



Waulud Primary School
Applicant Pack

Senior Cook





WAULUD
PRIMARY SCHOOL

Waulud Primary School
Waulud's Bank Drive
Marsh Farm, Luton
Bedfordshire LU3 3LZ

Tel: 01582 593469
Fax: 01582 565151
Email: admin@wauludprimary.co.uk
Website: www.wauludprimary.co.uk
Headteacher: Mrs A Devereux

Advertisement

Job Vacancy

Senior Cook

Salary:	L3 (£25,989 - £26,824 FTE) Actual gross per annum £15,196 to £15,684
Job type:	Fixed Term/Permanent
Weeks per year:	38 weeks plus 5 additional training days
Working Pattern:	9am to 2pm (Monday to Friday) a degree of flexibility will be required for this role
Hours of work:	25 hours per week

The role of the Senior Cook would be to assist in the management of the kitchen and dining room in accordance with and to the standard required by Waulud Primary School while meeting the needs of the school in respect of catering provision.

Working with and supporting the Kitchen Manager in planning, preparing and serving nutritious, safe and appetising meals to students and staff while working to adhere to strict government standards for Health and Safety and Hygiene.

About Us

Waulud Primary School is a very friendly, welcoming and hardworking school where the enthusiastic and positive attitude of all staff make it a great place to work.

An exciting opportunity has arisen for a Senior Cook to join our friendly, supportive and dedicated team. Waulud Primary School is a "GOOD" school and has high aspirations for all pupils and staff and provides a "nurturing and caring environment".

About you

We wish to appoint someone who:

- Someone who has a genuine passion for creating high quality, healthy and nutritious food
- Qualifications relevant to the role e.g. City and Guilds Basic and Intermediate Food Preparation and Cooking or an NVQ in Food Preparation and Cooking
- Ideally have previous experience working as a Senior Cook within a school kitchen



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- Excellent communication skills and able to converse with both children and staff (fluent in English)
- Basic numeracy and literacy
- Able to effectively communicate with and supervise staff when giving direction
- Able to work as part of a team
- Knowledge of Safeguarding in a school environment
- Willing and able to undertake training and development as and when required

We will offer you

- A vibrant, happy school
- A strong & supportive Leadership Team and enthusiastic, knowledgeable and dedicated staff
- Excellent professional development
- A welcoming environment
- Well behaved pupils with a desire to learn
- Extensive Staff Wellbeing Package

We reserve the right to close this vacancy early if a suitable candidate is found

If you are interested, please apply at: www.mynewterm.com or you can collect an application form, job description and personal specification from the school office.

Applicants for this public facing post will need to demonstrate the ability to converse, and provide effective help or advice, fluently in spoken English.

CVs will not be accepted for any posts based in school. The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service (DBS).

Please call 01582 593469 or email hr@wauludprimary.co.uk to make an appointment to visit the school.

Closing date: Midnight 12th April 2026

Interviews: week commencing 13th April 2026



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Letter from the Headteacher

Thank you for your interest in the role of Senior Cook at Waulud Primary School.

Waulud Primary School is a very friendly, welcoming and hardworking school, where the enthusiastic and positive attitude of all staff make it a great place to work.

It is a two-form entry school with a culture of High Aspirations for all pupils and staff. Our Ofsted inspection in March 2023 graded the school as "good".

The Inspectors noted that

'Pupils respond well to the high expectations that staff have of them. They are enthusiastic readers. Most pupils are determined to stretch themselves and read more challenging books. They enjoy the books and stories they read'

'Leaders have set high expectations of pupils' behaviour. All pupils and teachers understand these. Teachers use the school systems consistently and fairly. Pupils behave well in lessons and around school. They are respectful and talk kindly to each other'

'Staff feel well supported. Leaders are approachable and listen to concerns. Staff value the consideration leaders, including governors, give to how initiatives impact on their workload'

Following a recent visit, the IQM (Inclusion Quality Mark) assessor noted:

'You should feel proud of the safe haven you have created at your school and the wonderful dedication and commitment from all staff towards the common goals you are working towards.'

'The obvious desire of the whole team to offer the children and families a welcoming, supportive, inclusive environment and aspirational opportunities is impressive.'

