

Nexus Education Schools Trust

John Donne Primary School



Head Chef Recruitment Pack



Nexus Education Schools Trust

Job Advert

Join our Team at John Donne Primary School!

We are looking for a dedicated and reliable head chef to join our catering team at **John Donne Primary School** who will be responsible for ensuring that high quality meals are served to pupils every day.

What We're Looking For:

- A calm, positive and professional approach
- Passion for food and enthusiasm for delivering the high quality food to children

Your Role:

- Lead and manage the catering team ensuring high standards of preparation and presentation
- Oversee the day to day operations in the kitchen ensuring food safety compliance

If you're ready to make a difference and be part of a supportive team, we'd love to hear from you!

Salary	S8 Inner London (£36,423 - £38,637 FTE) Based on experience.
Location	John Donne Primary School Woods Road London SE15 2SW Tel: 020 7639 0594 www.jdacademy.org.uk
Hours	35 hours a week. Monday - Friday (06:30 -14:00). 44 weeks per year.
Reports to	Senior Leadership
Start Date	Autumn Term 2026
Closing Date	Monday 7 th September 2026 Email application forms to SBM@jdacademy.org.uk
Interviews	<i>Week Beginning Monday 14th September 2026</i> <i>We reserve the right to interview suitable candidates prior to the closing date.</i>

John Donne Primary School

John Donne is a vibrant and inspiring school where creativity, innovation, and a passion for learning take centre stage. Our mission is to provide every child with the tools, opportunities, and confidence to become successful, curious, and happy learners—future leaders and change-makers in an ever-evolving world.

Our broad and ambitious curriculum goes beyond academic excellence, nurturing the spiritual, moral, social, and cultural growth of our pupils. It equips them to face the challenges of a rapidly changing global landscape with resilience, adaptability, and purpose.

At **John Donne**, we believe success isn't just measured in reading, writing, and mathematics but in a child's ability to thrive in their creativity, pursue their passions, and make meaningful contributions to their communities.

We are dedicated to ensuring that every child leaves our school with a deep sense of self-worth, knowing what makes them unique and special. Whether through academics, the arts, sports, or other endeavours, we aim to empower our children to dream big and aspire for greatness.

Our core values - **Kindness, Respect, Resilience, Community, Collaboration, and Aspiration** - shape everything we do. These principles guide our daily interactions and inspire both children and staff to strive for excellence, support one another, and work as a cohesive, compassionate community.

At John Donne, we don't just educate; we ignite potential and cultivate a love for lifelong learning.



Nexus Education Schools Trust

Nexus Education Schools Trust (NEST) a rapidly growing Multi-Academy Trust with 19 vibrant primary schools and 1 all through special educational needs school across Bromley, Kent, Lewisham and Southwark. Over the past five years, we've invested in state-of-the-art facilities, ensuring our schools provide exceptional learning opportunities for every pupil.

We are proud partners with a number of multi-academy trusts and groups of maintained schools, creating a collaborative network that enhances educational experiences across the region. As part of our commitment to developing outstanding teaching, we also oversee the Thames South Teaching School Hub, delivering high-quality teacher training and professional development in Bromley, Bexley and Greenwich.

At **NEST**, we believe in the power of collaboration. Our schools are united by a shared dedication to creating a culture of continuous learning, where inclusion is at the heart of everything we do. Each school plays a vital role in building a strong, interconnected professional learning community, driving success across our entire trust.

We are driven by a clear, moral purpose:

"To provide excellence and opportunity for all, transforming lives through education and inspiring the leaders of tomorrow"

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

We're proud to offer:

- **Endless Growth Opportunities:** Access to ongoing professional development to help you thrive in your career.
- **Thriving Partnerships:** Strong collaborations with schools to enhance your impact and network.
- **A Happy and Supportive Team:** Work alongside a motivated, friendly, and encouraging group of professionals. We are committed to helping you achieve your professional goals.
- **Comprehensive Training and Development:** NEST supports the continuous growth of all our staff.
- **Course and Qualification Opportunities:** Enhance your skills for your current role or prepare for future opportunities.
- **Career Advancement:** Gain qualifications that can help you progress within the organisation.
- **Resources You Deserve:** A well-equipped environment with the tools and support you need to succeed.
- **Innovative Culture:** Join an organisation that values creativity, teamwork, and fresh ideas.
- **Exclusive Perks:** Enjoy staff benefits like the Cycle to Work scheme and technology discounts.
- **Special Discounts:** Gain access to CSSC Benefits, BHN Extras and Blue Light Card savings, making your life outside work even better.

