



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



We're Hiring

Recruitment Booklet

School Head Chef

COCKBURN SCHOOL

Specialist status in the Performing Arts



Learning for Life

COCKBURN
JOHN CHARLES ACADEMY



Learning for Life

COCKBURN
LAURENCE CALVERT ACADEMY



Learning for Life



COCKBURN
INGRAM ROAD ACADEMY



Learning for Life

FOOTSTEPS
to success



MIDDLETON
PRIMARY SCHOOL



COCKBURN
REACH ACADEMY



Learning for Life

 **MINDFUL
EMPLOYER**



0113 271 9962



recruitment@cockburnmat.org



www.cockburnmat.org

Job Description – School Head Chef

Post:	School Head Chef
Required:	September 2026
Pay scale and salary:	C3, SCP 19-22
Contract Type:	Permanent
Hours of work:	37 hours per week term time only plus 15 additional training days

Accountable to: School Business Manager

Responsible for: Senior Catering Assistant & General Kitchen Assistants

Purpose of Role:

To deliver an effective and efficient catering facility for all Academy stakeholders, the role encompasses menu planning, budgetary control, stock management, and ensuring all kitchen health and hygiene regulations are met, while also developing and progressing the catering provision to provide healthy, high-quality meals that meet the School Food Standards. This role further involves supporting the aims of the Academy so that the philosophy of inclusion continues to shape students' experiences, and leading, managing, and deploying a team of catering staff to ensure the efficient organisation of the catering provision, including supporting and developing apprentices.

Main Duties:

Strategy direction and development

- To provide the strategic direction needed for the area to successfully develop and maintain standards
- To monitor, review and evaluate the catering provision to the Academy and its stakeholders
- To plan, control and direct the production and service of Academy meals, to develop termly five-week cycle of menus, catering for all dietary requirements
- To work in collaboration with other Academy's demonstrating best practice to learn from and continually enhance catering provision at Cockburn School. This may involve working at other academies within the Multi-Academy Trust as required.

Catering provision

- To achieve best value without compromising on quality
- To be responsible for the performance of the whole Academy catering provision, including co-ordinating and overseeing in and out of Academy events catering e.g. conferences, events, Progress Review Evenings and Academy productions
- To negotiate best value contracts with authorised suppliers to ensure the cost effectiveness of the catering service
- To be accountable for leading, managing and developing the catering facility, undertake regular planning meetings with the School Business Manager to move the Academy's catering facilities forward
- To be accountable for inspections undertaken by LA, Environmental Health Inspector and external verifiers ensuring meeting the necessary Health, Hygiene and Safety requirements
- To be responsible for effective use of allocated funding, ensuring value for money
- To ensure the safety of all involved in the catering facilities, undertaking Risk Assessments as appropriate
- To inform the School Business Manager and Premises Manager of any defects in heavy equipment or of premises not meeting Health & Safety and or Food Hygiene Regulation Standards
- In addition to the duties outlined above, all employees are required to take care of their own and other people's health and safety.

Leading and managing staff

- To supervise and deploy all catering staff to ensure the efficient organisation of the catering service, and deal with any staffing problems/issues that arise in consultation with the School Business Manager
- To ensure an appropriate level of sustainability within the staffing structure to enable the catering provision to be delivered in the absence of key personnel
- To prepare and manage the duty rota for all catering personnel
- To oversee the preparation, cooking and service arrangements
- To supervise and deploy supervisors as necessary
- To undertake Performance Management Reviews, acting as a reviewer for staff in the catering team
- To continue personal professional development, researching, requesting and undertaking relevant training for all concerned
- To promote teamwork and to motivate staff to ensure effective working relations and communication.

Efficient and effective deployment of resources

- To manage the whole Academy catering budget and be accountable for ensuring that the business turn over, covers all associated costs commensurate with first class provision
- To undertake day-to-day management, control and operation of the catering provision, including effective deployment of staff
- To plan and manage the accommodation with the Academy catering facilities, using professional skill and judgement
- To ensure the catering team are adhering to the Nutritional legalisation
- To maintain and keep accurate stock records for all provisions, light and heavy equipment
- To ensure cleaning on a daily basis to all catering and eating areas
- To be responsible for the accurate costs control of catering revenue and expenditure and the security of all monies
- To manage and instruct staff associated with finance administration
- To complete financial reports for the School Business Manager
- To maintain authorised food stock levels and complete stock returns by the date required
- To undertake routine checks of equipment, cleaning material, stationery and uniform
- To ensure that the maintenance agreements for all equipment are current and arrange for the necessary checks at renewal
- To plan daily menus, making provision as appropriate for special food diets, and order stocks accordingly
- To ensure that delivery notes are checked against requisitions and any identified discrepancies are reported immediately to the supplier
- To be responsible for and ensure correct procedures for banking and reconciliation are met.

