



V E N N

EDUCATION GROUP

Senior Cook

Wragby Academy, Doncaster Road,
Wakefield, WF4 1QG

Appointment: September 2026

KS2–KS4 Specialist School (SEMH & SLCN)

Salary: Grade 4 – £26,403 - £27,254 FTE (actual salary £15,344 - £15,839)

25 hours per week, term time only, permanent

Welcome

Dear Colleague,

Wragby School is not simply a new school. It is a strategic commitment to reshape specialist provision in Wakefield.

Too many children with Social, Emotional and Mental Health needs and Speech, Language and Communication needs are currently educated out of area, or in provision that does not fully meet their needs. Wragby School is being established to change that.

We are seeking a team of people who understand that opening a school is not an administrative exercise. It is a moral responsibility.

Wragby School will open in September 2026 on a fully refurbished site in Nostell. It will grow to 120 pupils across Key Stage 2 to Key Stage 4. The school will specialise in SEMH and Speech, Language and Communication needs, with a smaller highly personalised pathway for pupils with more complex learning needs.

We expect Wragby to become a centre of excellence within three years. We expect a disciplined culture, a carefully sequenced SEND curriculum, strong reintegration pathways and rigorous safeguarding systems from day one. The staff team are essential in ensuring this happens.

If you want to build something that will matter for children, families and the wider system, then I would welcome an application from you.

Dr Simon Witham

Chief Executive Officer



Venn Academy Trust and Venn Education Group

Venn Academy Trust was established in 2015 through the partnership of two Headteachers determined to build something different: a trust rooted in inclusion, discipline and high expectations.

Since then, Venn has grown to fourteen settings across four local authorities, spanning mainstream, specialist and alternative provision. Wragby Academy will become our fifteenth setting and our first school within Venn Education Group, extending our work into a fifth local authority, Wakefield.

Venn Education Group has been created to enable growth in specialist and independent provision where local sufficiency demands flexibility, pace and commissioning confidence. It allows us to respond decisively to SEND need while retaining the infrastructure, governance and operational strength of an established multi academy trust.

Our schools are independent in character and design. Each academy is shaped around the needs of its pupils and community, with its own curriculum model, staffing structure and operational approach. What binds them together is clarity of culture, disciplined safeguarding, strong behaviour systems and an unwavering belief that every child deserves a high quality education.

Venn has established a strong reputation for specialist provision across a broad range of need. This includes Social, Emotional and Mental Health needs, Speech, Language and Communication needs, Autism, Moderate and Severe Learning Difficulties, medical provision and alternative pathways.

Our expertise lies not in one category of need, but in building environments where complex learners can succeed.

Across our settings, we combine:

- Clear behavioural frameworks grounded in consistency and relational practice
- Carefully sequenced, ambitious curricula adapted to specialist contexts
- Strong pastoral and therapeutic systems
- Robust safeguarding and attendance processes
- Ongoing professional development through trust-wide leadership and training networks

From early years to post-sixteen, our work is built on the principle that inclusion must be academically ambitious. Support does not mean reduced expectation.



Our Values

Pioneer	We design provision that meets need rather than convenience. Where existing systems are insufficient, we build new ones.
Inspire	We develop resilient, confident learners who are equipped to navigate challenge and embrace opportunity.
Achieve	We expect strong progress and meaningful personal development for every pupil, regardless of starting point.
Collaborate	We work alongside families, commissioners and communities to secure sustainable outcomes.
Create	We build cultures where all pupils are welcome, known and supported to achieve their full potential.

Wragby School sits firmly within this ambition. It represents the next phase of our specialist development, grounded in experience, strengthened by infrastructure and driven by high expectation.

This is not an experimental venture. It builds on more than a decade of trust-wide work in specialist and complex provision, including the successful establishment and turnaround of settings serving pupils with significant additional needs. The systems, training and leadership capacity already exist within Venn. Wragby benefits from that foundation from the outset.

At the same time, Wragby is not simply a replication of existing models. It has been shaped in direct response to Wakefield's sufficiency needs and to the increasing complexity of pupil profiles across the region. It has been designed to combine structured behaviour frameworks with a carefully sequenced SEND curriculum, strong therapeutic support and clear reintegration pathways where appropriate.

The creation of Venn Education Group enables this provision to operate with the responsiveness required for independent specialist commissioning, while remaining anchored to the governance, financial discipline and school improvement capacity of Venn Academy Trust. This combination of autonomy and infrastructure is deliberate. It reduces risk, strengthens accountability and ensures that growth is sustainable.



Advert (*Senior Cook*)

Start Date	September 2026
Contract	25 hours per week, term time only permanent
Salary	Grade 4 – £26,403 - £27,254 FTE (actual salary £15,344 - £15,839)
Location	Wragby School, Wakefield
Closing Date	11 June 2026
Interviews	TBC

Wragby Academy is a new 120-place independent specialist provision opening in September 2026 on the former Wakefield Independent School site. The school is being established through a strategic partnership between Venn Academy Trust, Venn Education Group and Wakefield Council as part of the local authority's long-term SEND sufficiency planning.

