



Astrea Academy Trust

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Role Profile

Head Cook

Astrea Academy
Netherwood

ROLE SPECIFICATION

Academy / Department	Astrea Academy Netherwood
Post title	Head Cook
Responsible to	Catering Manager
Full time Salary	£28,142 - £30,024
Pro-Rata Actual Salary	£24,831 - £26,491
Working Pattern	Term time plus 5 Training days – 39 weeks
Pension	Local Government Pension Scheme
Working Hours	37.5 hours per week
Line Management Responsibility	Yes

ROLE SUMMARY

The Head Cook is required to prepare and serve meals. Their duties include preparing and cooking meals according to recipes, serving meals and maintaining control of the kitchen, service and food.

Main Duties and Responsibilities

- ★ Prepare and cook ingredients according to recipes.
- ★ Prepare various ingredients such as meats and vegetables.
- ★ Collaborate with the Catering Manager to prepare meals.
- ★ Serve food and drinks to students and our employees.
- ★ Clean down the kitchen after service and ensure the prep area and kitchen is cleaned and sanitized at the end of the shift.
- ★ Ensure the kitchen is kept at a good standard of cleanliness throughout the day.
- ★ Rotate stock items as per established procedures, first in first out.
- ★ Ensure fridges and freezers are clean and organised, taking care to ensure food items are stored in the correct locations at the correct temperatures.
- ★ Lead and organise the kitchen in the absence of the Catering Manager.
- ★ Ensure Catering Assistants are performing their duties to the standard required.
- ★ All employees are required to comply with all Astrea Academy Trust statutory and school policies and act in accordance with them as necessary.
- ★ All employees are required to demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with their role.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
Certificate in Food Hygiene for Education Providers	•	
Willing to work towards level 2 Production Chef Apprenticeship	•	
Grade C/4 or above in English and Mathematics GCSE or equivalent	•	

Experience		
Experience within a Cook role	•	
Strong team spirit and experience leading a team	•	
Experience working on exact measurements and timings	•	
Experience of hitting deadlines	•	
Knowledge		
In depth knowledge of various cooking techniques	•	
Working knowledge of food safety and hygiene protocols	•	
Working knowledge of mathematical principles such as ratios and proportions	•	
Understanding of food health and safety regulations	•	
Professional Skills		
The ability to be able to communicate effectively in a range of situations and be able to adapt style and approach were necessary to achieve the desired outcome	•	
Manual dexterity and good hand-eye coordination to prepare food properly	•	
Excellent communication and customer service skills	•	
Ability to work under pressure and to deadlines	•	
Ability to work as part of a team in a high pressure environment	•	
Excellent organisational skills	•	
Effective organisational skills	•	
Personal Qualities		
Confident, enthusiastic and motivated with a passion for cooking	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equity and Inclusion	•	
Ability to command credibility and respect	•	
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	

Line Management		
This role will have line management responsibility for others.	•	

GENERAL RESPONSIBILITIES

- ★ ★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★ ★ Commitment to continual learning and development of skills.
- ★ ★ Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★ ★ Demonstrate an excellent record of attendance and punctuality.
- ★ ★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★ ★ Work cooperatively as part of the Trust wide staff team.
- ★ ★ This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org