



# Wren Academy Enfield



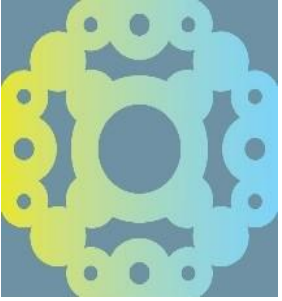
## Wren Academies Trust

Wren Academy Enfield

Catering – Commis Chef

CLOSING DATE: 9.00am, Monday 5 January 2026

START DATE: As Soon As Possible



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# Introduction to the Wren Academies Trust

Welcome to the Wren Academies Trust. The Trust began with the opening of Wren Academy Finchley in September 2008 which grew to become an all through school of over 1400 students aged between four and 18. It has become one of the most successful schools in the country, as it has gained an excellent reputation for the learning focused education offered to students combined with outstanding academic results. We are delighted to have then been given the opportunity to open our new secondary school, Wren Academy Enfield, which welcomed 184 pioneer students into our inaugural Year 7 in September 2020 and will continue to grow each year until it has over 1200 secondary students.

The Trust is proud of its success; Wren Finchley has received three outstanding Ofsted judgements, two outstanding SIAMs reports and achieved excellent GCSE and A Level results. Wren Enfield is already one of the most oversubscribed schools in Enfield with every sign indicating that it will be equally successful.

Whilst our high-quality lessons and enrichments make Wren schools rewarding places to learn or work in, perhaps the most unusual thing about our Trust is the quality of the relationships you will find within it. Students and pupils like and respect each other and value their opportunities to learn. They get on exceptionally well with staff, as adults and students work together in a productive and trusting atmosphere. Children thrive by being given a high degree of responsibility and this leads to the exceptional behaviour Wren is so well known for.

Student leadership is at the heart of our philosophy with curriculum advisers, lesson observers and interviewers working along with a more traditional student and pupil councils. We believe that Wren students are given unequalled opportunities to learn, to encounter positive life experiences and to excel. Underpinning all of our work with students and staff is our vision which is based on widely recognised moral and social values and informs all aspects of our work. We have built communities which provide an education that enables all pupils and students to thrive. Our aim is that they become lifelong learners reaching their academic and social potential through a commitment to justice, kindness, and humility.

**Gavin Smith,**  
**Executive Principal**

## Welcome from the Catering Manager

Thank you for your interest in this post.

Wren Academy Enfield opened in September 2020 with a first cohort of Year 7 students and has then grown each year with the addition of a new year group. Our oldest students are now in Year 12, with the creation of an academic Sixth Form which has opened in September 2025.

This documentation and the more general information on our website should give you a clear understanding of the Academy and our stage of development. However, if you wish to find out more, please contact Penny Culmer on 020 3150 4604.

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.

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*

We aim to create an inspirational community of learning rooted in Christian values, providing outstanding educational opportunities and experiences for all students regardless of age, ethnicity, ability and background. We combine our ambitions for students' outstanding academic attainment with an emphasis upon their personal growth as individuals, citizens and active learners. The values and vision which grow from our Christian ethos have helped Wren create a positive and inclusive atmosphere, in which all students and their families are welcomed. We find that having many different faiths in a school and taking faith issues seriously, generates understanding, tolerance and mutual respect in young people.

We are inspired by the Biblical account of the encounter between Jesus and Zacchaeus to build a community and provide an education which enables all students to thrive and reach their full potential. This is done so that our community then has a positive impact on the world motivated by our foundational Bible passage: Do justice, love kindness, walk humbly with our God – Micah 6v8.



*We support and challenge each member of our community to experience life in all its fullness.*



# Wren Academy Enfield

## Catering – Commis Chef

Start Date: As Soon As Possible

### 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 38 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.wrenacademyenfield.org](http://www.wrenacademyenfield.org)





# How to Apply

## Application deadline

Completed application will be considered as they are received. However, the closing date for applications is 9.00am, Monday 5 January 2025

## 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 complete your application through [MyNewTerm](#). Please note, CVs are not accepted.

## Selection process

The selection process may have a combination of an initial panel interview and then, a further shortlisting to take part in a trial day. Further details will be provided to the candidates shortlisted for interview.

## References

Candidates are advised that references will be taken up immediately after shortlisting. Referees should be 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.

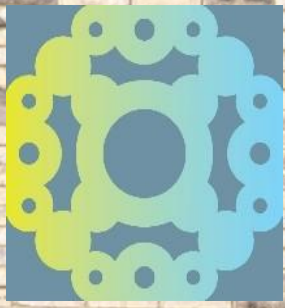
Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Trust may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their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





# Wren Academy Enfield

