



School Chef Application Pack



Thank you for your interest in working with the Raedwald Trust.

This information pack should contain everything you need to know about working with us and the post of **School Chef** at the Raedwald Trust.

The Raedwald Trust is a partnership of Alternative Provisions and bespoke pathways serving children and young people requiring a different route to success. The Trust is established to deliver its core purpose devolved by parliament: the advancement of education in the public interest. Committed to the 7 Principles of Public Life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership), the Raedwald Trust uses compliance to drive a culture of ethics and probity. Through this approach, the Raedwald Trust is able to unleash greatness by enabling bold, imaginative and innovative learning.

You can find further information about the Raedwald Trust on our [website](#).

We always welcome visits from potential applicants. Please get in touch with Laura Leeder, Trust PA (email: lleder@raedwaldtrust.org, tel: 01473 550472) if you would like to arrange a visit or need any further information.

The closing date for applications is 3rd July 2026

Interviews will be held w/c 6th July 2026

(please note you may be invited to interview before the closing date)

Included in this pack is:

- A welcome from Angela Ransby, CEO of the Raedwald Trust
- A job description
- A person specification
- The Raedwald Trust Safer Recruitment & Selection Process

Welcome from our CEO

Thank you for your interest in applying to work for the Raedwald Trust.

The Raedwald Trust is a thriving, inspirational Trust situated in the heart of communities across Suffolk and delivers exceptional education to pupils of all ages who require personalised bespoke education pathways.

I have a genuine interest and enthusiasm for learning and I am passionate about education and working with young people. Making a difference in the lives of young people is what brought me into this profession. It is my belief that all pupils should be successful in schools and that schools should serve the needs of their communities. Staff, and trustees at the Raedwald Trust are ambitious for every pupil, and this is evident in the day-to-day life of the Trust.

Learning and Teaching is at the heart of all we do. We believe that the Raedwald Trust should be a centre of excellence with high expectations, positive pupil attitudes, good behaviour and a clear focus on raising standards and ensuring progress for all. We do our utmost to create a culture where every pupil feels valued and where every member of staff is committed to pupils achieving their very best. This is achieved by fostering an ethos firmly rooted in social justice, civic values and lifelong learning.

The Raedwald Trust values its staff as professionals and we provide them with access to a wide range of CPD and training opportunities. We are committed to safeguarding and promoting the welfare of children and we expect all of our staff to share this commitment.

Job Description: School Chef	
Post title:	School Chef (essential car user)
Pay banding:	40
Reporting to:	Chief Financial Officer
Key purpose of the post:	
The School Chef will lead the day-to-day operation of the kitchen, ensuring the delivery of healthy, appealing and nutritious meals that meet School Food Standards while maintaining the highest levels of food safety and compliance.	
Duties and responsibilities:	
1. Kitchen Management	<ul style="list-style-type: none"> • Lead and manage the daily operation of the school kitchen. • Ensure full compliance with food hygiene legislation and best practice. • Maintain and manage the Safe Food Better Business (SFBB) HACCP food safety management system. • Monitor kitchen cleanliness, health and safety standards, and equipment maintenance. • Ensure all food preparation and service activities meet required quality standards.
2. Food Preparation and Service	<ul style="list-style-type: none"> • Prepare and cook fresh, nutritious and appealing meals daily. • Develop varied and creative menus that encourage healthy eating and meet School Food Standards. • Cater for a range of dietary, cultural and allergy-related requirements. • Promote positive food experiences for pupils and staff.
3. Planning and Administration	<ul style="list-style-type: none"> • Plan menus in consultation with school leaders. • Manage food ordering, stock control and supplier relationships. • Monitor food costs and work within agreed budgets. • Maintain accurate records relating to food safety, stock management, risk assessments and financial controls.
4. Wider School Community	<ul style="list-style-type: none"> • Become an active and valued member of the Trust leadership and wider school team. • Build positive relationships with pupils, staff, families and external partners. • Support the Trust's ethos, values and commitment to improving outcomes for young people. • Contribute to school events and activities as required.
5. Event Catering	<ul style="list-style-type: none"> • Plan, prepare and deliver catering for school events, celebrations, open evenings, fetes and other Trust activities when required. • Support the development of community-focused food initiatives and special projects.
6. Safeguarding	<ul style="list-style-type: none"> • Ensuring the safeguarding of all pupils. Attending annual safeguarding training and ensuring familiarity with policies and safeguarding procedures. • If you are a serving DSL/DDSL then the Terms of Reference in the RT Safeguarding & Child Protection Policy applies. • Working within the framework of the Trust's agreed policies and procedures
In addition to the specific responsibilities outlined above, the staff are expected to	
<ul style="list-style-type: none"> ▪ Treat people fairly, equitably, and with dignity and respect to create and maintain a positive school culture ▪ Support the aims and ethos of the school ▪ Set a good example in terms of dress, punctuality and attendance ▪ Take on any additional responsibilities which might from time to time be agreed with the Headteacher ▪ Build strong links with parents and carers ▪ Uphold the school's behaviour code ▪ Participate in and where appropriate lead staff training ▪ Attend and where appropriate lead team, SLT and staff meetings ▪ Develop strong links with Trustees, LA support teams, outside agencies, and neighbouring schools ▪ Take appropriate responsibility for own health, safety and welfare 	

