

A truly unique opportunity – for a truly unique colleague...



Cambrai Primary School

School Cook

Pay Scale: Scale Point 7-8 (£17,138.55 - £17,409.98 Actual Salary)

Contract: 27.5 hours per week (Term Time Only plus 5 PD Days) - Permanent

Required: As soon as possible

We are looking to appoint a School Cook to lead our catering team here at Cambrai Primary School.

Are you looking for a once in a lifetime opportunity? Do you have a genuine desire to create something extraordinary for the children in our care? If so, Cambrai Primary School may just be looking for you...

Cambrai Primary School is a new school, that opened in September 2019.

This position is a cornerstone of our provision - we want children to eat well, to learn well and love their school dinners! This position will require you to be flexible and creative as well as a good team player. The successful candidate must also be reliable, trustworthy, quick, efficient and conscientious. If you are a highly motivated, well-organised person who shows attention to detail and you are committed to the wellbeing of children we would like to hear from you. If this sounds like you and a role that you would relish, please look carefully at the following materials and complete the application form.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service) and pre-employment checks will be undertaken before an appointment is confirmed. Pre-employment checks including an online and social media search (KCSIE 2022) will also be undertaken before an appointment is confirmed.

Further details are available from Holly Reese, Office Manager at Cambrai Primary School. Please email office@cambraiprimaryschool.co.uk or call 01748 503 130 for an informal discussion.

Please return completed applications directly to Miss Laura Robinson at office@cambraiprimaryschool.co.uk

Closing Date: Friday 23rd May 2025 at 9am

Shortlisting: Friday 23rd May 2025 – if you do not hear on this day please assume you were unsuccessful

Interviews: Tuesday 27th May 2025

<u>POST TITLE :</u>	School Cook
<u>GRADE :</u>	Scale Point 7- 8 (£24,294 - £24,702)
<u>REPORTING RELATIONSHIP:</u>	The post holder reports to the Headteacher / Office Manager
<u>JOB PURPOSE :</u>	To prepare school meals ensuring that a high standard of food hygiene/handling and safe working practices are used along with the promotion of the school meal service.

MAIN DUTIES/RESPONSIBILITIES

1. Responsible for the day to day running of the catering unit including:
 - devising menus and recipes including allergen control, in partnership with the Trust Catering Manager,
 - order food and monitoring its quality, in partnership with the Trust Catering Manager,
 - preparing school meals,
 - serving meals,
 - stock control,
 - temperature control,
 - checking and storage of fresh and frozen produce,
 - washing up,
 - setting up tables and chairs and
 - clearing and cleaning tables and equipment.
2. To ensure that all current Health and Hygiene Legislation requirements are maintained and to work within current department Safety Policies.
3. Daily and weekly control of food costs in the unit to meet departmental targets.
4. Undertake training when required.
5. Undertake cooking activities for a full range of meals on school menu.
6. Monitor and implement nutritional standards for food in school in line with relevant national guidance and health and safety legislation, in partnership with the Trust Catering Manager.
7. Ability to work on their own and as part of a team.
8. Understanding of government guidelines for a primary school.
9. Liaise with the Office Manager/ Head Teacher and assist with the coordination of promotional activities.
10. Ensure that a high standard of work is maintained in accordance with the quality systems and current work practices.

11. Ensure equipment in the kitchen is working correctly and maintained.
12. Ensure a clean and presentable image at all times of all employees and areas under the post holders control.
13. Be responsible for the day-to-day management of the school kitchen.
14. To assist with the promotion of the school meals service to the customer, visitors to school and to the community.
15. To assist the Quality Section in maintaining procedures to ensure that BS EN ISO 9001:2000/14001 Management Systems criteria and Chartermark status are continuously met.
16. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
17. Behave according to the Employees' Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re conflicts of interest, gifts, hospitality and other matters covered by the Code.
18. Ensure that the Trust's Equality agenda is promoted and to carry out your duties as an employee in line with these.
19. To fulfil your Health and Safety management role and ensure a safe working environment for yourself and others who may be using the kitchen.
20. Any other duties of a similar nature related to this post that may be required from time-to-time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING AN ENHANCED DBS CHECK, BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.

Lingfield Education Trust and schools with the Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this communication.

The post will be based in Cambrai Primary School however, the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.



ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications	E1	Level 2 Basic Food Hygiene	AF/C	D1	Level 2 Food Allergy Risks	
			AF/C	D2	NVQ level 2 or equivalent in a relevant field	
Experience & Knowledge	E2	Approximately one years experience of managing a catering establishment/ section including menu planning and full range of cooking duties	AF/I/R	D3	Previous experience within a School Meals environment	AF
	E3	Experience of food costing and budget control	AF/I			
	E4	Experience of stock control	AF/I/R			
	E5	Knowledge of food safety, hygiene and handling including HACCP	AF/I			
	E6	Good understanding of COSHH	AF/I			
Skills	E7	Ability to communicate both orally and in writing with a wide range of audiences				
	E8	Ability to demonstrate customer care skills	AF/I/R			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Personal Attributes	E9	Ability to demonstrate food display techniques	AF/I			
	E10	Ability to use own initiative	I/R			
	E11	Ability to remain calm under pressure	I			
	E12	Ability to demonstrate an interest in working with children	I			
Special Requirements	E13	A flexible approach to work, with the ability to work additional hours if required	I			
	E14	Motivation to work with children	D/I			
	E15	Ability to form and maintain appropriate relationships and personal boundaries with children	D/I			
	E16	Suitability to work with children	D			

Key – identified	Stage
AF	Application Form
C	Certificates
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references.