The academy will grow to full capacity over three years. It will serve pupils aged 8 to 16 across Key Stage 2, Key Stage 3 and Key Stage 4.

The core designation of the school will be Social, Emotional and Mental Health needs and Speech, Language and Communication needs. Alongside this, a small highly personalised pathway will support pupils with more complex learning profiles, including Moderate Learning Difficulties, Severe Learning Difficulties and Autism.

Wragby is not intended to be a holding provision. It is designed to become a high quality, locally delivered specialist school that combines structured behaviour systems, a carefully sequenced SEND curriculum and strong pastoral support.

An earlier start date will allow the postholder to work with the student in their current provision and support with the transition to Wragby School in September



The Role

This post exists to ensure the delivery of a customer focused, effectively managed catering service in school. The post holder will ensure the school meals service is provided in an effective and efficient manner with the support of a focused and motivated catering team to feed children and staff.

The compliance with nutritional standards is an important part of the service delivery the post will therefore require creative and imaginative skills to meet the required levels of compliance and customer satisfaction. The post is directly accountable to the Catering Manager.

You will:

- Develop the service for the school in line with management guidelines, producing and serving high quality school meals for children and staff at school.
- Manage the food production/service in line with food hygiene and Health & Safety legislation whilst at the same time delivering a high quality service to the children and staff in school.
- Maintain an organised, safe and hygienic working environment in accordance with current legislation and trust policies.
- Order goods, supplies and services from nominated suppliers in accordance with school procedures.
- Manage stock levels to meet requirements in a cost effective manner.
- Develop and train kitchen employees through induction and CPD.
- Work under the trust Catering Manager and with the school to ensure children's needs are supplied.

Job Description and Person Specification

Dignity at Work

To show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). To assist in ensuring equal access to services and employment opportunities for everyone and to promote the Equal Opportunities in Employment Policy adopted by the Venn Education Group.

Overview

This is a rare opportunity to be part of a team that will establish and lead a new specialist school from first principles.

Wragby Academy will open in September 2026 as a 120-place specialist provision for pupils aged 8 to 16. The school will grow to full capacity over three years and will serve pupils across Key Stage 2, Key Stage 3 and Key Stage 4.

The core designation of the school is autism and complex neurodivergent profiles, including pupils whose needs may also present through communication differences, sensory regulation challenges and associated social and emotional barriers to learning. The provision has been designed to combine structured environments, carefully adapted curriculum pathways and strong pastoral systems.

The wider staff team be key in shaping the educational model, defining the culture, building safeguarding and operational systems, recruiting and inducting the founding staff team and ensuring the school opens with clarity and confidence.



Principal Accountabilities

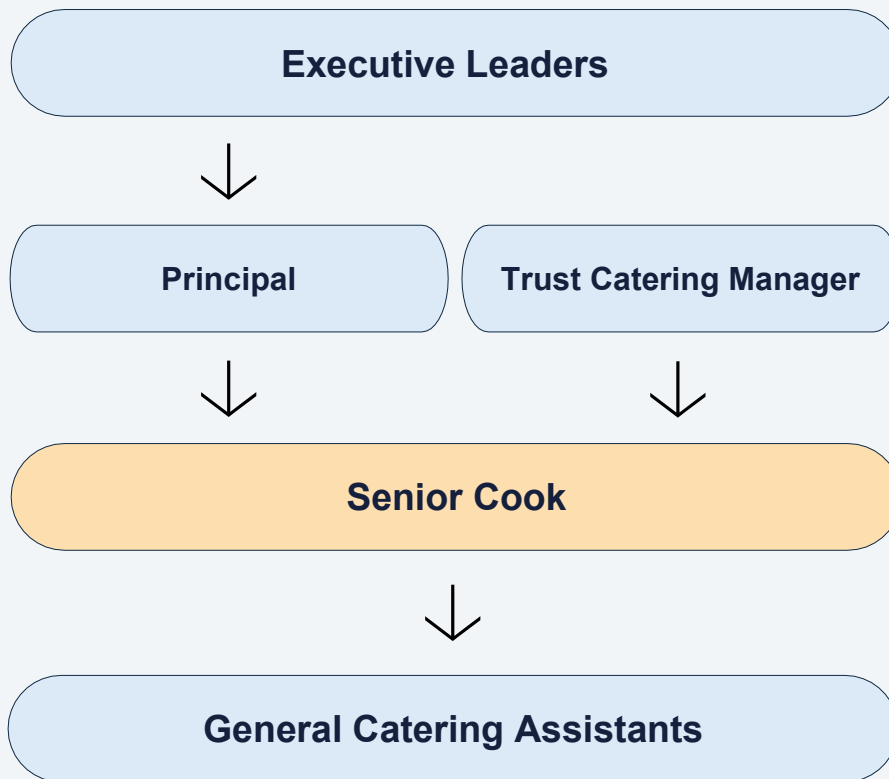
- To promote and safeguard the welfare of children, young people and/or vulnerable adults
- To develop the service for the school in line with management guidelines, producing and serving high quality school meals.
- Manage the food production/service in line with food hygiene and Health & Safety legislation whilst at the same time delivering a high quality service to the children and staff in school.
- To lead, develop and support a customer focused workforce.
- Maintain an organised, safe and hygienic working environment in accordance with current legislation and trust policies.
- Order goods, supplies and services from nominated suppliers in accordance with school procedures.
- Manage stock levels to meet requirements in a cost effective manner.
- Contribute to the development of catering to meet changing customer need.
- Ensure that staffing levels are sufficiently organised to meet customer demand and are cost effective.
- Develop and train other kitchen employees through induction and CPD.
- To attend unit meetings/training courses as required maintaining and advancing service provision in line with catering objectives.
- To meet and work with the Catering Manager and the school to ensure customers' needs are supplied.
- The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the Trust, as your employer and you as an employee. In addition to the Trust's overall duties, the post holder has personal responsibility for their own health & safety and wellbeing and that of other employees; additional and more specific responsibilities are identified in the Trust's H&S policy.

