



Job Title	Catering Cook
Grade/Salary	LGPS point 4 -7 depending on experience Actual salary £14,640 to £15,328 per annum (incl. Outer Fringe Allowance)
Hours	25 hours per week. Monday to Friday 8.45am to 2.15pm (includes a 30-minute unpaid break) 38 weeks (term time only)
Date Required	Immediate
Closing Date	17 th May @ Midnight
Interview Date	As soon as reasonably possible
Reporting To	Catering Manager

Details

We are looking to appoint an enthusiastic catering Cook to join our friendly team. The ideal candidate will be polite and friendly with a neat and tidy appearance. Be able to demonstrate good customer care skills. To be able to assist with provisions of high quality food and beverage service.

Main Responsibilities

- To provide assistance with the preparation, cooking and service of food and beverages to the required standard.
- To follow menu plans and introduce new menu agreed with the Catering Manager
- To deputise for the Catering Manager in their absence in the fulfilment of day-to-day activities
- To assist the Catering Manager with the preparation of menu plans.
- To follow the menu and recipes agreed.
- To occasionally assist with special functions which may be outside of normal working hours.
- To carry out cleaning duties within the kitchen and dining areas as required.
- To follow sound hygiene practices.
- To ensure that health and safety regulations are observed in working practices.
- To assist with the issue and recording of catering supplies as required.
- To assist with the operation of *control procedures as required*.
- To report immediately any accidents, fire, theft, loss, damage, or unfit food or other irregularities and take such action as may be appropriate or possible.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills, and grade.

General Duties

- To maintain good relationships with all staff, students, visitors, suppliers and contractors.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.





- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

About the School

Our school is a strong, caring community with an ethos based on our three core values; supporting to students to achieve; providing opportunities for enrichment in order to extend students' education within and beyond the classroom; preparing students for the wider world and life beyond school with key life skills and learning relevant to their life, both in the present and in the future.

We have high expectations of all members of our school community, with aspirations for everyone to be the best they can be, in all that they do. Visitors to the school regularly comment on the calm and welcoming environment; we very much look forward to welcoming your child to our school.

Our OFSTED inspection in October 2024 validated the impact of the significant work that has taken place to develop the character and culture of the school. Inspectors commented that students articulated that they felt happy, safe and that diversity is valued. It was noted that "pupils, staff and parents and carers agree that this school has improved since the previous inspection" and this is further evidenced through the Parent View responses, with 83% of responses recommending the school, an increase from 46% just under two years ago.

There is further evidence to support the impact of these positive changes including Local Authority reviews and student and parent voice, alongside a significant reduction in the number of fixed term suspensions. Attendance has also improved with data in line with the national figures for 2023-24 and a marked reduction in persistent absenteeism.

Teaching & learning across the school has shown increased consistency following the introduction of the Teaching and Learning toolkit but there is further work to be done around assessment for learning and adaptive teaching to ensure that students make more progress than is currently the case.

We are delighted that given the rapid improvements made, the inspection team have full confidence in the school having the capacity to improve further the effectiveness of teaching that pupils experience.

Early Career Teachers undertake a fully inclusive and supportive induction programme and are mentored continually throughout their term of training to ensure guidance is on hand at all times. This is complemented by the robust two-year Early Career Framework programme.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The successful applicant will be offered a position subject to full pre-employment checks including an enhanced DBS clearance, satisfactory medical checks and two satisfactory references.





About the Trust

We are a successful Multi Academy Trust based in the South-East of Essex and currently manage four local secondary schools. Each school within our Trust is a place where we believe in the power of education to transform lives.

Our philosophy is centred around the belief that schools can achieve better educational outcomes for students by working together as a collective entity. The Compass Trust is founded on the principles of collaboration, innovation, and inclusivity, with the aim of providing a supportive and nurturing environment that enables schools to flourish and students to succeed.

Additional Benefits

As a valued member of our team, you will be entitled to the following benefits (**Subject to eligibility criteria*)

- Employer Pension Contribution
- Access to the "Cycle to Work" scheme
- Eye test vouchers in partnership with Specsavers
- Access to our Employee Assistance Programme (includes confidential counselling and online discounts)
- Virtual GP Access - including minors 16 and under
- Annual onsite flu vaccination programme
- Free tea and coffee provided daily.
- Discounted Tastecard subscription
- A Wellbeing week every half term (this includes no afterschool meetings)

How to apply

When applying for this position, please use The Bromfords School application form, which can be found on our school website under Vacancies, or click here - <https://www.bromfords.essex.sch.uk/recruitment-documents/>

If you have any questions, please do not hesitate to contact Naz Choudhury, HR Assistant by email to recruitment@bromfords.essex.sch.uk

Please note, we reserve the right to close this vacancy early, call applicants to interview, and appoint, prior to the closing date

We look forward to hearing from you.





Person Specification

Category	Essential	Desirable
Application	<ul style="list-style-type: none"> Completed application form. Good standard of both spoken and written English. Two suitable references (any school references must be from a Headteacher). 	
Qualifications Experience	<ul style="list-style-type: none"> Experience of the preparation, cooking and service of food and beverages to the required standard Good communication skills Educated to NVQ level 2 or equivalent in English and Maths Knowledge of health and safety, and food hygiene regulations Understanding of the operation of a school Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations 	<ul style="list-style-type: none"> Relevant work experience within a school or college environment. Catering qualification Catering in a professional capacity Knowledge of allergens and Natashas Law Food Hygiene Level 2
Skills	<ul style="list-style-type: none"> Knowledge of office administration packages and their application and use within a professional office environment – Able to communicate effectively with people of all ages and levels. Able to assist in the preparation, cooking and serving of food and beverages. Able to wash kitchen utensils and equipment as required. <ul style="list-style-type: none"> Able to carry out cleaning duties as required. Able to carry out the duties of a cashier as required. 	<ul style="list-style-type: none"> Ability to identify meal options for specific individual needs. Knowledge of current legislation and requirements included in DFE guidelines for the provision of school meals. Knowledge of the importance of health and safety and food hygiene in a catering environment. Effective ICT skills. Effective administrative

	<ul style="list-style-type: none"> • Effective numeracy skills to complete finance related tasks. • Promoting the catering service and healthy eating options 	
Safeguarding	<ul style="list-style-type: none"> • A satisfactory enhanced DBS check which will be conducted by us if you are appointed 	