



Cook
August 2025

Dear Applicant,

I am delighted to share this recruitment pack for the post of Cook at Thrive Co-operative Learning Trust.

Thrive Trust has experienced incremental growth over the past seven years. The ten schools within the trust have all elected to join Thrive because of its values and absolute commitment to partnership working, educational improvement, mutual support, respect and inclusion.

Additional information is included in this recruitment pack to help you understand more about us. I would also welcome an informal discussion with myself, and to visit us should you so wish. To make arrangements please contact Tracy Palmer.

Thank you for your interest in the post of Cook at the Thrive Co-operative Learning Trust. I look forward to receiving your application.



Jonathan Roe
CEO





**Welcome from
Thrive Co-operative
Learning Trust Chief
Executive Officer
(CEO), Jonathan
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




Our Values



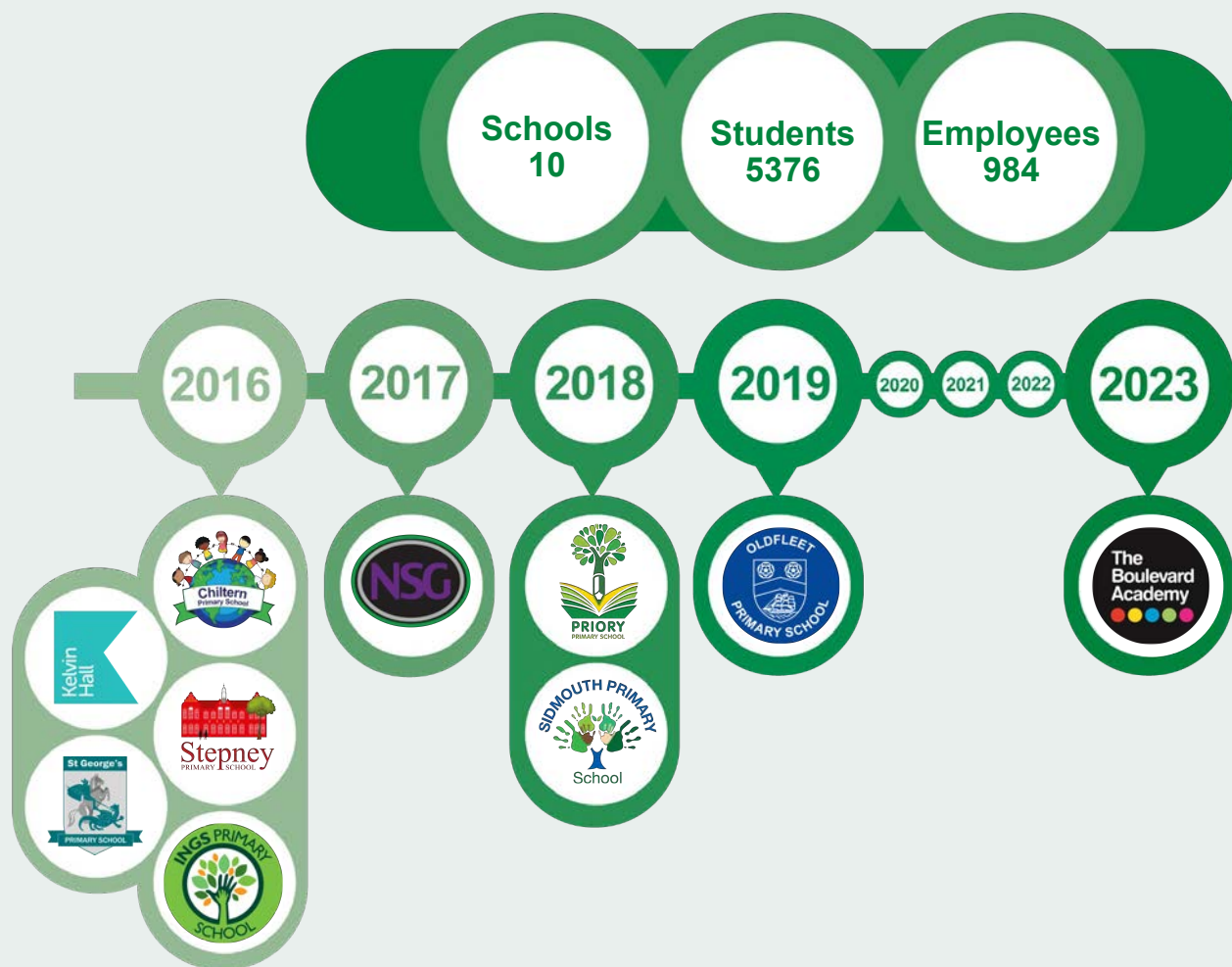
Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our **Thrive Charter** here...