Head Chef - Job Description

Main Purpose of the Role:

To be responsible for various administration procedures and the supervision and training of kitchen staff. The Head Chef is responsible for inspiring and developing the kitchen team while delivering an exceptional mealtime experience through effective organisation, creativity, and strong leadership.

Health and Safety:

- Be mindful of your responsibility for your own health, safety, and welfare, as well as that of others who may be affected by your actions or inactions.
- Collaborate with the employer on all matters related to health, safety, and welfare.

Duties and responsibilities of the role:

- Be responsible, in consultation with the SBM, for budgeting, planning and provision of various menus, stock control and food buying.
- Developing and planning menus with consideration to cost and by adherence to the food policy.
- Buying food and other goods-placing order through the SBM, checking goods in and controlling stock issues
- Preparation and cooking of meals-includes the provision of special diet meals
- Providing varied packed lunches for school trips, sports days etc.
- Providing refreshments for Governors' meetings on site by request
- Testing/development of new food products/systems
- Supervision of staff on a daily basis (including allocation of duties and work rotas)
- Maintaining required standards of cleanliness-for both premises and equipment
- Testing/development of new cleaning products and systems
- Maintaining high standards of hygiene
- Training of all new staff
- Reporting equipment, maintenance problems and energy leaks to the Premises Manager
- Organising special functions as required by the Head teacher and other officials e.g. Public Health Inspectors and health and safety audits.
- Ensure that all sample trays are maintained for Health & Safety checks
- Regular stocking/inventory work
- Organisation of food service areas. Ensuring proper standards of presentation
- Control of kitchen linen and laundry
- Ensuring the correct and economical use of all materials and equipment
- Recruitment of staff In conjunction with SBM, Head Teacher and governors
- Any other duties that may be necessary to meet the exigencies of the

Continuing Professional Development:

- Participate in the Performance Management Scheme.
- Undertake any necessary professional development as identified.

Head Chef - Job Description

Additional Points:

- While every effort has been made to outline the main duties and responsibilities of the post, not every individual task may be specified.
- All staff must comply with academy and Trust policies.
- Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not detailed in this job description.
- The Trust will make reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The job description may be subject to amendment or modification should circumstances change. Any changes will be discussed with you initially. If a disagreement arises, you will have the opportunity to resolve the matter with your line manager, and you may be accompanied by a Trade Union representative if you wish.

Special Conditions of Service

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. The central offices are based in a school and candidates are required to comply with Trust safeguarding and DBS procedures.

Policies and Procedures

Ensure, comply and be aware of all school policies and procedures in relation to all aspects of the school's management, teaching and learning.

Contacts and Relationships

Provide the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents/carers and colleagues.

Equalities

Ensure the school's equal opportunities policies are implemented and that statutory responsibilities regarding individuals and service delivery are met.

Data Protection

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. We ensure your information is kept safe and used in a reasonable and ethical manner. As the data controller, NEST manages how your personal information is processed and for what purposes. All staff must maintain confidentiality regarding pupils, staff, and parent information. For more details, please refer to our Data Protection Policy at www.nestschools.org

This job description may be amended at any time after discussion with you.

Head Chef - Person Specification

Essential Knowledge and Experience:

- Well experienced in catering
- Previous experience managing or assisting with daily operations in kitchen environment
- Well experienced in leading a diverse team and training colleagues in basic kitchen skills
- Good knowledge of food preparation methods
- Strong baking knowledge
- Able to ensure children are encouraged to select a balanced meal

Qualifications:

- Certificate in food hygiene
- NVQ in food preparation and cooking

Personal Qualities:

- Possess good organizational and timekeeping skills.
- Use initiative and make decisions in collaboration with your line manager.
- Be motivated to develop your own practice.
- Be perceptive and sensitive to the needs of others.
- Have a good sense of humour.
- Show resilience.



Nexus Education Schools Trust

The application process

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. We comply with the statutory legislative requirements and guidance, including 'Keeping Children Safe in Education', and we follow a rigorous selection process which seeks to discourage and screen out unsuitable applicants.

Safer Recruitment

Our job descriptions and person specifications confirm individual responsibility for safeguarding the welfare and well-being of children and young people. All posts are subject to Enhanced Disclosure and Barring (DBS) checks.

Application Stage

We require all applicants to complete our Application Form which seeks to elicit the information we require to undertake the shortlisting process and to assess the applicant's suitability for the post they have applied for. We do not accept CVs in place of a completed Application Form. We reserve the right to reject any applicant who has failed to fully complete our Application Form.

Shortlisting

Only those candidates who meet the criteria outlined in the person specification will be shortlisted. We carry out online and social media searches as part of our due diligence on shortlisted candidates. If we identify any of concern to us, then this will be raised and explored during the interview.

Interview

1. Shortlisted candidates will take part in an in-depth interview and selection process.
2. Employment references will be sought before an interview.
3. Candidates will be asked to complete a Self Declaration Form in respect of their criminal record and to return this prior to the interview.
4. Candidates will be asked to address any discrepancies, anomalies, or gaps in employment in the application form including their employment history. Candidates will be invited to discuss any disclosures in their self-declaration form and any queries we have arising from the information provided in their employment references and/or our online and social media searches.
5. Proof of right to work in the UK and any relevant qualifications must also be provided at the interview.

Appointment

An offer of employment is conditional upon us being satisfied with the outcomes of all the following checks:

- Verification of the candidate's identity.
- An Enhanced Disclosure and Barring Service Certificate (DBS) including a Children's Barred List check
- An assessment of fitness to work to ensure that a candidate has the health and physical capacity for the job
- Overseas criminal record and overseas professional registration checks where a candidate has lived, worked or qualified overseas
- Verification that the candidate is not the subject of a prohibition order or section 128 direction made by the Secretary of State
- Compliant employment references
- Verification of qualifications and professional registrations relevant to the candidate's role
- Verification of the candidate's right to work in the UK
- Verification that candidates employed in reception classes, or wraparound care for children up to the age of 8, are not disqualified from working in these setting under the 2018 Childcare Disqualifications Regulations.

On appointment and annually thereafter, all colleagues are required to undertake Safeguarding training, Cyber Security training, GDPR training and to reaffirm and disclose any changes to their criminal record, and to read and confirm their adherence to Part 1 of Keeping Children Safe in Education, our child protection and safeguarding policy, behaviour policy and code of conduct (which includes our requirements in respect of ethical and professional standards and professional boundaries). All school based staff will be required to undertake first aid training.

Our contracts of employment place an ongoing requirement on all colleagues to immediately notify us if they are the subject of a police investigation, are released under investigation, or receive a caution or conviction.

Recruitment of Offenders

All posts within NEST are, (by the reason of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)) exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that all applicants for employment with the Trust must disclose all unspent cautions and convictions and all unprotected spent cautions and convictions. An explanation of when a spent conviction is unprotected is available on the Ministry of Justice website.

- If relevant information (whether concerning previous convictions or otherwise) is volunteered by an applicant during the recruitment process of obtained through a DBS check, we will consider the following factors before reaching a recruitment decision:
- whether the conviction of other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, class A drug-related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception, or fraud.

If the post involves some driving responsibilities, it is our normal policy to consider it a high risk to employ anyone who has been convicted of dangerous driving or of an offence of driving under the influence of alcohol or drugs, within the last 10 years.

Probation

All new colleagues will be subject to the NEST probation procedure for four months. The probation procedure is to enable the assessment of a colleague's suitability for the job for which they have been employed, which includes the monitoring and review of their performance of their duties, skills, qualifications, and experience outlined in the job description and person specification and their suitability to work with children and young people.

Equal Opportunities

NEST recognises the value of, and seeks to achieve, a diverse workforce that includes people from all backgrounds. We take positive steps to create an employment culture in which people feel confident about being treated with fairness, dignity, and tolerance irrespective of their differences. This commitment extends beyond the relationship between the conduct of colleagues, potential colleagues, and the whole community. We are committed to the elimination of unlawful discrimination and the promotion of good relations between all.

General Data Protection Regulations

NEST is committed to ensuring that your privacy is protected. By signing a contract of employment, you understand that NEST, and/or agents appointed by the trust, process your personal data, including "special category personal data" as defined in the General Data Protection Regulations (GDPR), for the purposes of the operation, management, security and/or administration, as well as, complying with applicable laws, regulations, and procedures. The information you provide (except equality monitoring information) may be shared with partner organisations that provide services to NEST. Further information on our data protection policy and privacy notices can be found on the NEST website.

Our Trust



Alexandra
Infant
School



CHILDERIC
PRIMARY SCHOOL



Infants' and Junior Schools



John Keats
Primary School



www.nestschools.org