



Hadrian Learning Trust

JOB DESCRIPTION

Post Title:	Assistant Cook	Director/Service/Sector:	Children's Services
Band:	3	Workplace:	HMS and QEHS Part of HLT
Responsible to:	Catering Manager and Assistant Catering Manager	Date:	December 2025
Job Description Ref:	HLT AC 1		

Responsible for:

Contact with young people: This role requires regular, ongoing and unsupervised contact with young people. This contact is direct and could potentially be on both a, 1:1 and group basis within the workplace. The degree of responsibility for young people is outlined below in the role and responsibilities area of the form.

Job Purpose:

To assist in the preparation and service of breacktime and lunch meals and refreshments for two schools (circa 1900 students) and undertake associated kitchen duties. Work is carried out under the supervision of the Assistant Catering Manager and Catering Manager.

Resources	Staff	In the absence of both the Catering Manager and Assistant Catering Manager direct the work of 10-12 General Assistants.
	Finance	Shared responsibility for the collection of monies relating to the service including till or cashless operation
	Physical	Shared responsibility for the careful use of kitchen equipment
	Clients	Providing a catering service to internal or external clients

Duties and key result areas:

Key responsibilities linked to the role:

Organisation

- Preparation, cooking and service of food and beverages accommodating any special dietary requirements and following agreed menus
- Packing meals for transport to other locations where appropriate
- Transport meals between kitchen and serving or dining area as necessary
- Preparation of other service points, as necessary
- Assistance with the service of meals and refreshments as required
- General kitchen duties to include washing up and cleaning of equipment, cupboards, surfaces etc.
- Assist with the administration, collection, reconciliation and security of monies relating to the service including till operation and operation of cashless systems
- Assistance with thorough cleaning of kitchen area and equipment and dining furniture - prior to each school term
- Assistance with thorough checking of light kitchen equipment
- Assisting with the operation of vending services where necessary
- Assisting with special events as and when required
- Assisting with the operation of vending services where necessary
- Attend training sessions as and when required
- To cover only in the absence of both the Assistant Catering Manager and Catering Manager only in terms of the organization of the kitchens operational duties
- May be required to cover other sites and duties appropriate to the nature, level and grade of the post

Whole School Responsibilities

- Comply with and assist with the development of Trust policies. The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner and procedures relating to:
 - Safeguarding and Child protection
 - Health and safety - the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both oneself and others
 - Data protection
 - Confidentiality and data protection. Reporting all concerns to an appropriate person
- Support the school's policies that ensure equality of opportunity across a range of abilities
- Contribute to the overall ethos of the school and work in such a way as to promote the ethos and vision of the school
- Establish constructive relationships and communicate effectively with external agencies
- Attend and participate in regular meetings
- Participate in training and development as required
- To undertake First Aider training appropriate with the role and nature of activity.
- To undertake other duties and responsibilities as required commensurate with the grade of the post

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this 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 extent of the post and the grade has been established on this basis.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to adopt a professional, courteous demeanor at all times during communication with colleagues, visitors, or students.

The school will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Work Arrangements

Transport requirements:	Required to use own transport to travel to and from work
Working patterns:	Normal work patterns Monday to Friday and occasional evening and weekend work for special school events.
Working conditions:	Normally indoors; there may be occasions where you would be required to work at QEHS, Hexham Middle School or other schools within the Trust



PERSON SPECIFICATION		
Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> Basic Food Hygiene Certificate (This can be obtained once in position) NVQ Level 2 – Food Preparation and Cooking (This can be obtained once in position) Knowledge of the range of tasks together with the operation of associated tools and equipment in a commercial kitchen. Basic literacy and numeracy. 		(a), (t), (g)
Experience		
<ul style="list-style-type: none"> Experience of general kitchen duties Cooking experience in catering establishment. 		(a), (i), (g)
Skills and competencies		
<ul style="list-style-type: none"> Manual skills associated with food preparation Physical skills related to the work Ability to work on own without supervision on a day-to-day basis The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post. Candidates must be able to fulfil all spoken aspects of the role with confidence through the medium of English 		(a), (i), (t)
Physical, mental and emotional demands		
<ul style="list-style-type: none"> Ability to work in a commercial kitchen environment Regular need to lift and carry items of a moderate weight Ability to work without constant supervision 		(i)
Other		
<ul style="list-style-type: none"> A commitment to providing a quality service to customers Willingness to participate in personal and professional development Self-motivated and able to work under own 		(a), (i)

direction on a day-to-day basis		
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits