



Cook

Salary: EHCC Scale C is £26,018 – 27,111 FTE

Contract: Permanent

**Hours: Term Time only - 25-30 hours per week, 40 weeks per annum,
term time plus 1 weeks 8:00 or 9:00-14:30**

We are looking to appoint an enthusiastic and dedicated Cook's to join our team. This is an exciting opportunity to support the daily operation of The Kitchen, helping us deliver a high-quality, healthy, and sustainable dining experience for our school community.

- Please return completed application forms to recruitment@toynbee.hants.sch.uk
- No CVs will be accepted.
- Deadline for application is: 21st September 2026
- Please note that we encourage early application, and we may interview and appoint ahead of the deadline

Toynbee School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Bodycoats Road, Chandlers Ford, Hampshire, SO53 2PL
www.toynbee.hants.sch.uk





Welcome from the Headteacher, Matthew Longden

I am delighted that you are considering applying to be a CookToynbee School. We are proud to be a holistic and inclusive school that promotes the highest expectations of our pupils. It is an exciting time in our development as a school and we are determined to further improve on our journey to become "outstanding". We are proud of our successful OFSTED inspections in 2015, 2019 and 2024, however, we are never complacent and know that there is always more we can do to improve Toynbee for pupils, staff and the wider community. Our pupils know that they are at the centre of all we do and as a result they play a significant role in shaping the school's improvement.

Toynbee is a friendly school with a strong reputation in the local neighbourhood for excellent results and delivering on its 'Personal Best ethos'. Our parents have described the school as "a gem in Chandler's Ford", and our pupils' aspirations and dreams for their future are the central focus of our work here. We believe that only through full participation in school life can our pupils become the most incredible person they can be. We want them to thrive and develop their potential through every opportunity offered to them, both within and beyond the classroom. Our pupils can enjoy exceptional teaching, with friendly and respectful support alongside some of the best extra-curricular provision the County has to offer.

Our academic curriculum is traditional and there is plenty of choice for all pupils' talents to be recognised. We pride ourselves on finding flexibility for individuals' needs and whilst this is provided for across the schools' academic and extra-curricular activities, it is especially evident in our Visually Impaired Resource Centre that supports VI pupils across Hampshire and beyond.

When pupils join Toynbee they are put into one of four houses and it is through our House System that pupils are given the chance to earn rewards, achievement points and enter inter-house competitions, which both reinforce and celebrate the gifts and talents of our pupils.

Alongside the impressive exam results our pupils achieve; we want them to grasp every opportunity to learn a new skill or participate in an event which stretches and enriches them. We believe that opportunities taken open doors and develop the whole person. None of this could be achieved without our excellent Guidance Support Team who enable our pupils to flourish and grow in confidence and ability during their time with us.

If you are ready for the next challenge in your career, and would like to be part of this dynamic, exciting journey, we look forward to receiving your application.



Job Description

Accountability:

The Learning Support Assistant will be responsible to

1. Headteacher
2. Senior Leadership Team
3. Catering Manager

Launched in September 2025, 'The Kitchen' at Toynbee School, our in house catering service for pupils, staff and visitors. Our vision is to vibrant, sustainable main meals and on the go experience to support health and wellbeing for our pupils, staff and visitors. We commit to serving high-quality, locally sourced 'farm to fork' meals that promote health, celebrate variety, and respect the planet. We strive to provide outstanding value for money while ensuring every stakeholder — especially the most vulnerable — enjoy the best meal of their day in a welcoming, supportive environment. With the freedom to innovate and adapt, we will cultivate a dining culture that fosters well-being, community, and a lifelong love of good food.

1. Providing Higher Quality Food — 'Farm to Fork'

- Source fresh, local, and seasonal ingredients directly from trusted suppliers.
- Prioritise minimally processed foods to ensure meals are nutritious and wholesome.
- Build relationships with local suppliers to support the community and ensure food traceability.

2. Commitment to Sustainability

- Reduce food waste through careful menu planning and portion control.
- Use eco-friendly packaging and eliminate single-use plastics where possible.
- Design menus with sustainability in mind, including plant-based options and lower-carbon ingredients.
- Promote environmental education by highlighting sustainable food practices to pupils.

3. Delivering Value for Money

- Control costs more effectively by removing third-party profit margins.
- Reinvest savings into improving meal quality, kitchen facilities, and staff training.
- Offer affordable, high-quality meals without compromising on portion size or nutritional value.

4. Offering Greater Variety

- Create diverse menus that cater to a range of tastes, cultural preferences, and dietary needs.
- Regularly refresh menu options based on pupil feedback and seasonal availability.
- Provide themed food days or special menus to keep dining experiences exciting and engaging.

5. Freedom & Flexibility

- Maintain full control over menu design, portion sizes, and service style.
- Adapt quickly to changing needs, dietary requirements, or feedback without third-party restrictions.
- Foster creativity in the kitchen, allowing the Catering team to experiment and innovate with dishes. Toynbee School

6. Providing the Best Meal of the Day for Our Most Vulnerable Pupils

- Ensure that every pupil, especially those facing food insecurity, receives a nutritious, filling meal.
- Design menus to maximise essential nutrients, supporting pupils' physical and mental well being.
- Create a welcoming dining environment where all pupils feel cared for and valued.

