

23.09



**North East
Learning Trust**

Cook
Easington Academy
Applicant information pack

Cook
Required as soon as possible
Permanent
37 hours, Term Time plus 5 additional days
Grade 4, SCP 12 - SCP 17 (£27,711 - £30,060)
actual salary (£24,562 - £26,644)

Easington Academy is a part of the North East Learning Trust and are seeking to appoint a Cook who will be responsible for the delivery of healthy, high quality, nutritional meals in line with food standards, whilst providing excellent customer service.

At Easington Academy, students consistently achieve good GCSE results year-on-year and we are on a steady path of positive progress. In 2019 we were rated as 'Good' by Ofsted and we are now on a journey of excellence.

Our primary aim is for each young person to be both courageous and caring, resilient and determined as they strive for excellence, an active and well-rounded citizen with deep integrity and one who respects others and contributes positively to society.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

We can offer you:

- National Terms and Conditions of Employment
- Local Government Pension Scheme
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

The successful candidate will:

- Exceptional standards in all aspects of food service and attention to detail is vital
- Have excellent communication skills.
- Demonstrate excellent organisational skills
- The ability to work independently, without close supervision and as part of a team.
- Flexible in working approach and daily requirement

Deadline: Wednesday 16th July 2025 noon

Interviews taking place – Friday 18th July 2025



How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to tracey.hann@easingtonacademy.co.uk or by post to Tracey Hann, Support Services Manager, Easington Academy, Stockton Road, Easington, SR8 3AY. Please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.

Job description

Post title: Cook
Responsible to: Catering Manager
Salary Band: Grade 4 SCP 12-17

Job Purpose:

To be responsible for the delivery of healthy, high quality, nutritional meals in line with food standards, whilst providing excellent customer service.

Duties and responsibilities:

Carried out in accordance with the national and local standards for school meals/food, school policies/procedures and normally under the general direction of the NELT Catering Manager, these include, but are not restricted to:

- Managing and contributing to the preparation, cooking and service of food and beverages accommodating any special dietary requirements and following agreed menus.
- Managing and contributing to the packing of meals for transport to other locations where appropriate.
- Managing and contributing to the transportation of meals and goods between kitchen and service points throughout the site as necessary.
- Managing and contributing to the washing up, setting up and clearing away equipment and tables
- Managing and contributing to the cleaning of the kitchen, surrounding area and equipment.
- Managing and contributing to the receipt and safe storage of goods, stock control, stocktaking and completion of monitoring sheets.
- Managing and contributing to the catering provision at special event as required.
- Managing the administration, collection, reconciliation and security of monies relating to the service including till operation and management of cashless systems and appropriate paperwork.
- Ensure equipment is fit for purpose and properly maintained.
- Responsible for the security of the kitchen.
- Responsible for the operation of vending services where necessary.
- Work to achieve set financial and business development targets, ensuring that the kitchen resources are used effectively and efficiently at all times.
- Managing all staff in the kitchen including the recruitment, selection, training, appraisal and other related human resource activities.
- Regular communication with the client and other stakeholders in order to maintain good working relationships.
- Ensure self and catering staff comply with Hygiene, Health and Safety legislation, financial regulations and School policy and procedures at all times
- Attend training as and when required.
- May be required to provide cover at other sites and any other duties appropriate to the nature, level of the post and grade.



General

- You will attend any training courses relevant to the post, ensuring continual personal and professional development.
- You will present yourself as a role model to pupils in speech, dress, behaviour and attitude. You will be expected to maintain complete confidentiality of all information, data and material to which you have access to.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly any defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns and record any potential safeguarding incidents appropriately.



Person specification

Cook

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Intermediate Food Hygiene Certificate Nationally recognised qualification e.g. City and Guilds 706/1, City and Guilds 706/2, or NVQ Level 2 Food Preparation and Cooking. NVQ Level 3 Food Preparation and Cooking or equivalent. Extensive Knowledge of the full range of tasks together with the operation of associated tools and equipment. Knowledge of Health and Safety legislation relating to a catering environment Trained in Manual Handling 	<ul style="list-style-type: none"> ONC/OND or equivalent in a Catering discipline. NVQ4 in Supervision Advanced Food Hygiene Certificate
Skills, knowledge, experience	<ul style="list-style-type: none"> Relevant experience of working in a catering environment to include food preparation and cooking. Experience in meeting work related targets. Experience in managing a team. Experience of completing paperwork and administration tasks associated with the operation of a commercial establishment. 	<ul style="list-style-type: none"> Experience of planning, running or working at large catering events. Experience of coaching and training other members of kitchen staff.
Aptitude and Skills	<ul style="list-style-type: none"> Manual skills associated with food preparation and cooking. Ability to organise self and to work without supervision. Ability to organise and motivate a team. Customer care skills. A commitment to providing a quality service to customers. A commitment to undertake job related training and personal development. Basic Numeracy and Literacy skills. 	



Personal qualities	<ul style="list-style-type: none"> • Regular need to lift and carry items of a moderate weight • Ability to work in a commercial kitchen environment. • Regular need to lift and carry items of moderate weight. • Flexible approach to working times, which may occasionally be subject to variation. • Flexible approach to nature of duties performed. • Post holder may sometimes be required to undertake duties of lower graded staff members. 	
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References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.