

CANDIDATE PACK

Cook Supervisor



Start date:
September 2026

Location:
Denton Island,
Newhaven,
BN9 9BA

About Us

At East Sussex Academy we aim to ensure continuity and care for pupils during this transition, as we begin an exciting journey of improvement. We are committed to delivering high quality education for pupils, many of whom have had challenging experiences in mainstream settings and need support and encouragement to access learning. Ahead of the school's transfer into LSEAT (at which point it will officially become East Sussex Academy) we are already implementing some bespoke provision and services to support young people and schools across the county.





About the Trust

Our school is part of London South East Academies Trust - a multi academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:
LSEAT.org.uk

Job Description

Job title: Cook Supervisor

Salary: H13 to H15 on the LSEAT Harmonised pay scale

Contractual Hours: 20 hours a week/ 39 week's term time only

Position Status: Permanent

About our Vacancy:

We are seeking an exceptional and dedicated Cook Supervisor to join East Sussex Academy, Newhaven.

The successful candidate will demonstrate a genuine passion for providing high-quality, nutritious meals and a strong commitment to promoting the health, wellbeing and satisfaction of our pupils and staff. They will be an organised, reliable and proactive individual, capable of leading by example and maintaining the highest standards of food preparation, hygiene and kitchen safety.

You will play a key role in the day-to-day operation of the school kitchen, supervising the preparation and service of meals, ensuring compliance with food safety regulations, and supporting the efficient management of kitchen staff and resources. Working closely with colleagues, suppliers and the wider school community, you will help create a welcoming dining experience that meets the diverse needs of our pupils.

We are looking for a motivated and enthusiastic individual who can demonstrate excellent leadership and communication skills, work effectively under pressure, and contribute positively to the continued development of our inclusive school environment. The ideal candidate will take pride in delivering a high-quality catering service that supports the wellbeing and success of every young person within our care.

We are the newly commissioned Alternative Provision in East Sussex for pupils who have been permanently excluded from school or are at high risk of permanent exclusion.

Our school is based across three sites: this post is for our Newhaven site.

We are looking for enthusiastic, kind, caring, resilient and dedicated people to join our team.

We will offer induction training for new staff and provide ongoing CPD for our team in order to ensure we are at the forefront of educational thinking, with the children at the heart of all we do.

We are committed to safeguarding children; successful applicants will be required to undertake an enhanced DBS check.

Job Description

Main purpose of the role:

- Orders, prepares, cooks and serves food to Trust standards
- Supervises and trains staff, who are allocated to the establishment
- Acts as on site 'ambassador' for the school when relating to client, staff and customers



Key responsibilities of the job holder:

- Delivers agreed menus to achieve and maintain budgeted food costs
- Orders supplies ensuring they are properly issued, used and accounted for
- Carries out weekly stocktake and food rotation procedures, minimising wastage of foodstuffs
- Allocates duties to establishment staff and supervises their work, giving instruction and advice when necessary
- Personally prepares dishes and participates in all other activities taking place in the kitchen

- Ensures that dishes are produced to the required standards of quality and attractiveness before serving
- Maintains records relating to food production activities and supplies information as required
- Ensure minimum food wastage
- Ensure temperature records and monitoring is completed on a daily basis
- Ensure area(s) under control are cleaned as per cleaning schedule
- Safe operation of catering equipment
- Prepare and participate in special functions (which may be outside normal working hours) and 'theme days' (and dishes) as required
- Attends training sessions as required
- Complies with all statutory and Trust health and safety practices and procedures, including manual handling
- Adheres to all company rules, regulations, policies, procedures and provisions of contract
- As and when required, carries out additional tasks concerned with the operation of the establishment
- Provide service in conjunction with company Trust ethos and expectations

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time.

General Requirements

Safeguarding: Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.

Equity, Diversity and Inclusion: Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.

Health and Safety: Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

STARS Values: Consistently model and promote our STARS values, contributing positively to our culture and reputation.

Sustainability: Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices.

Person Specification

Education and Qualifications	Essential	Desireable
NVQ level 1,2 and working towards 3	√	
Satisfactory Enhanced DBS Disclosure	√	
Cleared Barred List Check essential	√	
Compliance with safeguarding regulations	√	
Skills and Competencies	Essential	Desireable
Good communication skills	√	
Good interpersonal and customer facing skills	√	
Flexible approach to work	√	
Good attention to detail	√	
Good team working skills and ability to work with minimal supervision and under pressure	√	

Person Specification

Good work ethic, reliable and punctual	√	
Personal cleanliness	√	
Ability to use own initiative	√	
Other Special Requirements	Essential	Desireable
Ability to walk and stand for long periods of time	√	
Ability to work in varying room temperatures	√	
Contact with hot substances, ovens and hot plates	√	
Use of equipment that requires specialist training	√	
COSHH/PPE knowledge	√	

Health and Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Functions	Applicable to role
Using display screen equipment	√
Working with children/vulnerable adults	√
Moving & handling operations	√
Occupational Driving	√
Lone Working	√
Working at height	√
Shift / night work	√
Working with hazardous substances	√
Using power tools	√
Exposure to noise and /or vibration	√
Food handling	√
Exposure to blood /body fluids	√

What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

