

Role Profile: Cook
Reporting to: Vice Principal
Responsible for: n/a

Important Functional Relationships:

Internal - Staff within Wave Mat Academy

External - Principals and other academy-based staff; Pupils and their Parents/Carers; FE Colleges and other Outside Providers; Other outside agencies, both statutory and non statutory

Our Values:

- **Teamwork**

We recognise that when we work together effectively we are stronger and more consistent.

- **Empathy**

Consider the consequences of my decisions, large and small on those around me.

- **Inclusivity**

Everybody is treated fairly and equally no one is marginalised or left behind.

- **Respect**

We will ensure that we have due regard for the feelings, wishes, or rights of others in every action we take.

- **Positive**

It is our intention to stay constructive, optimistic and confident both for and with our young people and their families.

We believe that the values that we embody in Wave MAT empower young people to succeed, these are the values we are looking for when we seek new staff.

Main purpose of Job

To prepare & cook all academy meals efficiently and in a timely manner, and maintaining a clean, well maintained and stocked kitchen. To provide well balanced meals and nutritional menu choices.

Duties and responsibilities

- Ensure expenditure is kept within authorised budget limits by completing stock sheets and maintaining appropriate stock levels for a changing pupil population;
- Maintain a safe working environment by ensuring that Food Hygiene and Health and Safety regulations are followed at all times, whilst ensuring that all equipment issues are reported promptly to the Health and Safety representative for the site, and that all accidents are adequately and promptly reported;
- Carry out and record regular checks of all kitchen equipment, and the kitchen area, in accordance with relevant procedures;

- Remain vigilant in keeping the kitchen and storerooms secure to maintain a safe working environment;
- Attend training courses to maintain compliance with regulations and as directed by the Principal;
- To maintain confidentiality of information acquired in the course of undertaking duties for the Service;
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Service's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection);
- Follow current safeguarding/child protection guidelines;

Planning

- Pro-actively plan, organise and manage duties;
- Plan menus to provide well balanced meals at designated times, with adequate choice of meals;

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members & pupils
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues
- Establishing constructive relationships and communicating with other agencies/professional

Whole-academy organisation, strategy and development

- Contribute to the development, implementation and evaluation of the Trust's Five Year Plan, policies, practices and procedures, so as to support the Trust's values and vision

Health and safety

- For lone working, ensure that you have read the appropriate policy
- Keep yourself safe
- Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety At Work Act), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust

Professional development

- Help keep own knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with your line manager, and identifying relevant professional development to improve personal effectiveness

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from your line manager
- Take part in the Trust's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside the academy
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate Wave's Values, to develop and sustain effective relationships with the academy community
- Respect individual differences and cultural diversity

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal, SLT or line manager.

To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Academy's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection);

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Experience of food preparation, ideally in an environment serving children and young people 	<ul style="list-style-type: none"> • Experience working with Children • Knowledge and understanding of children with behavioural challenges
Education & Training	<ul style="list-style-type: none"> • GCSEs or equivalent at grades 9 to 4 (A* to C) including English and maths • Level 2 Food Hygiene Certificate 	<ul style="list-style-type: none"> • Further qualification relevant to post
Special Knowledge & Skills	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Competent ICT skills. • Understanding of specific catering needs and diets that may present 	<ul style="list-style-type: none"> • Skills and expertise in understanding the needs of all pupils • Understanding of roles and responsibilities within the classroom and whole academy context
Personal Qualities	<ul style="list-style-type: none"> • Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • An understanding of the importance of academy food to pupil development and it's impact on positive outcomes and promoting the ethos and values of the academy • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality • Strong team player 	