



LIFE MULTI-ACADEMY TRUST

Head Cook – Dove Bank Primary School

RECRUITMENT PACK

Permanent

5 hours per day, 2 or 3 days per week negotiable, term – time plus 3 days

LCC Grade 5, pay point 7 – 8 (FTE £24,033 - £24,795) pro rata

Required from August 2025



i nspiration i nnovation i ntegrity

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Advert

Head Cook – Dove Bank Primary School, Nailstone

Role:	Head Cook (job share) – Dove Bank Primary School, Nailstone
Salary:	Grade 5, pay point 7 – 8 (FTE £24,408 - £24,795) pro rata. Hourly rate £12.65 - £12.85
Contract:	5 hours per day, 2 or 3 days per week negotiable, term-time only, permanent
Base:	Dove Bank Primary School, Nailstone
Start date:	required August 2025

As a Trust we believe that the staff we employ to work across our schools share the core value of 'Bringing Learning to LiFE'. Every member of staff, employed by the Trust, plays a pivotal part in its future success. The values and ethos of our Trust shines through each school's unique and individual culture. Our Trust believes in working together to achieve better outcomes for our students, and serving our local communities.

In order to improve the quality of our catering for our pupils, we have recently invested in a new kitchen at Dove Bank and have developed a menu which suite the needs of our pupils. We require a job share Head Cook to support the team in further developing this facility, menu and integrated team within the school.

This is an exciting time to join the Trust as we develop, expand and improve our overall catering offer. The role of Job share Head Cook at Dove Bank would allow the postholder to influence the menu to suit the needs of the pupils, have control over the ordering with the support of the Catering Operations Manager, and be integral to the school team leading a small but committed team.

Informal enquiries and further details may be obtained from Paul Newman, Trust Catering Operations Manager at pnewman@lifemultiacademytrust.org.uk to apply, visit ETeach to complete an application form.

"LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search."

The closing date for completed applications is **9am, Monday 30th June 2025** with interviews taking place on Thursday 3rd July 2025.

"At LiFE Multi Academy Trust we embed the principles of equality, diversity and inclusion into everything we do. As a Trust we actively encourage applications from those in minority groups and with diverse backgrounds."

June 2025

Dear Applicant

Thank you for your interest in this job-share post of Head Cook at Dove Bank Primary School. The current post holder is looking to reduce hours in August and we would like to recruit a job share for 2 or 3 days per week which is open to negotiation.

The successful candidate will have an understanding of the importance of collaboration and a team approach and have a real drive to improve the life chances of our students through the provision of nutritious, balanced and good quality food.

There will be a range of developmental opportunities available to the post holder to enhance their professional skills.

The Job Profile and Personnel Specification is included in this pack.

The Leadership Qualities, Job Profiles and Personnel Specification indicate the specific skills and attributes we are looking for. If you are interested in this position, please be expected to outline your expertise in these areas during the interview process.

I look forward to receiving your application for this exciting opportunity.

Yours sincerely

Paul Newman

Trust Catering Operations Manager
LiFE Multi Academy Trust

Job description: Head Cook – Dove Bank Primary School, Nailstone

Job Description	
Role	Head Cook – Dove Bank Primary School
Job Purpose	To support the provision of a high quality food and beverage service across the Trust and work under the direction of the Catering Operations Manager.
Responsible to	Trust Catering Operations Manager and Head Teacher
Grade (including hours and weeks worked)	Grade 5 (£24,408 - £24,795) pro rata equivalent of (£12.65 - £12.85 per hour) 5 hours per day, 2 or 3 days per week, for 38.6 weeks per year
Location	Dove Bank Primary School, Nailstone Leicestershire CV13 0QJ

