

Person Specification

Cook Supervisor

Cidari Multi Academy Trust

Salary: LCC Grade 6, SCP 11-19

Reporting to: Catering & Hospitality Group Manager

Deployed by: COO

Prepared by:	Laura Wright-Dixon	Approved by:	Matt McIver
Prepared on:	26/11/2025	Approved on:	08/12/2025
Reviewed by HR:	Laura Wright-Dixon	Permitted use:	All Academies
Reviewed on:	26/11/2025	Applicable Terms	The Green Book

Selection decisions will be based on the criteria outlined in this person specification. At each stage of the recruitment process, the appointment panel will assess the extent to which candidates meet the criteria and demonstrate their ability to carry out the duties set out in the job description.

Candidates who do not meet all of the essential criteria will not be considered for appointment.

A range of assessment methods will be used to determine each candidate's suitability for the role. These may include (but are not limited to) the application form, supporting statement, interview tasks, formal interview, and references.

The successful applicant will be required to safeguard and promote the welfare of children and young people, and must demonstrate this commitment throughout the recruitment process and in their day-to-day work.

[A] Qualifications

	Qualification requirements	Essential/ Desirable
A1	Level 3 Food Safety / Food Hygiene Certificate (or willingness to obtain within 6 months)	E
A2	Catering or food preparation qualification (NVQ Level 2 or equivalent)	D
A3	Supervisory or leadership training (formal or in-role)	D

[B] Experience

		Essential/ Desirable
B1	Experience working in a school, commercial or contract catering environment	E
B2	Experience supervising, coaching or supporting a kitchen team	E
B3	Experience preparing, cooking and serving food to consistent standards	E
B4	Experience following food safety, allergen and health and safety procedures	E
B5	Experience managing or assisting with stock control and ordering	D
B6	Experience contributing to or delivering themed menus, promotions or events	D





[C] Knowledge, Skills & Abilities

		Essential/ Desirable
C1	Strong understanding of food hygiene, allergen management and kitchen safety	E
C2	Good craft skills and ability to prepare fresh, quality meals	E
C3	Ability to supervise, motivate and support a small team	E
C4	Ability to work under pressure and prioritise tasks effectively	E
C5	Good communication and customer care skills	E
C6	Ability to follow menus, recipes and portion control requirements	E
C7	Strong understanding of kitchen record keeping (temperatures, cleaning schedules etc.)	E
C8	Basic numeracy for stock use, portion control and simple cost awareness	D

[D] Special Requirements

		Essential/ Desirable
D1	Position subject to DBS clearance	E
D2	Willingness to wear the uniform provided	E
D3	Flexible approach to duties and working hours	E
D4	Commitment to good attendance	E
D5	Willingness to attend required training	E
D6	Commitment to equality, diversity, health and safety	E

[E] Safeguarding

		Essential/ Desirable
E1	Displays commitment to the protection and safeguarding of children and young people	E
E2	The ability to form and maintain appropriate relationships and personal boundaries with young people	E
E3	Has up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with and the protection of children and young people	E
E4	Willingness to follow all Trust and academy safeguarding policies and procedures	E

[F] Confidential References

F1	Positive recommendation from all referees, including current employer	E
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[G] Application Form and Supporting Statement



Applications must be submitted on the Trust's online application form.
The supporting statement must be clear, concise and directly linked to the job description and person specification.