time management skills
- Be honest, reliable and trustworthy
- Be open and frank and not afraid to ask for guidance and help when it is needed
- Be capable of building excellent relationships with others
- Be prepared to work hard and to discuss issues which arise from work
- Have plenty of energy and enthusiasm and the ability to maintain a sense of humour and perspective when things get tough!
- Be calm, precise and patient when dealing with others, including students
- Be punctual to work and have an excellent attendance record
- Be committed to professional self-improvement both by In Service Training and "learning on the job"
- Be an excellent role model for young people.