Health and Safety

- To ensure adherence to all procedures related to Health and Safety and COSHH regulations with regard to food, equipment, materials and general safety
- To always ensure the safe operation of kitchen equipment
- To ensure that necessary repairs to kitchen equipment are reported immediately and repairs arranged, ensuring that unsafe equipment is taken out of use pending repair
- To ensure that all kitchen areas are clean and free from hazards
- To undertake regular Risk Assessments
- To ensure that all accidents and incidents are reported, including notifiable diseases
- To always ensure the security of the catering areas
- To be responsible for the regular inspection and maintenance of the First Aid box and arrange replenishment as necessary
- To ensure that all catering personnel maintain high standards of cleanliness, personal hygiene and appearance.
- As required by line management, to attend meetings within Academy

- Undertake other duties as directed by the Executive Headteacher, Head of School and School Business Manager.

Any other duties and responsibilities

- All the above duties and responsibilities to be carried out in accordance with Cockburn Multi-Academy Trust Policies, Academies Financial Handbook and current legislation with an emphasis on Safeguarding, Customer Care, Equal Opportunities including preventing sexual harassment, Data Protection and Health and Safety
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct
- Be aware of and support differences ensuring fairness and equal opportunities for all
- Contribute to the overall vision and values of the Trust
- Enable and support the role of other professionals
- Work collaboratively and effectively as part of a team
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and professional development as required
- Flexible and to work at different sites as required

The duties and responsibilities highlighted in the job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

<u>QUALIFICATIONS</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
Grade C or above in GCSE English or Level 2 Functional Skills in English/Maths	*		A/Q
A recognised catering qualification or equivalent experience	*		A/Q
Food Hygiene qualification or willing to train	*		A/Q
Evidence of recent CPD		*	A/Q
First Aid Trained		*	A/Q
A degree or equivalent		*	A/Q
<u>KNOWLEDGE/SKILLS</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
Knowledge of Health and Safety regulations and COSHH	*		A/S
Knowledge of Food Hygiene Regulations	*		A/S
Knowledge of budgets, stock control and business planning	*		A/S
Passion for food and furthering knowledge of food	*		A/S
Understanding of the 'School Food Standards'			A/S
Excellent organisation and time management skills	*		A/S
Ability to work under pressure	*		A/S
Ability to engage staff and stakeholders	*		A/S
Able to work exercise initiative, work independently and also deal with a number of problems at the same time, being able to prioritise	*		A/S
Good ICT Skills	*		A/S
An ability to work constructively as part of a team	*		A/S
A customer service ethos	*		A/S
Ability to work flexibly	*		A/S
<u>EXPERIENCE</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>

Experience of leading and managing a busy catering provision	*		A/R
Experience of working as a Catering Manager/Chef and menu planning using fresh ingredients	*		A/R
Experience of supervising staff, planning & organising the work rota and carrying out effective performance reviews	*		A/R
Experience of managing budgets, stock management and best value principles	*		A/R
Working within a school catering environment		*	A/R
<u>PERSONAL QUALITIES</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
Demonstrate high standards of personal hygiene and appearance	*		S
Well-organised	*		S
Be personable and approachable	*		S
Be creative	*		S
Be able to perform physical tasks on a frequent basis, such as lifting large pans, moving kitchen equipment and sweeping/mopping.	*		S
Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.			
This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-Academy Trust expects all its employees to work across any Academy within the trust as and when required.			
Cockburn MAT is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification	
	R =	References	
	S =	Selection Process	

COCKBURN

CAREER PATHWAYS

What job roles am I interested in?

