



Candidate Information Pack

School Cook

Closing Date for Applications: Friday 19th July 2024







Acre View
Primary School

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Welcome From Our Head Teacher

Dear Candidate,

I am delighted that you are interested in joining our organisation in the role of School Cook. I hope that this information pack gives you a flavour of the role and of the school.

It gives me great pleasure to introduce you to Acre View Primary School. Acre View Primary School is a new school in the beautiful village of Lydiate in Sefton. We will cater for primary aged children with a range of complex Special Educational Needs and Disabilities. We will support pupils with social and communication difficulties; Autistic Spectrum Condition; ADHD; PDA; SEMH; related learning and emotional, sensory and motor needs, across a range of cognitive abilities.

As a team, we are driven to inspire and motivate pupils, ensuring they are equipped with knowledge, skills and experiences which will help them achieve their goals and ultimately reach their full potential. We understand that each child and young person is different and has individual needs. Therefore we tailor teaching, learning and therapeutic interventions - making activities accessible so pupils can flourish and thrive.

We offer you the highest training opportunities within a team of fantastically skilled members of staff who put children first and foremost. Our pupil centred approach can be intensive yet rewarding, we are a real team with mutually supportive members who listen to and learn from each other.

This exciting opportunity of starting at 'day one' allows the successful candidate to be a part of a positive and highly effective team,

If you are an effective School Cook who is considering applying to for this essential role, please email our HR Department at schooloffice@acre-view.co.uk to arrange a discussion with myself with regards to the role and to receive the information pack and application form.

With warm regards,

Liz Wynne

Head Teacher of Acre View Primary School



Acre View
Primary School

About Our New School

Our dedicated staff will be committed to supporting children towards making outstanding social, emotional and academic progress.

At Acre View Primary School, the well-being of children will be at the heart of what we do, our aim is to support children becoming happy, confident and safe.

This means we will focus on ensuring pupils are healthy, aspiring, nurtured, responsible, respected and included.

We will work hard to foster positive relationships and to promote a calm and caring environment, in order for our children to achieve their potential, to be healthy and to live fulfilling lives.

Our high aspirations for our children will be soundly reflected within the caring, organised and effective ethos which will be led from the top. This will include a dynamic vision for the set up and development of the new school.

- ✓ Learning to be **understanding** and **responsible**;
- ✓ **Including all**;
- ✓ **Being friendly, fair** and **respectful**;
- ✓ **Being engaged** and **resilient** learners.





Acre View
Primary School

Role Overview & Application Process

We are seeking to appoint a talented School Cook

Closing date for applicants: Friday 19th July 2024 at 9am

Interview Date: 23rd July 2024

Salary: £21,135.94 - £25,178.93 (pt 15 – 18)

Contract Type: Permanent, 35 hours per week (7:45am – 3:30pm), 44.6 week contract

Role Overview:

We are looking for an experienced and dedicated School Cook for the day to day running of the school's catering department. Providing high quality, freshly prepared meals and excellent service. Whilst this is a hands-on role, you will also need to demonstrate a sound understanding of food safety, compliance and health and safety. You will support the team in upholding our high EHO standards and safe working practices.

As all food is freshly prepared, using high-quality ingredients from local suppliers, you will need to be competent in all areas of the kitchen. You will need to be confident in all areas of preparation from preparing the daily main courses, sandwiches and salads, to baking cakes and pies.

Application Process:

An application form can be complete online via <https://form.jotform.com/230594201621345> and further information can be downloaded from the charity website or by contacting schooloffice@acre-view.co.uk. **The School does not accept CVs.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to rigorous recruitment & online checks. Acre View Primary School is an exempt employer as defined in the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and as such, we have a lawful basis for requesting an enhanced DBS disclosure certificate for all employees.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible

EMPLOYEE BENEFITS

Looking after you and your health

- All employees are enrolled (free of charge) into our **Healthcare Scheme** – provided by Benenden Healthcare. From day 1 of your employment, and through your Benenden membership, you can:
 - ✓ Get access to and **talk to a GP 24/7** and a **24/7 mental health helpline**
 - ✓ Get **care planning and social care advice**
- ... And after 6 months of employment and membership of Benenden, you can:
 - ✓ Get access to **medical diagnostics** (when the wait on the NHS is over 3 weeks)
 - ✓ Get support with **medical treatment and surgery** (when the wait on the NHS is over 3 weeks)
 - ✓ Get access to **physiotherapy** and **mental health counselling support**

Looking after you and your family in the difficult times

- All employees are enrolled (free of charge) into our **Group Life Assurance Scheme** – provided by Unum. After 6 months of employment, and through Unum, if you were to die unexpectedly your nominated beneficiary would receive up to **4 x your annual salary**.