Person Specification: Raedwald Trust (RT) School Chef	
Training & Qualifications	
A-C / 4-9 GCSE (or equivalent) in Maths & English	Essential
Level 3 Food Hygiene Certificate (training provided if necessary)	Essential
Full UK driving license and access to personal transport	Essential
Commitment to continuous learning and professional development	Essential
Relevant catering, food safety or hospitality qualifications	Desirable
Skills	
Ability to work independently and take ownership of the role	Essential
Strong organizational and time management skills	Essential
Enthusiasm for working within an innovative and forward thinking Alternative Provision Trust	Essential
Ability to build positive relationships with young people and staff	Essential
Experience working within a school, education or public sector catering environment	Desirable
Knowledge	
Knowledge of food hygiene regulations and allergen management	Essential
Understanding of School Food Standards	Desirable
Experience	
Proven experience as a chef with excellent practical cooking skills	Essential
Experience managing a commercial kitchen	Essential
Experience implementing and maintaining the SFBB HACCP Food Safety Management system	Essential
Experience of menu planning and producing healthy, balanced meals	Essential
Experience managing food budgets, ordering and stock control	Essential
Aptitude & Attitude	
Commitment to safeguarding and protecting the welfare of children	Essential
Willingness and ability to be flexible in duties and hours worked	Essential
Ability to get on well with a wide variety of people, be tactful and ensure confidentiality	Essential
An interest in issues relating to teaching & learning	Essential
Smart and professional appearance	Essential

Raedwald Trust Safer Recruitment and Selection

The Raedwald Trust is fully committed to safeguarding and promoting the welfare of children and young people. Safeguarding children is the first priority of the Raedwald Trust and its academies.

Please read our Safeguarding and Child Protection Policy on our [website here](#).

We implement robust recruitment procedures to ensure the highest standards of safer recruitment are met. We carry out checks when appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

Shortlisting

Only those candidates meeting the essential criteria set out in the person specification will be considered for interview. As part of our safer recruitment and selection process, we operate a strict pre-employment checking procedure which successful applicants will be required to undergo. These include:

- Disclosure - all RT employees will be required to undertake an enhanced DBS check before they start.
- Qualification – all applicants will be required to bring original certificates for any qualifications that are specific to the role that they are applying for.
- References – applications are required to provide a minimum of two references, one of whom must be your most recent/current employer. References must cover all employment and/or voluntary work in the past five year period.
- Eligibility to work in the UK – RT has a legal obligation to check documentation to confirm that all potential employees are eligible to work in the UK.
- Medical questionnaire – all RT employees are required to complete a medical questionnaire.
- Online searches (social media)

As an equal opportunities employer, the Raedwald Trust is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Raedwald Trust.

Our Job Applicants Privacy Notice can be found on our [website here](#).