Main Duties and responsibilities	<ul style="list-style-type: none"> ● To provide leadership within the school for the preparation, cooking and service of food and beverages to a high standard; ● To follow menu plans agreed with the Catering Operations Manager; ● To assist the Catering Operations Manager with the preparation of menu plans; ● Actively promote the catering services by providing healthy, tasty and nutritious meals; ● To take responsibility for the day to day supervision of kitchen staff; ● To assist the Catering Operations Manager with staff Performance Management process; ● To ensure staff absences are reported to the Catering Operations Manager; ● To liaise with the Catering Operations Manager regarding staff cover; ● To occasionally assist with special functions which may be outside of normal working hours; ● To carry out cleaning duties within the kitchen and dining areas as required. To follow sound hygiene practices; ● To ensure that health and safety regulations are observed in working practices; ● To assist with the issue and recording of catering supplies as required including regular stock checks to avoid wastage; ● To assist with the operation of control procedures as required; ● To attend, with the Catering Operations Manager, regular team meetings; ● To inform the Catering Operations Manager of any defects in heavy equipment or of any premises not meeting Health and Safety and/or Food Hygiene Regulation Standards; ● To manage and order supplies with the support of the Catering Operations Manager for the school. ● To attend other sites within the Trust for cover purposes; ● To undertake any other duties (within the scope and grade of the post) as required for effective operation of the Service.
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Person Specification	Essential	Desirable
Training and Education Numeracy and literacy sufficient to carry out the job tasks. Willingness to undertake training as required. Basic Food Hygiene Certificate.	✓ ✓	✓
Skills/Attributes Must be able to communicate clearly with staff, students and visitors. An understanding of the importance of health and hygiene. Basic Knowledge of food preparation. School meals or other industrial catering experience. Understanding of Hygiene/Health and Safety. Ability to work well in a team.	✓ ✓ ✓ ✓ ✓	
Other Attendance - evidence of regular attendance at work. Basic understanding of food hygiene and Health and Safety regulations.	✓ ✓	

<p>Attributes</p> <p>Good rapport with children and young people.</p> <p>Must be capable of remaining calm under pressure.</p> <p>Sensitivity to the needs of colleagues and customers.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>General Circumstances</p> <ul style="list-style-type: none"> • A flexible approach to working, an ability and willingness to travel to various locations. • An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to work and day-to-day situations. • Must satisfy relevant pre-employment checks. This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure and Barring Service (DBS) check. <i>This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.</i> 	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Factors not already covered</p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>	<p>✓</p>	

Vision, Values and Ethos

LiFE Multi Academy Trust

Bringing Learning to LiFE

Vision:

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

Values:

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

Our Trust consists of

The LiFE Multi Academy Trust currently consists of 10 Schools. Our lead school is Bosworth Academy with the other schools in the Trust being Ashby School, Braunstone Frith Academy, Countesthorpe Academy, Desford Community Primary School, Dovebank Primary School, Kingsway Primary School, Ibstock Community College, Ivanhoe School and the The Winstanley School.

Our offer for all staff joining the LiFE Multi-Academy Trust and our schools

Professional Capital: ***‘we believe in getting the right people, getting them to work together and getting them to stay’***

STRATEGY	DESCRIPTION
Putting Your Trust in Our Trust	We believe in your development. Everything we do is about creating a team of committed professionals who share our ambition for young people. If you believe in this too, we are committed to providing an exciting, enjoyable and rewarding working environment.
Coaching	Coaching is integral to our success. We support colleagues through coaching; enabling deep reflection, which has allowed us to build a bold, creative and aspirational culture, where collaboration with peers and new approaches to practice are encouraged.
Personal Improvement Plan versus Performance Management	Instead of the usual performance management, we encourage our staff to identify aspirational targets through our ‘Personal Improvement Plan’ (PIP) process. With your coach, you will look to make significant progress in a critical area of your practice; we believe in valuing the process of improvement not pass or fail numerical targets.
Health and Wellbeing Strategies	<p>Having happy and healthy staff is key to a successful organisation. The Trust is committed to:</p> <ul style="list-style-type: none"> providing employees with a safe, healthy and supportive environment in which to work recognising that the health and wellbeing of our employees is important providing a supportive workplace culture where individuals healthy lifestyle choices are valued and encouraged <p>We are committed to supporting colleagues to overcome the stigma and discrimination of mental health issues within the work place. To show our commitment to this we have publicly signed up to ‘Mindful Employer’ and the ‘Charter for Employers who are Positive about Mental Health’.</p> <p>We believe it is important that we are role models to our students of how to be a healthy adult. We actively promote the importance of a work life balance, offering support to staff on managing stress and workload, as well as a physical activity programme. Access to coaching, counselling and supervision is also available to all staff.</p>
Equality and Equal Opportunities	Our Trust and its schools are committed to ensuring equality of opportunity in line with the Equality Act 2010. The Trust seeks to reduce disadvantages,