Our Journey so far...

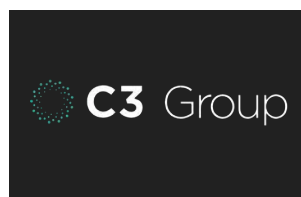


Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: jobs@thrivetrust.uk



Cook
Salary: Grade 4 Point 5-7 (£20,789 - £21,455 actual salary)
Hours: 35 hours per week, term time only plus 5 days
Monday - Friday 7:15am - 14:45pm (30 mins unpaid break)
Additional days for training may be required
Start Date: ASAP
Permanent

The Thrive Co-operative Learning Trust is responsible for ten schools across Hull; three secondary and seven primary. A Thrive school is one that is a dynamic community of staff, pupils and their families all focussed on one thing - *inspiring pupils to thrive in life*.

We are seeking to appoint a friendly, enthusiastic and experienced cook to join our in-house Catering Team. Whilst the role will be based at The Boulevard Academy but the post holder may be required to work across Trust.

You will be a competent, confident and capable cook who can be flexible and adaptable to changing situations and work calmly and effectively under pressure. You will also be responsible for ensuring the operational requirements of running and maintaining a kitchen are met and the ordering and control of food goods and other commodities. The successful candidate must be punctual, reliable and trustworthy and feel comfortable working both unsupervised and within a team.

For further information please contact Tracy Palmer, Catering Manager.

Closing Date: Friday 5th September 2025 at 17:00pm

Interview: To be confirmed

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

Please note, we do not accept CVs, applications must be submitted using our application form.

Our commitment to Safeguarding: Thrive Co-operative 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. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to further develop a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



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Job Description

Post Title	Cook
Grade	4
Location	The Boulevard Academy
Reporting to	Catering Manager

Purpose of Role

This post exists to ensure the delivery of a customer focused, effectively managed catering service. The post holder will ensure the service is provided in an effective and efficient manner with the support of a focused and motivated catering team. Compliance with nutritional standards is an important part of the service delivery the post will therefore require creative and imaginative skills to meet the required levels of compliance and customer satisfaction.

Key Responsibilities

- To promote and safeguard the welfare of children, young people and/or vulnerable adults
- To develop the service in line with management and Government guidelines
- Manage the food production/service in line with food hygiene and Health & Safety legislation whilst at the same time delivering a high quality service to customers
- To lead, develop and support a customer focused workforce.
- Maintain an organised, safe and hygienic working environment in accordance with current legislation and corporate policies.
- Order goods, supplies and services from nominated supplies in accordance with departmental procedures.
- Manage stock levels to meet service requirements in a cost effective manner.
- Contribute to the development of the catering service to meet changing customer need.
- Ensure that staffing levels are sufficiently organised to meet customer demand and are cost effective.
- Develop and train employees through induction, achievement and development interviews
- To attend meetings/training courses as required maintaining and advancing service provision in line with catering unit's objectives.
- To meet and work with the Catering Manager, Headteacher and customers to ensure customers' needs are supplied.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children. Small amounts of cash may be handled under close supervision at point of reconciliation.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	None



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		E	D	How Identified
Qualifications	Basic Food Hygiene	✓		AF, QC
	Intermediate Food Hygiene	✓		
	NVQ Level 2 Food production and Service qualification		✓	
	Basic Health and Safety		✓	
Relevant Experience	Experience of working in a small medium scale catering unit	✓		AF, I
	Experience of working with children and young people and/or vulnerable adults.	✓		
	The post holder will experience day to day situations and problems that will require application of set procedures with a general awareness and concentration.	✓		
	Ability to work with limited supervision	✓		
Skills & Abilities	Motivation to work with children and young people	✓		I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to deal with a physically and emotionally demanding job	✓		
	Ability to both follow direction and show initiative	✓		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	Should be conversant in current Food Hygiene, Health and Safety legislation and corporate/departmental policies and procedures relating to catering	✓		



		E	D	How Identified
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	Ability to communicate with all levels of staff.	✓		
Written Skills	The post holder will need basic written correspondence skills to communicate simple instructions/information.		✓	AF, I
Other	The post holder should possess creative and organisational skills which would improve and develop the catering service in line with customers' expectations and needs.	✓		AF, I
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offenders Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)



How to apply



Informal Discussion

If you are interested in applying and would like to have an informal discussion about the role please contact Tracy Palmer via people@thrivetrust.uk

How to apply

All applications must be made using the Trust's application form.

Please return your completed application to people@thrivetrust.uk

Closing Date: Friday 5th September 2025

Interview: to be confirmed

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 **thrive**
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