

Head Chef/Food Educator

Newington Green Primary School & Rotherfield Primary School

Welcome and information about the Federation

Dear future Head Chef

I am delighted that you are interested in joining the team here at Rotherfield and Newington Green as the Head Chef and Food Educator. This role was created a couple of years ago with the support of the charity Chefs in Schools. We have moved away from contract catering and set up and embedded an ambitious food vision for our schools. You will be taking over from Emma, who we are so sad to see go! She is moving to work at a bigger scale(10 schools) but will support you as you take on the role she has developed and make it your own.

You will have a Sous Chef in each school who leads the day to day school team on each site and a kitchen team working with each of them.

Our Food Vision

We want food at both schools to be a central and important part of our whole school educational offer. We would like food linked to the curriculum, and topics we are learning, where possible. We want food staff to be part of the school, and part of the ethos of giving our children the best. As with educational staff, we will expect food based school staff to perform in line with the school values and ethos.

We want children, staff and parents to have a say in the menu offer, and for children to learn about food and nutrition through a healthy school food offer. We want pupils to know about where food comes from, food names, and try new foods in a nurturing environment. We want food to be cooked from scratch, locally sourced, seasonal and as ethical as possible.

We want children in our schools to:

- *All have the school meal
- * LOVE the menu- which reflects what they want to eat, whilst educating them sensitively about new foods
- * Know all the kitchen team by name, be excited to see them, and not scared to ask for more, less or what they want
- *Have kitchen staff who listen to what they would like (Food council) and plan fun, nutritious, cooked from scratch menus
- *A dining experience which ensures they can talk, share food and know what they are eating (labels, education)
- *Have a high quality breakfast and after school offer which compliments the school day offer
- *Develop the food cultures of the schools to ensure pupils understand the journey of food from farm to fork, how food reflects cultures, understanding nutrition and health

This pack provides some more detailed information and will hopefully give you a good insight into our ethos. Both schools are happy, and dynamic with high expectations of our pupils. We serve a diverse, inner London community and work with a wide range of partners.

We need staff who will thrive on a challenge, enjoy working as a team and who will not be scared of trying new ways of doing things. **To work in either school, you will need to be passionate about improving the life chances of pupils and their families. For our children an excellent holistic education, and enriching activities will make a defining difference in their lives- and it essential that we recruit staff who share our commitment.**

You will find both schools to have a friendly and committed staff who really believe in our children and their ability to positively affect children's lives. You can expect from us a school committed to your professional learning, and a supportive leadership team.

If you wish to talk to the current postholder Chef Emma or the Executive Head, Abi, about this opportunity informally during the summer holiday period, please email rossi@neiwngtongreen.co.uk to book a call.

We really look forward to receiving your application!

Yours sincerely,

Nia Silverwood, Head of School at Rotherfield Primary School | Mairead McDonnell, Head of School at Newington Green Primary School | Abi Misselbrook-Lovejoy, Executive Headteacher



Federation Head Chef

We are looking for a Federated Head Chef to join us in September 2024.

- The role of Head Chef/Food Educator will have a major impact on the children's lives through ensuring that children get a high quality food offering throughout the day at school, and learn about nutrition which will set them up for life. The current postholder is leaving us having set up fantastic food offer across both schools. She is supported by the charity Chefs in Schools who will support you too if you get the role!
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Federation Head Chef

- **We want you if you can...**
- Lead on developing, implementing and continuously improving the food vision for Rotherfield and Newington Green Primary Schools working closely with Senior Leadership and the kitchen teams.
- Work with the school and Chefs in School to continuously improve our food offer. chefsinschools.org.uk
- Lead on innovation, menu development, cost control and compliance within the prevailing legislation governing school food.
- Lead on kitchen premises health and safety, food and equipment procurement, and continuous CPD for the kitchen teams.
- Utilise staff across 2 schools to support the food vision of the 2 schools, managing them to ensure a transparent and clear delegation of responsibilities.
- Lead on developing a food culture in line with our food vision including a food and cookery curriculum for the whole school and food related projects for the school and have high aspirations for the future of food for both schools.
- Salary **£34,678.34 to £35,788.78**. NJC scale S02 (points 27 to 29). 35 hours per week, **term time only (39 weeks a year in school- 13 weeks holiday)**. **We can be flexible if candidates wish to work all year round too- please advise us when you apply, as the salary for all year round is higher.** As an Islington employee the school pays into the Local Government Pension Scheme at around 24% of your salary- an excellent benefit for staff.
- **Closing date for applications:** Sunday 1st September 2024 at midnight. If you wish to talk to the current postholder or the Executive Head about this opportunity informally during the summer holiday period before you apply please email rossi@neiwngtongreen.co.uk to book a call.
- **Interview/selection dates:** First and second week in September 2024. Job role would ideally start September/October.

