



Wren  
Academy

# Wren Academies Trust

Wren Academy Finchley

Catering – Commis Chef

Closing date: 9.00am, Monday 9 March 2026

Start date: Immediate start

Candidate Information - January 2026



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## Introduction

Wren Academy Finchley opened in September 2008 as a new school sponsored by the London Diocese of the Church of England and Berkhamsted School. It takes its name from Sir Christopher Wren, the famous polymath, with the intent to inspire students to be curious and explore a wide range of academic disciplines. We have come a long way since 2008 and are now an all through school with over 1500 students aged between 4 and 18. The Academy has continued to grow as we opened our Sixth form in 2013 and have taken on new primary cohorts since 2015. Wren Academy Finchley is proud of its successes having secured exceptional academic progress for our students at KS2, GCSE and A Level. We have also established a national reputation for excellence in teaching and learning, developing an approach that focuses consistently on enabling young people to be effective learners, regularly hosting visitors from the Republic of Ireland and Netherlands.

## Wren Academies Trust

Wren Academies Trust was established in September 2020 with the opening of Wren Academy Enfield, a new 11-18 secondary school. The development of a second Academy has led to further

collaboration and innovation with subject departments regularly sharing resources and aligning assessments to reduce workload. The trust is continuing to expand with the inclusion of St Mary's and St John's, another Barnet all-through school, due to formally join the Trust in 2025. The size of the Trust provides many opportunities for continued Professional Development and career progression

Gavin Smith  
CEO



## Welcome from the Catering Manager

Thank you for your interest in this post.

The information given in the documentation here and the more general information on our website should give you a clear understanding of the Academy. However, if you wish to find out more, please contact Michelle Perry on 020 8492 6000.

If you decide to apply, please follow this guidance carefully. Your completed application should be submitted through [MyNewTerm.com](https://www.mynewterm.com). Please note applications will be considered as they are received, however the closing date for this role is 9.00am, Monday 9 March 2026.

Thank you for taking on the demanding and time consuming task of preparing your application for this role. I look forward to receiving your application and taking the next steps in the appointment process.

Michelle Perry  
MAT Catering Manager



## Vision and Ethos

*Do justice, love kindness, walk humbly with your God - Micah 6v8*

Wren Academy Finchley is an inclusive, comprehensive school, welcoming students and staff from all faiths and none. As an all-through Church of England Academy, we are inspired by an encounter between Jesus and a tax collector called Zacchaeus. We believe that fairness, kindness and walking humbly with God (Micah 6:8) are the keys to full flourishing for all. Our Christian values are relatable to all students and staff, whatever their beliefs and personal convictions and provide a moral compass for helping students become the best version of themselves in both character and academic progress. To achieve this goal, we are conscious that good learning and behavioural habits should be taught. We use our '6Rs' framework to unite our Christian Vision with our ambition for academic progress by developing habits in students so that they become:

Resilient.  
Relational.  
Redemptive.  
Reflective.  
Resourceful.  
Reverent.



*'The effective climate for learning and promotion of exemplary behaviour transforms the lives of pupils. Relationships are warm and harmonious because of the culture of kindness'*

*SIAMS Inspection Report  
February 2023*

## The Wren CLIMATE Model

The 6 Rs have recently been woven into a new teaching and learning taxonomy, rooted in the latest evidence-based research. This provides a coherent framework and common language for learning which underpins all our activities within Professional Development, Quality Assurance processes and Performance Management structures. We call it Wren 'Climate'.



# Wren Academy Finchley

## Catering – Commis Chef

Start Date: Immediate Start

### Job Description

The current job role will be suited to a confident General Kitchen Assistant looking to move to a Commis Chef role with more responsibility. The Academy has very high standards and expectations and will require a person who is confident or able to learn how to manage a section within the kitchen. Wren Academy Enfield works in partnership with Wren Academy Finchley and models the site standards and expectations on each other. Wren Academy Enfield catering department works in close partnership with the Executive Chef at Wren Academy Finchley. The chefs work closely with each other on presentation and collaborate on the menu across both sites.

To develop relationships across the Academy we occasionally ask you to work from the Wren Academy Finchley site for training and inset days. Strict guidance to Allergens and Natasha's law will be given and followed. Training is expected to be up to date and completed in a timely manner. The successful candidate will work closely with the Head Chef at Wren Academy Enfield. Any necessary training will be provided to ensure complete understanding of the role.

### Job Purpose

To support the delivery of quality food within the food hygiene guidelines, assisting the Head Chef.



### Job Responsibilities

Typical Commis Chef tasks include:

- Assisting the Head Chef and onsite team
- Running your own section
- Ordering/writing down what your section requires.
- Due diligence.
- Health and safety.
- Hygiene.
- A good understanding of Allergens.
- Working within timelines.
- A good understanding of food and the offer provided.
- Working and continuing to work to and within the high standards set within the Academy.
- working with given costings and recipes.
- Portion control.
- Teamwork.
- Stock taking.
- Stock rotation.
- Annual training to ensure full compliance for EHO

### Reporting

The Commis Chef will report to the Head Chef.

