



# Recruitment Pack

**ASSISTANT COOK  
JULY 2026**



**The Halifax Academy**

[www.thehalifaxacademy.org](http://www.thehalifaxacademy.org)



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At The Halifax Academy we have the courage to do things differently. Our ground-breaking approach to education takes children through five phases from Reception to Year 11, creating a fully integrated school journey from ages 4- 16. This is your chance to join a friendly, community- focused through school and founding Academy of the Impact Education Trust, helping us to shape the future of education.

The position of Assistant Cook offers the right candidate, an opportunity to assist with the coordination and day to day running of our Primary kitchen. As a catering team, we epitomise the Academy's 'Heart. Mind. Connect.' values by ensuring our students and staff are surrounded by a safe and welcoming environment.

We are a high performing team with strong values, work ethic and mutual sense of purpose. We care about the little things, enjoy learning together and share unrelentingly high standards. We are incredibly proud that our school has been awarded the Investors in People Platinum Award – the only through school in the country to attain this level.

We are looking for someone who can bring something special to our school.

The Halifax Academy is a different kind of school and we are looking for people who are committed to exploring new approaches and new ways of working.

As Headteacher of our through school, I genuinely believe (and constantly remind the students) that I have the best job in the world. If you would like to be able to say that too, then this could be the role for you.

Matt Perry  
Headteacher





# The Halifax Academy has three key values

Heart, Mind, Connect



# Job Description

**Post Title:** Assistant Cook  
**Salary:** NJC Scale 3, points 5-6  
**Reporting to:** Catering Manager  
**Working Pattern:** 35 hours per week. Term time + 5 training days

## Core Purpose:

Working in a busy kitchen you will be expected to assist the Cook in preparing all meals using fresh ingredients ensuring that a consistently high-quality food service is provided to students, staff and visitors. You will be expected to assist in managing the Catering Team whilst supporting and guiding them to provide a smooth and efficient food service. You will ensure that all regulations pertaining to the safe and hygienic operation of the kitchen are met and you will be responsible to adhering to government guidelines and standards. You will also assist the Cook in the ordering of goods and keeping records up to date.

## Main duties and responsibilities:

- Assist in preparing balanced, nutritious, and varied meals that meet the School Food standards and that meets the needs of the students, staff and visitors.
- Cater for special dietary needs and have an awareness of students with any allergies or religious dietary needs.
- Adhere to Food Hygiene and Health and Safety legislation as required by law within the catering industry.
- Assist in preparation of hospitality catering to the highest standard.
- An understanding of budgeting.
- Assist in developing, leading and motivating the Catering Team
- Assist in managing stock levels, maintain records and procedures (e.g. fridge & freezer temperature record)
- Ensure that all equipment is in full working order and meets all Health and Safety requirements
- Assist in the supply of catering to other schools in the trust if needed
- Manage the kitchen in the absence of the Cook
- Ensure all work areas and surfaces are always kept clean and tidy, including at the end of the day/shift and deep cleans
- To ensure the security of stores during working hours.
- To report and where possible take action for any incidents, fire, loss, theft, damage, unfit food and other irregularities
- Work in effective partnership with other members of the school & Trust.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.

# Person Specification

Attributes.	Essential.	Desirable.
Experience.	<ul style="list-style-type: none"> <li>• Ability to cook and prepare wholesome meals.</li> <li>• Experience of cooking large numbers of meals, both vegetarian and non-vegetarian, from a combination of fresh and convenience foods.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of food preparation and working within a team.</li> </ul>
Qualifications.	<ul style="list-style-type: none"> <li>• Basic Numeracy and Literacy skills.</li> <li>• Health and hygiene certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised catering qualification, ie City and Guilds</li> <li>• Knowledge of diet and <u>children's dietary</u> requirements</li> </ul>
Practical and Intellectual Skills.	<ul style="list-style-type: none"> <li>• Knowledge of kitchen routines and the need to have high standards of hygiene.</li> <li>• Working knowledge of kitchen procedure and kitchen equipment.</li> <li>• Knowledge of Health &amp; Safety.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Training.	<ul style="list-style-type: none"> <li>• To undertake relevant training when required.</li> </ul>	<ul style="list-style-type: none"> <li>• Further evidence of training applicable to the post.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• To support and maintain a positive team ethos</li> <li>• Be able to work with minimal direct supervision and be very organised.</li> <li>• Be able to communicate and empathise with others.</li> <li>• Be able to work as part of a team.</li> <li>• Flexible, honest, trustworthy and patient.</li> <li>• To be flexible when required.</li> </ul>	<ul style="list-style-type: none"> <li>• To be personally highly motivated.</li> <li>• To take a pride in own work.</li> <li>• Have enthusiasm, imagination and drive.</li> </ul>