

School Cook/Chef



Key Stage 4 Centre
Barncroft Campus
Washington Avenue
Hemel Hempstead
HP2 6NG
T: 01442 247476
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School Cook/Chef Recruitment Information Pack

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Dear Candidate,

Thank you very much for your enquiry regarding the position of School Cook/Chef at DESC. The Management Committee, together with the learners, parents and staff, are seeking a talented individual who has the qualities to broaden the horizons of our learners with the meals you will be preparing.

Dacorum Education Support Centre is a unique organisation that works with young people who, for one reason or another, are not in mainstream education. We support the individual and their family and work together to achieve appropriate outcomes and secure a positive way forward for the future. We firmly believe effective relationships are an essential prerequisite of effective learning.

Our innovative and responsive curriculum ignites the learning experience of all our Learners. Our offer is linked to the passions, interests and aspirations of our learners. It enables them to combine the broad range of core subjects with significant specialist option choices that prepare them for further study, as well as practical skills for life and work. Our mantra, `Be the best you can be' is echoed in all our work with young people, working with them to overcome their barriers to learning, re-engage them and support them in their next steps

Our learning and teaching are guided by several key principles. Notable amongst these are that learning should be experiential, enquiry based, practical, authentically assessed and related to real life.

We believe that this post provides an excellent opportunity for a talented individual to be a part of a Centre willing to take risks, pushes the boundaries in developing an innovative approach and, as a result, is viewed as an evolving success story.

We very much look forward to receiving your application.

Yours sincerely,



Naomi Walker
Co-Headteacher



Clare Winter
Co-Headteacher

"At DESC the young people are treated like adults and not kids, they are respected by staff"
Parent at DESC



Co-Headteachers: Ms Naomi Walker and Mrs Clare Winter

KS3 and The Haven: 30 Tenzing Road, Hemel Hempstead, HP2 4HS

KS4 Centre: Barncroft Campus, Washington Avenue, Hemel Hempstead HP2 6NG

Email: admin@desc.herts.sch.uk | **Tel:** 01442 247476 |

www.desc.herts.sch.uk

The Application Process

We hope that this application pack and our website www.desc.herts.sch.uk ignites a passion sufficiently in you that you feel it important to apply for this post.

Applications can be made by completing the application form through My New Term and Teach in Herts or visit our website www.desc.herts.sch.uk or email the form direct to jclark@desc.herts.sch.uk

Visits are most welcome. Please contact Jill Clark, HR and Admin Team Manager 01442 247476 Option 2 to arrange a visit.

Closing date for applications is 23rd March 2026 at 9:00am. Interviews will be held on w/c 13th April 2026 (exact date to be confirmed).

We are committed to promoting equality and respecting diversity and welcome applications from all sections of the community.

DESC is committed to safeguarding and promoting the welfare of our learners and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, medical clearance and enhanced checks carried out by the Disclosure and Barring Service.

We are required to conduct online searches about all shortlisted candidates in accordance with Keeping Children Safe in Education guidance, in order to identify any incidents or concerns which are publicly available online. By submitting your application, you acknowledge that such searches will be conducted as part of the shortlisting process.

We encourage candidates to apply asap as the Centre reserves the right to close the advert should we feel able to appoint an appropriate candidate sooner

"I can say from the bottom of my heart if it was not for all of you I would not have been able to make all the progress I had made"
Learner at DESC

"The school is outstanding – my son's mental health has really improved and this has had a positive impact on family life"
Parent at DESC

**School Cook/Chef
Required ASAP
(actual annual gross salary £25,200)
34 hours/week Term Time Only plus 5 INSET Days**

**Can you enrich the lives of young people as a School Cook/Chef?
Are you able to broaden the horizons of our learners with the meals you prepare?**

We are looking for a responsible, caring School Cook/Chef to join our friendly and supportive team of dedicated professionals and who shares our vision to build incredible futures by empowering vulnerable young people, to be happy and to make their way in the world.

Dacorum Education Support Centre is a unique organisation that works with young people who, for one reason or another, are not in mainstream education. We support the individual and their family and work together to achieve appropriate outcomes and secure a positive way forward for the future. We firmly believe effective relationships are an essential prerequisite of effective learning.

We are a split site and although this role is based at our Barncroft Campus site in Grovehill, you will be providing fresh home cooked food for approximately 70 learners and staff across our 3 key sites – KS1&2 and KS3 at Tenzing Road (Adeyfield) and KS4 at Barncroft.