General

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the academy are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school and before and after the school day.



Structure Chart



Person Specification

Aspects of Responsibility

- 1. Responsibility for Staff**
Direct responsibility for the day to day management/supervision of all on site general catering assistants.
- 2. Responsibility for Stakeholders/Clients**
The post holder will be responsible for the provision of a safe catering service to all customers and clients in school.
- 3. Responsibility for Budgets**
None
- 4. Responsibility for Physical Resources**
The post holder is responsible for the safe and effective management of catering equipment/fault reporting.

Working Relationships

- 1. Within the school/ setting:**
The post holder will be central in communication and effective working relationships between managed employees and line/senior managers.
- 2. With Any Other Areas within Venn Education Group or Venn Academy Trust**
The post holder may need to communicate effectively informally and formally with other Venn staff in the school and further afield in other schools in the organisation.
- 3. With External Bodies to Venn**
The post holder may occasionally be required to communicate with parents/guardians/customers of the service in an informal and verbal manner, deal with suppliers, receive deliveries, converse with environmental health.

Person Specification

The information listed as essential (shaded column) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS), T = Test/Assessment, P = Presentation.

Criteria	Essential	Desirable	How Identified
1. Education & Qualifications			
Basic Food Hygiene	✓		AF,CQ
Intermediate Food Hygiene	✓		AF,CQ
NVQ Level 2 Food production and Service qualification		✓	AF,CQ
Basic Health & Safety		✓	AF,CQ
2. Relevant Experience			
Experience of working in a small to medium scale catering unit	✓		AF, I
Experience of communicating with senior managers	✓		AF, I
3. Knowledge, Skills & Understanding			
Motivation to work with children and young people and/or vulnerable adults	✓		AF,I
The post holder will experience day to day situations and problems that will require application of set procedures with a general awareness and concentration	✓		AF,I
Ability to work with limited supervision	✓		AF,I
A knowledge and commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults	✓		AF,I
Should be conversant in current Food Hygiene, Health and Safety legislation and corporate/departmental policies and procedures relating to catering	✓		AF, I, CQ
Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people and/or vulnerable adults	✓		AF, I
Ability to communicate with all levels of staff	✓		AF, I
The post holder will need basic written correspondence skills to communicate simple instructions/information	✓		AF, I
The post holder should possess creative and organisational skills which would improve and develop the catering service in line with customers' expectations and needs	✓		AF, I



Venn Academy Trust and Venn Education Group are committed to safeguarding and promoting the welfare of its pupils and expect all staff and volunteers to share the commitment. Appointments will be subject to an enhanced DBS disclosure. Shortlisted candidates will be subject to an online search.

The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.

Criteria	Essential	Desirable	How Identified
2. Additional Requirements:			
To have a driving licence and be willing to successfully take the minibus test	✓		AF / I

3. Disclosure of Criminal Record:			
The successful candidate's appointment will be subject to the Trust obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	✓		DBS Disclosure
If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓		AF (after short listing)

Venn Academy Trust is committed to achieving fairness and equality in employment and welcomes applications from all sections of the community.

Our Trust is fully committed to safeguarding and promoting the welfare of pupils and expects all staff to share this commitment.

The successful candidate will be required to undertake an Enhanced DBS check.

Online searches will be carried out as part of Venn Academy Trust's recruitment due diligence for all shortlisted candidates, in line with Keeping Children Safe in Education.