The successful candidate will join our staff team at an exciting time in the school's development, as we continue with our ambition and determination to improve outcomes for our pupils.

The school has over 400 pupils and a good reputation for supporting them to develop positive learning behaviours. With strong ties to the local community our dedicated staff team make a difference to every child and have high aspirations for all. Challenging them to aim high and take a real pride in who they are and what they desire to achieve.

To apply for the post

When completing your application, please complete the form providing full details of your education and employment history, including any unpaid or voluntary work.



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Please note: You must provide 2 referees one of which must be current/most recent employer and preferably from where you were engaged in a role that involved working with children. If you have not been in paid employment, please give details of two heads of any education or training establishments or managers of any voluntary group that you have worked for. References from a friend or relative will not be accepted

As part of the school's due diligence and in line with the guidance set out in the policy 'Keeping Children Safe in Education – September 2024', an online search will be completed for all shortlisted candidates. This will be in addition to all of the other statutory recruitment and safeguarding checks.

The closing date for applications is midday, Monday 28th April 2025, late applications will not be considered.

We reserve the right to close this vacancy early if a suitable candidate is found.

You will be notified as soon as possible if you have been shortlisted for the post.

Please note that you will be required to produce original documents proving your eligibility to work in the UK and identity (document containing a photograph e.g. driving licence or passport) Issues relating to Safeguarding and promoting welfare of children will be explored at interview.

At the point of shortlisting, we reserve the right to contact current or previous employers as part of the verification process and pre-employment checks, unless you have indicated otherwise. As part of this process you may also be asked to explain any gaps in your work history as is declared on your application form and/or from any references received.

Visits to the school are strongly encouraged and a mutually beneficial time can be arranged by contacting the school office. Please contact us at HR@wauludprimary.co.uk or on 01582 593469 and ask for Soraya Blackman.

Once again, thank you for your interest and we wish you every success in your application

Yours Sincerely
Anne Devereux



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JOB DESCRIPTION

TITLE: Senior Cook
SCHOOL: Waulud Primary School
RESPONSIBLE TO: Business Manager
GRADE: L3

PURPOSE OF POST:

To assist in the management of the kitchen and dining room in accordance with and to the standard required by Waulud Primary School in meeting the needs of the school in respect of catering provision.

ORGANISATION CHART:

Business Manager
Kitchen Manager x 1
Deputy Kitchen Manager/Senior Cook x 1
General Kitchen Assistant x 3

PRINCIPAL RESPONSIBILITIES:

1. In conjunction with the Kitchen Manager, plan a daily schedule for the preparation of cooking, serving, and cleaning on a rota to the kitchen team. Provide other catering services and special functions as required using the current menu including ethnic, vegetarian and special needs requirements.
2. Deputise for the Kitchen Manager in the event of workshops/events taking place. ensuring safety methods and rules are followed.
3. Assist with the setting up of the service counter, serve children, organise weekly rotas for GKA's including salad bar, providing replenishments as necessary.
4. Ensure the use of correct work methods and practice by all kitchen staff in order that the standards laid down for kitchen and personal hygiene, general health and safety are maintained.



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5. At the direction of the Kitchen Manager assist with the daily clerical duties within the kitchen, adapting menus, managing and ordering stock and ensuring all H&S checks are carried out.
6. Assist the Kitchen Manager, ensuring menus are adapted, fresh stock ordered with chosen suppliers, managing stock deliveries, in conjunction with the Business Manager ensure all safety sheets are added to the COSHH book.
7. Ensure that all equipment is kept in good working order and maintenance is carried out as necessary using the contractors listed. In conjunction with the Business Manager raise appropriate Purchase Orders for any call outs/repairs

Supervisory Management: Responsible for 3 General Kitchen Assistants

Financial Resources: Responsible for monitoring School Money, Kitchen allocated budgets for:
Provisions, Cleaning Materials, Light Equipment,

Physical Resources: Responsible for: Heavy and Light kitchen equipment, Monitoring Kitchen Premises Maintenance, Food and Cleaning Materials Stocks, Office and Dining room Equipment and Furniture as appropriate

Other: Responsible for preparation and cooking of 176 - 300 school meals on an average of 190 days per annum.