Do you have:

- Willingness to work with SLT, staff and learners to deliver a service they love
- The ability to form excellent professional relationships with learners, staff, parents and all stakeholders
- Excellent communication skills
- Excellent catering skills
- Knowledge of allergens
- Knowledge of food storage, kitchen equipment checks and all statutory requirements
- Budget control

Are you able to:

- Be an effective team player
- Work using your own initiative
- Be adaptable
- Work under pressure
- Help with basic kitchen tasks including stock taking

The rewards are huge:

- You get to be part of an outstanding organisation that is constantly evolving
- You will be a valued member of a friendly, caring and sharing team that work holistically and inclusively
- You will have access to excellent CPD opportunities
- You will get the benefits of our wellbeing programme
- You will have a direct impact on the future life chances of the pupils you affect

Hours:

The normal hours of duty will be 34 hours per week Term Time Only and typically the working pattern will be similarly to below:

- Monday 8:00-3:30
- Tuesday 8:00-3:30
- Wednesday 8:00-5:00
- Thursday 8:00-3:30
- Friday 8:00-3:30

Probationary Period: New employees to the Centre will be required to satisfactorily complete a six-month probationary period of service.

DESC is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, medical clearance and enhanced checks carried out by the Disclosure and Barring Service

We are required to conduct online searches about all candidates as part of the shortlisting process, in accordance with Keeping Children Safe in Education guidance, in order to identify any incidents or concerns which are publicly available online. By submitting your application, you acknowledge that such searches will be conducted as part of the shortlisting process.

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JOB DESCRIPTION

Post Title : School Cook/Chef
Responsible to : Assistant Headteacher/Business Manager

1 a) Purpose of Job

To take responsibility for the safe, effective and efficient operation of all activities within the kitchen, including the planning and cooking of meals.

1 b) Responsibilities

- Be responsible for the day to day running of the kitchen
- Plan and prepare balanced menus taking into account the dietary needs and preferences of learners, costs and budgets
- Prepare and produce a range of food items meeting our learners' specific needs
- Organise and manage the work of a kitchen assistant ensuring they have received the necessary training
- Ensure all kitchen equipment is well maintained and in safe working order. To keep records of any reports made in relation to the equipment and progress those reports
- Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times
- Order food, beverages and other commodities and ensure hygienic storage in accordance with domestic catering standards
- Good knowledge of allergens in relation to our learners
- Budget control in conjunction with the School Business Manager
- To work in accordance with the Food Policy

1 c) Equalities

Be aware of and support difference and ensure that the Centre's equalities and diversity policies are followed.

1 d) Health & Safety

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

1 e) Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in

the guidance notes to the application form. If you are invited to an interview you will receive more information.

1 f) Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the Centre. All staff are required to participate in training and other learning activities, and in professional growth and development as required by the Centre's policies and practices.

2. Organisation Chart



3. Supervision

The jobholder is managed by the Assistant Headteacher.
All non-routine decisions are referred upwards.
The jobholder supervises the Kitchen Assistant

4. Job Context

The jobholder is one of a team of site staff providing support services to the Centre.

The work is varied and has daily, monthly and termly routines.

5. Contacts

The postholder works directly with all members of Centre staff and has routine and regular contact with parent and carers as well as with visitors, and other professionals.

6. Knowledge, Experience & Training

- Experience of catering
- Level 3 award in catering or equivalent (desirable)
- Level 1 Safeguarding/Awareness of keeping children safe
- Awareness of Control of Substances Hazardous to Health (COSHH)
- Good knowledge of Health & Safety
- Good knowledge of Allergens

- Understanding of the Centre's ethos and values
- Good knowledge of Manual Handling

Competencies

- Communication (written and verbal)
- Listening
- Team Working
- Planning and Organising
- Creativity

- People Management
- Customer Service

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks.

School Cook/Chef

Please state, on the application form, in numerical order, how you meet the following selection criteria. Candidates will be shortlisted entirely on the basis of the extent to which they meet the criteria in their application form. Please ensure that you address every aspect, in turn, and number them under each heading. **All elements are essential unless otherwise stated.** Where 'desirable' is stated, only comment if you have the appropriate skills or experience.

Professional Experience, Abilities and Qualifications	Essential (E) Desirable (D)
Experience of catering	E
Level 3 award in catering or equivalent	D
Level 1 Safeguarding/Awareness of keeping children safe	D
Good knowledge of Health & Safety	E
Good Knowledge of Allergens	E
Understanding of the Centre's ethos and values	D
Good knowledge of Manual Handling	E
An ability to understand and respect the need for discretion, sensitivity and confidentiality	E
Great team player	E
Ability to self-reflect and willingness to participate in development and training opportunities	E
Good organisational skills, including the ability to organise a workload with conflicting demands when under pressure	E
An ability to work with accuracy when recording, sharing or reporting information	E
Ability to adhere to policies, procedures and relevant legislation relating to child protection, health and safety, security, confidentiality, data protection and equal opportunities	E
Personal Qualities	
Enthusiastic, hard-working, creative, flexibility and resilient	E
Be an excellent role model for learners, staff and parents	E
Be able to form positive professional relationships with both learners and colleagues	E
Good communication skills, interpersonal skills and good sense of humour	E