Rotherfield Primary School takes safeguarding pupils seriously, and as such this post is subject to enhanced DBS, online checks and other safeguarding clearances.

The Growth Learning Collective

The **Growth**
Learning **Collective**

A community of learners

Over the last 6 months our board has consulted with staff, parents and the community, about developing our Federation. As part of this work, we have developed our vision and just renamed our Federation. Do these values chime with you? This could be just the place for your next career step!

We believe by working together we can achieve more than working as stand-alone schools. We are welcoming and inclusive schools at the heart of their individual communities. We are committed to providing a safe, healthy and happy environment for children, staff and parents.

These are our core aims for our schools:

- ***A broad and diverse curriculum offer, with enriching experiences***
- ***High academic outcomes for all pupils with an emphasis on fundamental knowledge and skills***
- ***That all children meet their full potential through a nurturing ethos***



Newington Green Primary School

<http://www.rotherfieldprimaryschool.co.uk/>

Newington Green is a vibrant, two form entry school, with Nursery and two year old provision, serving a diverse community in Islington. The majority of pupils are of minority ethnic origin with Turkish, Somalian and Bengali being the largest ethnic groups in the school. The school has approximately 40% free school meals entitlement and over 25 languages spoken as first languages in the homes of its pupils.

We were rated good at our last inspection (Feb 2023) and are working hard to continuously improve. The school had a multimillion pound refurbishment to the main, and 2 subsidiary buildings. The quality of the learning and working environment is now exceptional. Classrooms have bespoke storage, we have a cookery suite, performance hall, gym hall, dining hall, art studio, Spanish Studio, Music Studio, Parent hub, conference suite and group rooms for each year group. All of our playgrounds have also been redeveloped and the quality of the spaces is fantastic for learning and playing.

We have a large kitchen onsite, with an additional room that has cooking facilities for staff and children.

We have growing beds for vegetables and want to further develop our food provision.

On our website you will find many of our school policies. In particular the Learning Policy, Behaviour Policy and Marking and Feedback Policy will help give you an idea of how we work and our expectations here.

In 2016 we began a partnership with Rotherfield Primary School. In this partnership we share staff and resources with the aim of securing the best provision for our pupils. We have the following shared staff across both schools: Home School Worker, Premises Manager, Clubs Manager, Art Specialist, Spanish Specialist, Business Manager, Executive Head, Head Chef and a Computing Specialist.

We run wrap around care from 7.30am to 7.00pm, and have a range of enrichment clubs for pupils to attend.

We work closely in partnership with 24 other Islington Schools through a collaborative network called Futurezone. We love working together to improve things for our children!

The very best way to find out if Newington Green is right for you is to come and visit us! This will give you a real sense of what it would be like to work here.

Our Executive Headteacher or Head of School will always be delighted to show candidates around and talk informally about posts available.



Rotherfield Primary School

<http://www.rotherfieldprimaryschool.co.uk/>

Rotherfield is a vibrant, two form entry school, with Nursery, serving a diverse community in Islington. Rotherfield is situated just off Essex Road in Islington, with good transport links.

Rotherfield is a four storey Victorian building. In the corner of our playground, we have kitchen garden beds and fruit trees making our fabulous 'edible garden'. The school has refurbished its EYFS playground, all classrooms, and hall spaces and also gets to use some greenspace land opposite the school as an extra playground and outside learning space.

The school has approximately 64% free school meals entitlement and over 25 languages spoken as first languages in the homes of its pupils. We run an 'Out and About' programme which means pupils do about 36 visits throughout their schooling with us to enhance their wider learning and cultural opportunities (ballet, opera, canoeing, zoo, national museums etc)

We were rated good at our last inspection and are working hard to continuously improve. Rotherfield has an established partnership with another Islington School (Newington Green). The Governing Board Federated in July 2022, following 5 years of working together. Our Executive Head works across both schools, and we work closely in partnership with 21 other Islington Schools through a collaborative network called Futurezone. We love working together to improve things for our children!

<http://futurezone.org.uk/>

We have the following staff working across both schools: Music Specialist, Premises Manager, Spanish Specialist, Business Manager, Executive Head, Head Chef, Data Officer, HR officer, Finance Officer and a Computing Specialist.

We run wrap around care from 7.45am to 6.30pm and have a range of enrichment clubs for pupils to attend.

