

# Cook

## Primary Phase

### Overstone Gate Primary School

Wootton Hall Park, Northampton. NN4 0HZ



## OVERSTONE GATE PRIMARY SCHOOL

**GRADE:**  
NJC Scale F6-G12

**EMPLOYED BY:**  
Wootton Park Academy Trust

**LINE MANAGER:**  
Trust Catering Manager

### BROAD DESCRIPTION OF ROLE

- ✓ Under the direction of the Trust Catering Manager, the School Cook is responsible for the planning, preparation, cooking and service of meals, ensuring high standards of food quality, hygiene and compliance. As the school grows, the role will develop to line manage a catering assistant/s.

#### Working Pattern

9am-2.30pm, Monday to Friday. Term time plus 5 Teacher training days and 5 deep cleaning days (40 weeks). As the school grows, the requirement for an earlier start may be discussed.

### SCHOOL SUPPORT

#### 1. Food Preparation & Cooking

- ✓ Prepare, cook, and present meals in line with menus, nutritional standards and school requirements. Ensure allergen compliance and high food quality at all times.

#### 2. Kitchen Management & Organisation

- ✓ Oversee daily kitchen operations, support catering assistants, maintain stock control and ensure efficient service delivery.

#### 3. Food Service

- ✓ Support and oversee meal service, ensuring excellent customer experience and encouraging healthy choices.

#### 4. Cleaning & Hygiene

- ✓ Maintain high hygiene standards in line with food safety regulations and HACCP procedures.

### SAFEGUARDING

- ✓ All members of staff have a responsibility and duty of care to safeguard and promote the welfare of learners. Staff must be aware of the systems within the school that support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate and regular child protection training
- ✓ All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check)

### HEALTH AND SAFETY

- ✓ To ensure that practice is, in all respects consistent with the requirements of Wootton Park Academy Trust's and Wootton Park School's Health and Safety Policy, as well as with any subject-specific health and safety guidelines

### TRUST VALUES

- ✓ To uphold Trust values of Kindness, Respect, Positivity, Teamwork and Responsibility.

*NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the CEO/Trust (in consultation with the post holder) to reflect the changing work composition of the business.*