	discrimination and inequalities of opportunity, and promote diversity in terms of its students, workforce and our wider communities we serve.
Presumed Professionalism	We have a 'Presumed Professionalism' ethos across the Trust. Our staff are professional educators and we recognise the need to support staff to enable a healthy work life balance to allow maximum impact whilst working with our young people and each other. We achieve this by allowing staff to sign out during their free periods, as long as professional duties are not affected. See our policy for further details.
Development of Professional Capital and Excellence	<p>As a Trust we always look to invest in our staff and pride ourselves on our 'home grown talent'. We pride ourselves on this and believe this has the biggest impact on how our staff understand their communities and make a difference to the lives of our young people.</p> <p>Quite simply, our aim is to employ people who match our ethos and values and enable them to truly collaborate with colleagues across the Trust so that they are satisfied professionally. We provide outstanding training pathways which draw on excellence both within and outside of our Trust to enable you to build your professional capital.</p> <p>Examples of the many opportunities we encourage staff to take up externally include:</p> <p>The National Professional Qualification for Senior Leadership (NPQSL)</p> <p>The National Professional Qualification for Headship (NPQH)</p> <p>The National Professional Qualification for Middle Leadership (NPQML)</p> <p>The Outstanding Teacher Programme (OTP)</p> <p>Initial Teacher Training (ITT)</p> <p>Pathways are available at apprenticeship level, NQT, aspiring middle leader, Lead Practitioner and aspiring senior leader level. Some of these courses are lead by staff within the Trust and others are externally accredited. In addition, the Trust provides the opportunity of becoming an associate SLT member, enabling middle leaders to gain insight and experience of leadership at the highest level within a school.</p> <p>Support staff have their own Personal Improvement Plan that they use as a tool to create a bespoke professional development plan. All support staff also receive Coaching and training opportunities, in order to help them feel empowered and in charge of their own development.</p> <p>Across the Trust we pride ourselves on equal opportunities for all staff, irrespective of background, gender, disability, religion, sexual orientation or age.</p>
Great Access to Progression and	Further evidence of our investment in 'home grown talent' is that 86% of our TLR holders have been internal appointments. We have clear professional

Leadership Responsibility	progression pathways within the CPD offered throughout the year at all levels within the Trust.
Collaboration Across all Schools	We are developing relationships across our Trust to enable collaboration to support learning and teaching outcomes. In addition, we are able to offer a joint CPD programme to draw upon expertise across the Trust. Staff work and meet regularly in teams across schools in the Trust and we hold an annual Strategic Planning Day, where each member of the Trust work together.
Sabbatical and Flexible Working Policies	<p>We have developed a unique sabbatical policy to support staff to develop their interests. For some, this has been to develop professionally, whilst others have taken this time to experience travel with their family. See our policy for further details.</p> <p>Flexible working arrangements are also promoted across the Trust where possible, to enable our staff to manage their work life and family commitments.</p>
Strong Induction Process	It is important to us that every member of staff has the right start to working in our Trust. The importance of a good induction is invaluable for new starters irrespective of previous experience. To support this, we have a New Staff Induction Day before the start of term, which enables colleagues to get a real understanding of what the school is about and what it means to be part of the Trust. This day also prepares new staff for our training (conference) days at the beginning of the Autumn term. In addition to this ALL staff are invited to visit a series of lessons across the school year.
ECT Support	Where possible we try to ensure that ECTs have reduced teaching loads to allow them more opportunities for CPD throughout the school week. This also allows for peer to peer observations and additional coaching to take place to develop their practice.
3D Networks	3D Networks are an opportunity for faculties to share good practice and new ideas with colleagues across the school, based on our unique 3D Learning and Teaching model.
Attendance of Staff	Our staff are committed to their roles and ensure that students are supported to maximise their outcomes. Levels of attendance are exceptionally high across all staff and well above national averages in the education sector and beyond.

We are always looking for highly quality teachers and support staff who buy into our values across the LIFE Multi Academy Trust and our school