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Person Specification Senior Cook

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience in large scale catering, with knowledge of food preparation, cooking and service	1, 2	Experience in customer care Experience of working in a school environment for a minimum of 1 year and at the same level.	1, 2 1,2
Skills/Abilities	Ability to communicate with and supervise staff Able to work effectively as part of a team Demonstrable high level of cookery skills Ability to work co-operatively to meet service demands	1, 2 1, 2 1, 2 1, 2	Ability to perform administrative tasks	1, 2
Competencies	Able to form appropriate relationships with young people	1,2		
Equality Issues	Able to identify some types of discrimination that commonly exist	1, 2		
Specialist Knowledge	Basic knowledge of food and personal hygiene, kitchen safety legislation	1, 2	Basic knowledge of the principles of nutrition	1, 2



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Education and Training	Basic Food Hygiene Certificate or equivalent.	1, 2, 4	Have a desire to progress a career in kitchen management	1, 2
	Qualifications relevant to the role City & Guilds 706/1, 706/2 or equivalent	1, 2, 4	NVQ level 1 or 2 in Food Preparation and Cooking or a minimum of 1 years' experience working as a cook in school kitchen or similar.	1, 2, 4
Other Requirements	Able to perform physical tasks on a frequent basis, e.g. lifting catering equipment, up to 20kilos	1, 2	Able to communicate with children	1, 2
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken and written English.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)

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About Waulud Primary School

History of Waulud Primary School

Waulud Primary School has been providing Education to children for over 25 years. We are in the heart of the community, a welcoming oasis where our pupils are at the heart of everything

Annual Intake

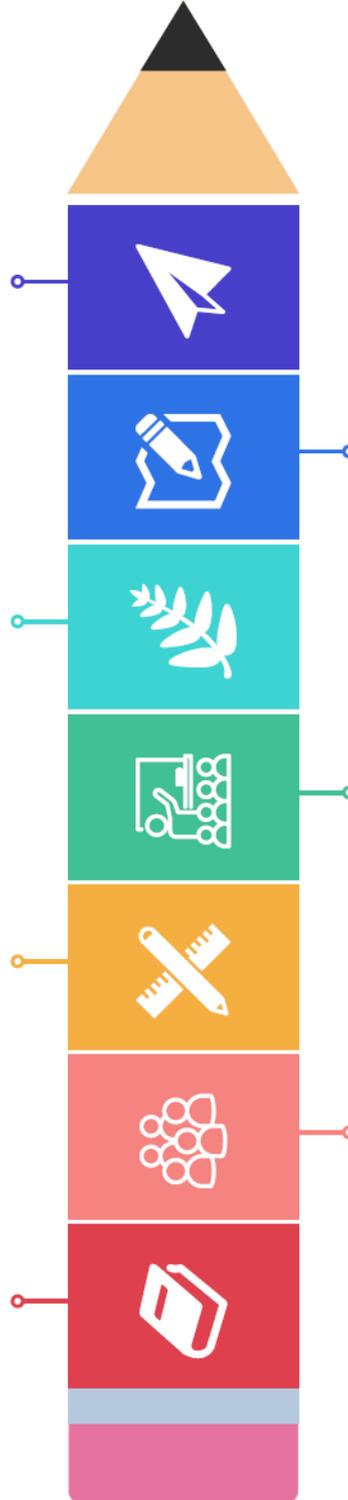
We can cater for an annual intake of up to 60 children in Reception

Outside Space

We are very fortunate to have pleasant grounds with large versatile and open spaces

School Vision

We all work together to provide safe, inclusive learning environment where all are valued, respected and achieve their very best. Any challenges are met with determination and welcomed as opportunities to flourish and grow



Capacity

We have a capacity to provide education for up to 420 children plus a school based nursery with am/pm and 30 hour places

Classrooms

The school has 14 classrooms, a nursery class, 2 halls, an immersive room, technology and cooking room, a smart hub library and a number of group rooms and resource areas

School Values

The school's strong values of 'Pride, Respect, Inclusion, Determination and Encouragement' have the support of all our staff and provide the children with a very nurturing and caring environment