Our classes have bespoke storage, new furniture and upgraded IT capacity. We have a specialist storage area for teaching resources and staff work area where they can plan and be near resources to select them for lessons. We are also lucky to benefit from a computing space and an art/music studio! We have further plans to develop our playground and children's toilets soon.

The very best way to find out if Rotherfield is right for you is to come and visit us! This will give you a real sense of what it would be like to work here.



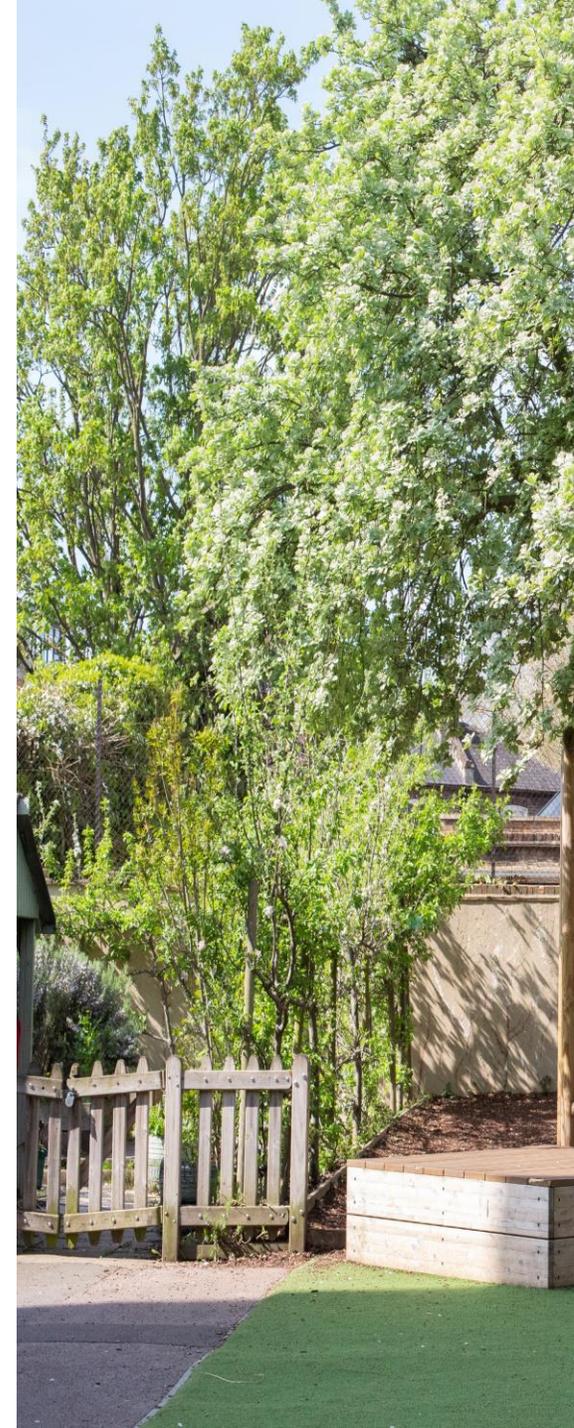
Why do staff work here?

Janet- Both Newington Green and Rotherfield staff member

As part of the Subject Specialist Team, I teach Spanish from Reception to Year 6 across the partnership. Teaching every child in two schools every week requires a lot of energy and meticulous organisation, but I love the variety this mode offers, delivering my subject across the age range, adapting language and activities to each cognitive stage.

As a subject specialist, I'm expected to design and deliver a creative curriculum which complements and enriches that of each main school. I'm supported in this by research-led teaching and learning CPD and we're encouraged to challenge our thinking and practice. The buildings and outside spaces in each school have very distinct architectural styles but both have been modernised to create great spaces in which to teach and learn.

When I started the role, I was struck by the children's growth mindset. I love working with such enthusiastic learners. They amaze me every day!



Head Chef Job description

MAIN PURPOSE

To lead, innovate, motivate and work with a team whose aim is to serve fresh, interesting and nutritious school meals within budget which meet Government and the School's standards at all times.

To lead on developing a food and cookery curriculum for the whole school and food related projects and have high aspirations for the future of food at School.