### Hours of Work

7.30am – 3.00pm

Term time only, working 37 weeks per annum (term time only)

### Hourly rate

£13.69

## Supervision

As this is an Academy you will be required:

- To act in a responsible manner towards the students at all times.
- To be responsible, with other team members, for ensuring that equipment is properly used, maintained and stored (ie knives) and for reporting any worn or damaged materials to the head chef.
- To ensure that the safeguarding policy is followed at all times.

## Behaviour

- To maintain an acceptable standard of conduct and discipline amongst pupils ensuring that all appropriate school regulations are complied with and reporting serious breaches of discipline or persistent unruly behaviour to the Head Chef, or the nominated person deputising for the Head Chef.

## Development

- To attend meetings as appropriate.
- To undertake any other reasonable duties as directed by the Head Chef. This job description will be reviewed on an annual basis as part of the Performance Appraisal Programme.

## General

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, behaviour management reporting all concerns to an appropriate person.
- Contribute to the overall ethos of the School.
- To attend appropriate training to continually develop the catering facilities and their own professional skills.
- Any other duties that may be reasonably required within the grade and scope of the role.

## Professional Behaviour

- To maintain high standards of professional behaviour towards colleagues and students.
- To lead by example and to follow the Academy's uniform code within the catering department and code of conduct.
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approach and to be prepared for the unusual.

## Other Specific Duties

- To play a full part in the life of the Academy community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example.
- To support the Academy in meeting its legal requirements as a Church School.
- To have a record of excellent health, attendance and punctuality.
- On occasions you may be asked to work some school events, such as: Parents evening, Governors/Directors functions, with occasional overtime as and when required.

**This Job Description is current at the date shown but, in consultation with you, may be changed by the group manager, to reflect or anticipate changes in the job commensurate with the salary and job title.**



# Person Specification

## Essential Professional Skills and Experience

- NVQ1 and 2
- Allergens training (training given via e-learning)
- Health and food hygiene Level 2 (training given via e-learning)
- Experience of working within a catering department as a chef for a minimum of 3 years
- Ability to work on own initiative
- Ability to work with guidance, but under limited supervision
- Liaise and communicate effectively with others
- Demonstrate good organisational skills
- Possess good verbal communication skills
- Knowledge of safeguarding children
- Enthusiasm and a positive outlook
- The ability to work independently and collaboratively as a member of a team
- Creativity in problem solving together with a willingness to take on or try new approaches and ideas



- Flexibility
- A positive attitude towards professional development and their own learning
- Reliability and integrity
- Good personal organisation
- Good attendance and punctuality record
- Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy

## Desirable Skills and Experience

- City and guilds 706 1 & 706 2
- Attended Safeguarding courses
- Health and hygiene Level 3
- Commis Chef experience
- Experience in the essential tasks
- Ability to work under pressure
- Sense of humour



## Staff Benefits

- Two week October half term break
- Free refreshments all day
- Parking onsite
- Local Government Pension Scheme
- A pleasant and attractive working environment. Our restaurant, centrally situated, is the heart and hub of our community. This provides a bright, clean, communal space where staff and students can socialise, meet and eat. Over the years, the restaurant has become the foundation for strong relationships across departments and staff groups ensuring that all staff benefit from friendship and support beyond their immediate teams.
- An exceptionally talented and mutually supportive staff team of teachers and student services colleagues. Our staff body is inclusive and representative of the community in which we serve. We have consistently recruited a talented and committed staff who share the ambition of creating a uniquely successful school
- Children of colleagues working at Wren are given priority for a place.
- Talented, courteous and ambitious students
- All staff, whatever their role, are equally valued and the contribution of student services colleagues to the life and success of the Academy is celebrated
- Career development opportunities in a successful and growing Multi Academy Trust with plans to expand further.

The Wren Academies Trust is a MAT with plans to develop beyond two schools. This will provide further exciting professional development opportunities for the successful candidate.

More details on the curriculum, structure and ethos of the Academy are available on our website, [www.wrenacademyfinchley.org](http://www.wrenacademyfinchley.org)



## How to Apply

### Application deadline

Completed application forms must be received by 9.00am, Monday 9 March 2026, however applications will be considered as they are received.

### Completing your application

Candidates are asked to read the details carefully, especially the Job Description and Person Specification. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Please note applications should be made through [MyNewTerm](#). Applications will be considered as they are received, CVs are not accepted.

### Selection process

The selection process may have a combination of tasks, activities, lesson observations and interview. Further details will be provided to the candidates shortlisted for interview.

### References

Candidates are advised that references will be taken up immediately after shortlisting. Please ensure that referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

## Equality, Diversity and Inclusion

The Trust is committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive. To enable us to make any reasonable adjustments, please let us know what you would require when you submit your application.

## Safeguarding

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

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Trust may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The Trust is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

## GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



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