



Uppingham Community College Head Cook

Vacancy: Head Cook

Recruitment Pack

1. Welcome from the Principal

2. Catering at UCC

3. *Job purpose*
 4. *The characteristics we are looking for*
 5. *Specific responsibilities*
 6. *Generic responsibilities*
 7. *Line management*
 8. *Salary and contract information*
 9. *Benefits of working at UCC*
 10. *How to apply*
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Welcome from the Principal



Thank you for your interest in the Head Cook vacancy at Uppingham Community College. This is a fantastic opportunity to join a successful, happy and aspirational school. At UCC we have an exceptionally talented group of professionals who work in a positive, collegiate manner to provide our students with an inspirational learning experience.

Our key values as a school community are Respect, Honesty and Kindness. Everything we do is based upon these simple core principles. We are committed to the highest standards of education and have invested in staff, facilities and resources to ensure all of our students acquire the knowledge and skills required to succeed in an ever-changing world.

We are very committed to developing our staff. I firmly believe that in order for our young people to flourish we must invest in the development of our staff so they can thrive professionally and provide an excellent education for our students. We are determined to provide a working environment for our staff in which workload is manageable, job satisfaction is high and where we are focussed on the aspects of school life that make the biggest difference in the lives of our young people.

We have excellent staff attendance and retention levels. Consequently, our staff turnover is very low and recruitment opportunities are quite rare. Therefore, this is an exciting opportunity to join a fantastic school, work within a great team and teach a superb group of young people. Uppingham Community College is a wonderful place to learn and to work! I look forward to receiving your application.

Ben Solly

Principal

Catering at UCC



At UCC, we cook all meals on site using fresh, good quality ingredients. Our high expectations regarding meal standards ensure a good uptake from students with up to 150 main meal covers daily and 800 students served from our kitchens in total each day.

With a current team of 8 Catering Assistants, plus a Catering Manager to oversee the kitchen, the Cook Supervisor will be able to provide support to the team as well as cook meals in our large, purpose-built kitchen with plenty of preparation area and utilise the three 10 rack combi-ovens that are perfect for providing top quality meals.

Working within the Kitchens at UCC is fast paced, our staff enjoy working in a fun and friendly atmosphere and are proud of the food that we produce. I would encourage any prospective candidate to come and have a look around and am happy to answer any questions that you may have regarding this role.

Simon Tinkler

Catering Manager

Job Purpose



To co-ordinate and be responsible for preparation of food, administration tasks associated with the preparation of food and notifying students and staff of allergens.

The characteristics we are looking for



Personal characteristics:

The role of any adult working in a school can be instrumental one in the lives of young people.

School staff at UCC must be role models to students and colleagues, and consistently embody the College values of Kindness, Respect and Honesty, alongside the following key personal characteristics:

- Integrity
- Positivity
- Self-awareness
- Empathy
- Resilience

Specific Responsibilities for this post



Specific responsibilities for this post:

- Responsible for the preparation and cooking of food for the daily service to students and staff and for designated events;
- Assist Catering Manager in the supervision of the catering team to ensure cost effectiveness, a high-quality service and high standards of professionalism;
- Assist Catering Manager in prioritising, organising and monitoring day to day operations, ensuring staff are available to cope with expected workload;
- Assist in maintaining stock control, monitor sale and wastage; Assist in the maintenance of the Catering premises to the highest standards ensuring compliance with hygiene and health and safety regulations;
- Assist the Catering Manager in the high-quality provision of catering service to meet turnover targets;
- encourage healthy eating;
- Liaise with the Catering Manager in all matters to ensure efficient and effective catering service;
- Deputise for the Catering Manager in their absence, dealing with line management of catering staff as required.

Generic Responsibilities for this post



UCC staff expectations:

- Consistently demonstrate the UCC core values Respect, Honesty and Kindness.
- Demonstrate a positive, 'can-do' attitude.
- Through your work in the department and the wider school, contribute towards establishing the conditions in which everyone at UCC can thrive.
- Take professional pride in performing all aspects of your role to a consistently high standard.
- Follow all UCC policies accurately.
- Keep ICT skills updated to ensure effective use of technology.
- Demonstrate commitment to own professional development.
- Undertake and participate in training, coaching and general guidance with/for other staff.
- The post holder may be required to perform any other reasonable tasks commensurate with the grade of the post.
- The Principal may allocate additional responsibilities to this job description, in consultation with the post holder and in line with the UCC Workload and Wellbeing Charter.

Safeguarding:

To uphold the College's Staff Code of Conduct and policies in respect of child protection and safeguarding matters;

Collaborating with colleagues:

- Promote a creative and collaborative working environment
- Create, maintain and enhance effective relationships
- Ensure a working environment which pays due regard to health and safety requirements

Line management



The post holder is responsible to the:

- Principal/Governing body in all matters;
- Catering Manager

The post holder provides support/ line management as required (in the absence of the Catering Manager) to:

- The Catering team.

Salary and Contract information



Salary

NJC Scale 4.7-11 (£12.59 - £13.47/hr)

£20,869 - £22,316 Depending on experience

TRAVEL ALLOWANCE: Further information available on request.

Daily hours

Monday to Friday

Part time

37 hours per week. **TERM TIME ONLY** (39 weeks per year - term time plus 5 days)

The College is committed to safeguarding and promoting the welfare of children and all posts are subject to DBS checks. In the interests of safer recruitment, the Trust may carry out online searches on shortlisted applicants in compliance with the guidance set out in Keeping Children Safe in Education (KCSIE). Any relevant information found with regards to a candidate's suitability to work with children will be discussed at interview.

Benefits of working at UCC



When you join Team UCC you are becoming part of a community that values people. We have a strong team ethic and a friendly, supportive working environment.

We offer benefits such as:

- A culture based on our core values of Kindness, Respect and Honesty
- High quality training and career development opportunities
- 'Personal Improvement Planning' instead of 'Performance Management'
- On Site Parking
- Employee Assistance Programme which provides a range of support including counselling and legal advice.
- Free annual flu jabs
- Excellent Local Government Pension Scheme

How to apply



If you would like to be considered to join Team UCC we will need:

- An application form;
- A letter of application, to the Principal Ben Solly, in which you should identify how your skills and experiences will enable you to succeed at UCC.

Email applications to: Jane Kendrick via hr@ucc.rutland.sch.uk

Further details about Uppingham Community College can be found on our website: [Support Staff Opportunities - Uppingham Community College \(uppinghamcollege.org.uk\)](https://www.uppinghamcollege.org.uk)

For any further questions or to arrange a tour of our premises, please contact: Jane Kendrick (HR & Payroll Officer) kendrick_j@ucc.rutland.sch.uk or 01572 823631

Closing Date for applications: 9.00am 3rd June 2024

However applications will be reviewed as received and may close early.

Watch our recruitment video [by clicking here.](#)