



Gladstone Primary Academy



Gladstone Primary Academy

Application Information Pack

Cook Supervisor



Principal's Welcome



Dear Applicant,

Thank you for considering a position with us at Gladstone Primary Academy. We are excited to share our vision for a vibrant and multicultural learning community where every child is happy, feels valued, and experiences success.

At Gladstone, you will be part of a dedicated team that contributes to a stimulating and challenging environment. Our aim is to foster confidence and eagerness to learn among our pupils, and every role in our academy is vital in helping the children realise their potential and achieve great things.

As a valued member of our academy community, you will work closely with parents and carers to ensure that every child receives the support they need. This partnership enhances the educational experience and builds a supportive network for both our pupils and their families.

Our academy is part of Thomas Deacon Education Trust (TDET), which offers valuable opportunities for collaboration with its other academies and partnerships throughout Cambridgeshire. You'll be able to share expertise and best practice with a network of professionals, exchanging ideas and supporting each other's growth. As well as providing enriched education for our pupils, this integrated approach offers opportunities for your own development.

In addition to professional opportunities, you can expect an aspirational atmosphere with dedicated colleagues and supportive leadership. We value input from all team members and encourage a culture of open communication and shared goals.

We are excited to welcome you to Gladstone Primary Academy. Together, we can provide the best possible start to every child's education and lifelong learning journey.

If you have any questions or would like to arrange a visit, please do not hesitate to contact me.

Warm regards,

Mr Simon Martin | Principal

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Job Description

Job Title	Cook Supervisor
Reports to	Catering Operations Manager
Line Management of	On site catering staff across two sites
Working Hours and Weeks	28.75 hours per week, 39 weeks
Salary/Grade	Pathway 4
Date Last Evaluated	December 2025
Core Purpose	To manage the day-to-day operation of the school's catering requirements. To cook the daily food requirements in accordance with the National Food School plan as well as proactively managing staff within the catering departments for TDET. It is essential that the service provided meets the required standards, and achieves a consistent high standard as required, which is demonstrated by customer satisfaction and is cost effective. Ensuring that the food cooked is fresh, interesting, and seasonal in its content and is fully committed to helping provide a nutritious healthy balanced diet that is suitable for the age range being served.

Key Responsibilities

- To prepare the daily food offer in line with the 3-week menu cycle ensuring the food produced is in line with agreed standard.
- Ensuring the food produced is sufficient to cater for the correct number of meals required daily.
- To manage the full catering operation including ordering, stock take, daily & monthly bookwork in line with the catering budget.
- To be able to oversee two schools and management of staffing across both
- To provide a hospitality service, as agreed by the school, for both internal and external customers, with flexibility in the shifts worked to cover all requirements of the hospitality services required.
- To provide food and beverages to the highest standard within the financial limitations set for the catering department.
- To provide menu dishes and oversee all the additional item requirements in serving those dishes.



- To monitor and maintain standards of performance, including staff notification, attitude, appearance, hygiene, and training with all staff assisting in the kitchen.
- To demonstrate a positive working style with an enthusiastic, committed, and flexible attitude. Promoting the importance and benefits of effective team working.
- To ensure that the appropriate levels of cleanliness, food hygiene and health and safety are met including all HACCP documentation is completed weekly and all areas are kept spotlessly clean.
- To promote a positive, friendly atmosphere within the school, offering a welcome to all students, staff, and visitors.
- Assisting in making sure stock holding in the kitchen is kept to a minimum and is rotated, helping with the monthly stock take and providing a list of frozen items so they can be incorporated in the menus.
- To make sure that all staff working in the kitchen use a safe operation of all catering equipment and ensure it is maintained in a clean and operational condition, liaising with the Catering operations manager for repairs and maintenance requests.
- Ensuring all accidents are recorded and reported immediately via the online reporting procedure set by TDET and the appropriate documentation is completed.
- Ensure that all staff working in the kitchen adopts a clean as you go system throughout the department as per the agreed cleaning schedule.
- To assist with the promotion and maintenance of good working relationships with all customers, students and staff, to ensure the quality and adequacy of the service is maintained within the schools' established policies.
- Inform the Catering Operations Manager of any comments received from customers.
- To identify areas where training could enhance the running of the kitchen.
- You will be required to wear any uniform or protective clothing as always supplied by TDET whilst at work.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this



role.

- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
NVQ Level 2 in Food Preparation and Production or City and guilds 706/1&2 or equivalent	E	A
CIEH Level 2 award in Food Safety and HACCP controls or equivalent	E	A
Training qualification in relation to delivery of catering	E	A
Knowledge & Understanding		
An understanding of the nutritional value of food	E	A/I
A knowledge of volume catering in a variety of commercial kitchens	E	A/I
Understanding of how catering budgets work and being able to work out gross profit	E	I/T
Proven track record in providing first class customer care	D	A/I
A good understanding of the workings of the catering equipment designed for catering within the Academy	D	A/I
Skills & Abilities		
Good culinary skills gained in a variety of ways	E	A/I
Ability to establish and communicate clear standards and expectations, in relation to area of responsibility	E	I/T/R
Ability to work as part of a team	E	A/I/T/R
Ability to build positive relationships with children and young people, staff, parents and other adults	E	A/I/T/R
Ability to relate well to children and young people and members of the community	E	A/I/T/R
Manages own time and the kitchen staff to meet challenging deadlines	E	I/T/R
Quality and standards driven	E	A/I/T
Demonstrates a professional and approachable manner	E	I/T/R
Willingness and adaptability in tackling the variety of tasks arising in an Academy environment	E	T/R
Highly motivated showing resilience, stamina and reliability under pressure	E	I/T/R
Passion for preparing and cooking fresh food	E	A/I
Experience		
Experience in helping to create imaginative and healthy eating menus that cater for all dietary requirements	E	A/I



Proven experience in the catering industry as a cook/chef showing a clear progression	E	A
Experience of working as part of a large team, committed to teamwork and approachability	E	A/I/R
Experience in working with children and young people	D	A
Experience of high quality volume catering delivered to tight schedules	D	A/I

Personal Commitment

Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation
R – References



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Academy