Pastoral

Safeguarding Officer, Family Support Worker, Early Intervention Therapeutic Worker, Attendance Outreach Worker, Outreach Co-ordinator, Early Intervention Worker Assistant SENCO, Head of Year

Facilities

Cleaner, Cleaning Supervisor, Caretaker, Caretaker, Site Manager, Premises Assistant, General Kitchen Assistant, Senior Catering Assistant, Catering Supervisor, Catering Manager

Data/technical support

Reprographics, Data Assistant, Data Manager, Trust Data and MIS Officer, IT Technician, Senior IT Technician, IT Manager

Operational

Receptionist, Administrator, Office Manager, School Business Manager, Personal Assistant to Head of School/ Executive Headteacher, Exams Officer, Finance Assistant, Finance Officer, Trainee Accountant, Finance Manager, HR Manager, Head of HR, Deputy Chief Operating Officer, Chief Operating Officer

Classroom support

Midday Supervisor, Before/After School Club Assistant, Playworker, Nursery Assistant Child and Family Practitioner Behaviour & Learning Inclusion Practitioner, Teaching Assistant, Learning Mentor, Cover Supervisor, HLTA, DT/Art/Food/Science Technician LRC Coordinator

Routes into teaching

QTS, QTLS, PGCE, SCITT, School Direct Teach First, Teaching Apprenticeship, Straight to Teaching

What career path should I take?

Ongoing training and development

PDD Days, annual updates, staff briefings, departmental specific training, away days

What internal training may there be available?

Shadowing, acting up, secondments, mentor support, volunteering, associate roles

What qualifications do I need to reach my goal?

GCSES, A Levels, NVQs, diploma, foundation degree, PGCE, QTS, ECT, Level 3 TA, CIPD, accountancy, H&S, NEBOSH, computing and IT, apprenticeship

How do I find out more about job roles?

Job adverts/website, line manager, careers officer, departmental heads, teacher training lead, HR

Smart clinic resources

Self-care and personal development

Annual appraisal

CPD, training and development, career aspiration conversations, succession planning

National College resources

Teaching and learning, pedagogy. SEND, admin, finance, staffing, recruitment, facilities, H&S

Training for new starters...

Staff induction, statutory training including child protection and safeguarding, online safety, data protection, school policies, behaviour management

Our values and ethos

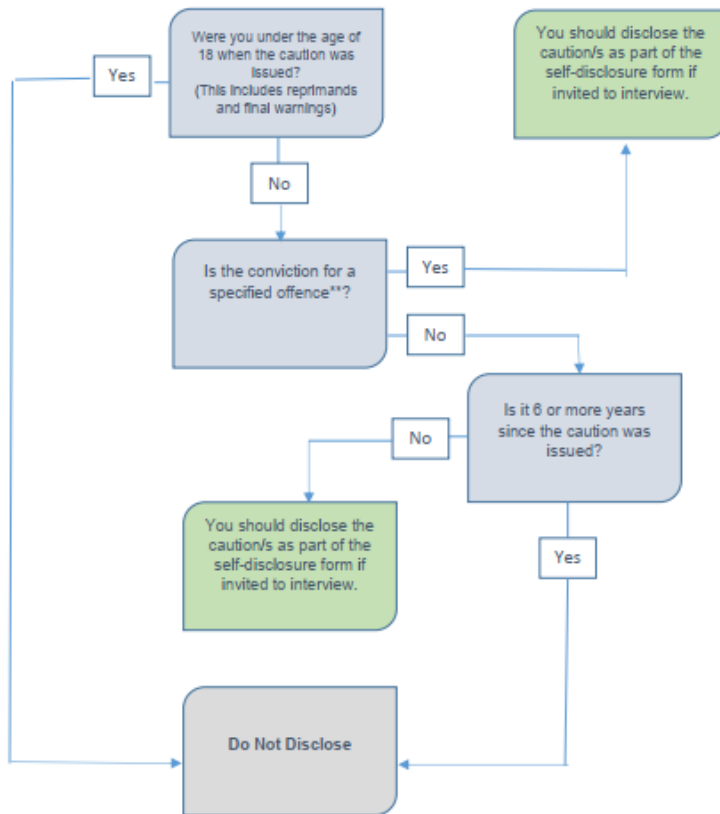
Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

SUPPORT STAFF



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Disclosure of a Caution (this includes reprimands and final warnings)



**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Disclosure of a Conviction Please work this through for each conviction you have separately even if they were part of the same legal proceedings

*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf

**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