Saving for the future

- All non-teaching staff are eligible (and will be automatically enrolled) to join the School's **Private Pension Scheme**, after 3 months of employment.
- The School will match your contributions (like for like) to your private pension up to **7%** of your annual salary.

Building your capability

- From day 1 of your employment you will be supported with your
 - **Continuous Professional Development**, with a focus on supporting you
 - to build your personal levels of capability; helping you to become the
 - **best version of you that you can be.**



Person Specification

School Cook

Acre View Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Qualifications & Experience	Valid driving licence Formal catering qualification C&G 706 1/2 or NVQ 1/2 Hands on cooking experience in a commercial catering environment Established experience of working as a Cook using fresh ingredients, with excellent skills	NVQ 3 Catering Food Safety & Hygiene Level 2 Proficiency using IT systems Interest in working with young people	Application Form Production of Academic Certificates Interview Professional References
Skills & Knowledge	Knowledge of health and safety requirements in a kitchen environment, including food hygiene and manual handling Strong communicator, confident dealing with pupils and colleagues Excellent customer service skills Ability to plan and develop menus with the School Chef	Able to pass on and teach skills	Application Form Interview Professional References

Person Specification (Cont.)

Acre View Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Personal competencies & qualities	<p>Sense of humour and positive attitude</p> <p>Willingness to work as a member of a team</p> <p>Adaptable and flexible</p>	<p>Motivation to work with children and young people</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>Emotional resilience in working with challenging behaviours</p> <p>Positive attitude to use of authority and maintaining discipline</p>	<p>Application Form</p> <p>Interview</p> <p>Professional References</p>



Job Description

School Cook

Acre View Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of The Role:	To provide appealing, nutritious and well balanced meals to a high standard for all school users, maintaining high levels of Food Hygiene and Health & Safety standards at all times. To deputise in the absence of the School Chef and during their periods of teaching support as required
Line Management Responsibility To:	Head Chef
Line Management Responsibility For:	Kitchen Assistant
Main Duties and Responsibilities:	<p>General:</p> <ul style="list-style-type: none">• Safeguarding the welfare of the children and young persons for who you are responsible and with whom you come into contact• The following of all the school's policies and procedures <p>Food Preparation:</p> <ul style="list-style-type: none">• Contribute to the development of new menus in collaboration with the Head Chef.• Prepare, cook and present food ready for service on a daily basis, ensuring consistency of presentation, production amounts and portion control• <i>In collaboration with the Head Chef:</i><ol style="list-style-type: none">1. Ensure food is nutritionally balanced2. Ensure food (where possible and practical) is made from fresh, seasonal ingredients that are locally sourced3. Ensure food options cater for a range of dietary needs and tastes, with 'something for everyone'4. To monitor food levels during various service periods <p>Stock Control:</p> <ul style="list-style-type: none">• Monitor food stock and place orders• Ensure food stock is always adequate for the number of covers that need to be served each day• To ensure, where necessary, that all products are checked on delivery and stored in the appropriate areas• Effectively control waste, through all catering touch points (stock ordering, stock rotation, portion control etc.) <p>Health and Safety</p> <ul style="list-style-type: none">• Ensure full compliance throughout all food handling and storage with accurate recording of critical temperature controls, and thawing and chilling times, as well as completion of cleaning procedures as per cleaning policies and checklists• To uphold all risk assessments and systems of control in place for all catering activities• Ensure the removal of all food and packaging waste from kitchens and service areas in a hygienic and safe manner• To ensure that all aspects of the Food Safety Act are met

Job Description (Cont.)

Main Duties and Responsibilities (Cont.):

Staff Management:

- Provide supervision to other staff working within the kitchen as required e.g. Serving Staff, in respect to instruction in portion control and presentation or instruction on the correct use of specialist technical equipment e.g. combi ovens, slicing machines, cleaning machines
- To ensure that all staff provide a courteous standard of service and deal with any pupil/staff issues which arise during service
- During periods of sickness or unexpected staff absence (in liaison with line manager), respond and find a solution so as not to affect service

Supplier Management:

- Be aware of and action back up plans in place, in the event of a supplier failure, so service is not affected in the absence of the School Chef