Food Preparation, Quality & Standards

- To lead and work as part of a team preparing fresh food to meet the specified standards.
- To prepare meals in accordance with an agreed seasonal 3-week menu cycle and to change this in accordance with the school food standards and allowing for allergen issues, ensuring full adherence to recipes, food presentation standards and portion control.
- To understand the needs of those pupils with special dietary requirements and ensure they are catered for.
- To work to deadlines to ensure meals are served promptly.
- To ensure that meals are presented and served in an attractive way.
- To ensure that work is carried out hygienically, safely and tidily at all times within the prevailing legislative framework.
- To help promote school lunches and uptake through taster days, parent events, newsletters, theme days and other events and methods.
- To support the School's emphasis on pupils' health and well-being. To support on projects such as an herb garden on the school site and food recycling projects

- On occasion, and with agreement, to lead on food preparation for special events, which may be outside normal hours.
- To make regular contributions to breakfast club food and after school food provision within reasonable time constraints
- To lead cooking classes for children
- To liaise with school premises team on using school garden produce or instigate a gardening project if there isn't already one in place.
- To lead and work as part of a team to deliver the best for pupils, which may include setting up the dining area, covering colleague's duties etc to make sure service is smooth

Administration

- To be responsible for the financial and administrative tasks associated with ordering food and sundries, including checking delivery notes and invoices. To use technology to support this.
- To monitor, control and reduce waste and make recommendations to the Operations Manager for menu adjustments.
- To provide management information including the breakdown of meal numbers and meal costs on a weekly basis and on request.
- To record and monitor staff attendance and absences, following up with staff and following school policies.
- To conduct stock takes on a monthly basis and on request.
- To report any complaints or incidents to the School Business Manager or Headteacher.

Head Chef Job description cont. & Personal Specification

Health & Safety

- To ensure that policies and procedures with regard to health and safety and hygiene are understood by all kitchen staff and adhered to at all times.
- To ensure cleaning schedules are carried out.
- To ensure all kitchen staff wear the correct uniform at all times.
- To ensure all kitchen equipment is maintained in good condition and any faults are reported to the School and the Business Manager.

Management

- To ensure there are sufficient staff at all times and to arrange appropriate cover where necessary and authorised.
- To ensure all staff are trained in health, safety and hygiene.
- To ensure all staff are inducted, including fire evacuation procedures, first aid, safe use of equipment, dealing with children, etc.
- To take all necessary steps to ensure the maximum security of kitchen supplies, equipment and monies.

Conduct

- To be familiar with all relevant School policies, rules and procedures and any changes to these.
- To set a standard of behaviour to colleagues which is polite, honest and friendly.
- To deal with children in a polite, professional and friendly manner at all times and to seek guidance where necessary from Business Manager and the Headteacher

General

- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post.

Personal Specification

Experience

- Experience of catering.
- Previously managed, assisted or deputised own unit.
- Experience of leading a team and training them in basic kitchen skills.

Knowledge

- Good foundation and higher-level knowledge of food preparation methods including balancing meals, portioning, stock rotation and ordering.
- Strong knowledge of baking.
- Ability to cook to a high standard across multiple disciplines.
- Interest in cuisine and furthering knowledge of food.

Skills

- Ability to read and implement instructions, such as Health & Safety and Food Hygiene regulations.
- Ability to create and help implement interesting and healthy menus.
- Able to use and clean machinery and light equipment.
- Demonstrate a willingness and enthusiasm for training and progression.
- Able to encourage children to select a balanced meal.
- Able to communicate and relate well with all kitchen, school staff and pupils.
- Able to train staff in basic kitchen skills.
- Able to plan and run cooking classes and impart knowledge and skills.
- Able to work on own and within a team.
- Able to lead and motivate staff.
- Display a commitment to the Council's equalities policies.
- Display and maintain a high standard of personal hygiene.
- Work effectively in a busy and hectic environment.

How to apply

Application Deadline

This advert will close midnight on the 1st September 2024. Candidates who wish to visit, we can host visits before and after shortlisting. Please contact Nia, via the school office.

Interviews/Selection dates: First and second week in September 2024. Job role would ideally start September/October.

To apply

Please apply online at [Islington Council](#) jobs.

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications, skills, abilities and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are available as attachment within the online job listing. Please refer to those before submitting your application.

Shortlisting and selection procedure

The shortlisting and selection will be made by a panel of senior leaders. Shortlisted candidates will be notified immediately after shortlisting has taken place and will be provided with further information on the selection process.

Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.



Address: Rotherfield Street, London, N1 3EE

Tel: 020 7226 6620

Email: admin@rotherfield.islington.sch.uk www.rotherfield.islington.sch.uk

Web: [Home](#) | [Rotherfield Primary School London](#)

Executive Headteacher: Abi Misselbrook-Lovejoy

Head of School: Nia Silverwood



Address: Matthias Road, London, N16 8NP

Tel: 020 7254 3092

Email: admin@newingtongreen.co.uk

Web: [Home](#) | [Newington Green Primary School](#)

Executive Headteacher: Abi Misselbrook-Lovejoy

Head of School: Mairead McDonnell