As Cook, you will play a key role in helping deliver this vision. Working under the direction of the Catering Manager, you will support with food preparation, service, and maintaining a clean, safe, and efficient working environment. This will include preparing food items such as sandwiches, salads, and snacks; serving meals to pupils and staff; operating tills during busy service periods; and carrying out routine cleaning duties to ensure the kitchen and dining areas meet high standards of hygiene and safety.

The successful candidate will:

- Be passionate about food, sustainability, and supporting young people's health and wellbeing.
- Have experience working in a catering or food-service environment.
- Be a reliable team player with good communication and interpersonal skills.
- Demonstrate excellent standards of hygiene, safety, and organisation.
- Be confident in completing daily tasks such as food preparation, cleaning, and till operation.
- Be adaptable, positive, and able to work effectively in a busy environment.

Whilst previous experience in a school setting is not essential, an interest in supporting young people and a commitment to high-quality service is highly valued.

This is a fantastic opportunity to join a school that is not only proud of its strong reputation and success in the community but also committed to investing in its people. We have an excellent track record of developing and supporting our staff to progress both professionally and in their careers.





Cook – Person Specification:

CRITERIA	QUALITIES
Qualifications and training	• Level 3 Food Safety (or NVQ equivalent) • GCSE or equivalent level in English and maths
Experience	• Experience of working at a management level in an industrial kitchen or catering establishment including: ◦ Experience of menu planning and pricing ◦ Experience of recording and managing stock • Experience working with young people
Skills and knowledge	• Wide knowledge of culinary production and strong culinary skills • Knowledge of legislative requirements for: ◦ Working in industrial cooking ◦ School catering • An understanding of the routines and challenges of catering in a school environment • Good literacy and numeracy skills • Good organisational skills • Ability to multitask and work effectively in a stressful environment • Strong customer service skills
Personal qualities	• Sensitivity and understanding, to help build good relationships with colleagues, pupils and staff • Commitment to promoting the ethos and values of the school • Commitment to maintaining confidentiality • Commitment to safeguarding pupil wellbeing and equality • Resilient, positive, forward-looking and enthusiastic about making a difference to children and young people

How to Apply

Applicants should complete an support application form in full before your application can be considered. It is available to download from our website www.toynbee.hants.sch.uk/vacancies. Please submit your application so that it is received no later than the closing date and time to:

Toynbee School

Bodycoats Road, Chandlers Ford, Hampshire, SO53 2PL

FAO: HR Manager

Email: recruitment@toynbee.hants.sch.uk

Please ensure that the application form is fully completed including the Equality Monitoring Form. Two referees must be supplied, where appropriate one person should be your current or most recent employer, as indicated on the application form



Shortlisting Process

Shortlisted candidates will be invited to interview. Interview days usually involve time for applicants to get to see the school and staff they will be working with, as well as a number of assessment activities, depending on the post. Interviews are normally arranged within three weeks of the closing date. We will not always be able to reply personally to all unsuccessful applicants, but please be assured that we will take the time and trouble to read each application carefully.

Employment Checks

Employment checks will be undertaken to establish positive outcomes in the following areas dependent upon role:

1. Personal Identity
2. Right to Work in the UK
3. Police check/Enhanced Level Disclosure and Barring Service Check - (previously CRB disclosure)
4. Employment History
5. Qualifications
6. Health
7. References

Equal Opportunities Statement

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.

Toynbee School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

"Toynbee School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks."



TOYNBEE
SCHOOL

SITE MAP



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|------------------------------|------------------------|----------------------|-------------------------|-------------------------------------|-------------------------------|--------------------------|-----------------|
| 1 Reception | 3 Community Café | 7 7x7 Football Pitch | 11 Multi Use Games Area | 17 The Pavilion | 21 Learning Support | 25 Maths | 29 Food & Media |
| 2 Site & Community Reception | 6 Sports Hall | 10 Theatre / Drama | 14 Rugby Pitch | 18 The Lodge | 22 Visual Impairment Resource | 26 English | 30 Music |
| 3 Toilets & Changing Rooms | 7 Synthetic Turf Pitch | 11 Fitness Studio | 15 Cricket Strip | 19 The Hub and Personal Development | 23 Library | 27 Science | 31 Canteen |
| 4 Bike Store | 8 9x9 Football Pitch | 12 Dance Studio | 16 Athletics | 20 Guidance and Wellbeing | 24 MFL / Geography / History | 28 Technology / Art / RS | 32 IT Support |

TOYNBEE SCHOOL

Toynbee School, Bodicote Road, Chandlers Ford,
Eastleigh, Hampshire, SO53 2PL

T: 02380269026 E: admin@toynbee.hants.sch.uk
www.toynbee.hants.sch.uk