



Northern
Lights
LEARNING TRUST

LEAD COOK HART PRIMARY SCHOOL



Northern Lights



We are a Multi-Academy Trust currently comprising ten schools – primary and secondary – and over 4,200 children and young people in an area stretching from Teesside through to Wearside.



We are a Teaching School Hub, one of 87 DfE centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice and offer evidence-based professional development for early years practitioners.

OUR SCHOOLS



Benedict Biscop CE Academy
Sunderland



Dame Dorothy Primary School
Sunderland



Grange Primary School
Hartlepool



Hart Primary School
Hartlepool



Holley Park Academy
Washington, Sunderland



Ian Ramsey CE Academy
Stockton-on-Tees



St Aidan's CE Academy
Darlington



St. Helen's Primary School
Hartlepool



St. Peter's Elwick CE Primary School,
Hartlepool



Venerable Bede CE Academy
Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic – that is really important to us – but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

– Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust



Welcome from the CEO

Thank you for your interest in the position of Lead Cook within Northern Lights Learning Trust.

We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 7 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4200 pupils and employ over 600 members of staff and serve a diverse range of schools and communities. Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi-Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours faithfully

Jo Heaton
Chief Executive Officer



Head of School Welcome

Thank you for expressing your interest in the position of Lead Cook at Hart Primary School, where it is my privilege to serve as Head Teacher.

At Hart Primary, our vision is to give all the opportunity to be the best that they can be and have fullness of life. I am deeply passionate about empowering children to pursue their dreams and embrace their individuality. Putting children at the heart of our everything we do is a guiding principle that shapes every aspect of our school culture.

We are committed to fostering an inclusive, vibrant, and welcoming community where every member feels valued and supported. Collaboration with parents and carers is integral to our mission, as we strive to ensure the best possible outcomes for all our children.

Located in the quaint village of Hart, on the outskirts of Hartlepool, we have a close-knit community atmosphere. Our small size fosters a true family feel, creating a nurturing environment where both children and staff can thrive. We take pride in nurturing high aspirations for all individuals and are dedicated to facilitating their journey toward excellence.

Visits to school are welcomed and can be arranged by contacting the school office.

Thank you for your interest in Hart Primary School

Kind Regards,

Marie Crowe

Head Teacher

Hart Primary School

LEAD COOK

Permanent position required for as soon as possible

Hart Primary School

SCP 12-15; £28,598 - £30,024 FTE

16 hours, Term time only plus 5 days (INSET)

We are looking for a dedicated Lead Cook to join our dedicated and friendly team here at Hart Primary School. The role will be based at Hart and will have oversight of ordering and support for the kitchen at Hart Primary School. Be part of our community and help fuel young minds with healthy food and a smile!

The successful candidate should:

- Demonstrate high expectations of yourself and others.
- Enjoy working collaboratively, being innovative and creative
- Have the skills and knowledge to ensure the school is a safe environment
- Have an excellent understanding when dealing with children and adults
- Keep calm under pressure whilst maintaining confidentiality
- Have an enthusiasm which would allow you to be supportive of the Trust and school's ethos.

If so, we would really welcome your application

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation
- The opportunity to work as part of a growing Trust and shape this role
- Continuous professional development
- A range of Trust initiatives that improve wellbeing. Current initiatives include an annual wellbeing day.
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme

Employee welfare and benefits package including:

- 24-hour GP access
- Nurse support service
- Mental health services, including stress management, mental health first aid training and bereavement support
- Free Flu vaccinations
- Counselling Services
- Physiotherapy
- Financial wellbeing coaching
- Maternity and Paternity support
- Menopause support
- Access to useful wellbeing resources
- Cycle to work scheme
- Lifestyle savings including discounts on shops, food and drink and days out

CLOSING DATE:

Applications must be received by: Monday 22nd September 2025 at 9am

Shortlisting will take place on: w/c 22nd September 2025

Interviews will take place on: To be confirmed

HOW TO APPLY:

Applications should be submitted via email to louise.metcalfe@nllt.co.uk or if you prefer you can submit through post to Hart Primary School, Magdalene Drive, Hart Village, Hartlepool, TS27 3AP

Applications will only be considered on receipt of an application form, CV's and other forms of application will not be accepted. For further information, or if you would like to arrange a visit to the school, please contact us on louise.metcalfe@nllt.co.uk

Details of the school can be found on the school website:

<https://www.hartelwickfederation.org.uk/hart/>

JOB DESCRIPTION

Post: Lead Cook

Responsible to: Head of School

Salary band: SCP 12-15

Start date: As soon as possible

OVERALL RESPONSIBILITY

To lead the preparation and delivery of high-quality, nutritious meals for pupils and staff, ensuring compliance with food hygiene and health & safety standards. The Lead Cook will supervise kitchen staff and manage daily kitchen operations.

The lead cook will complete all relevant administration, purchasing, stock control, staff rotas and financial processes in accordance with trust procedures, for St. Peter's Elwick and Hart Primary School.

Key Responsibilities

- Prepare and cook meals in line with school menus and dietary requirements.
- Supervise and coordinate kitchen staff, including rotas and task delegation.
- Ensure all meals are prepared safely, hygienically, and to a high standard.
- Maintain cleanliness and organisation of the kitchen and food storage areas.
- Monitor and manage food stock, ordering supplies for both schools in line with Trust processes.
- Ensure compliance with food hygiene, health & safety, and allergen regulations including HACCP & COSHH
- Maintain accurate records (e.g., temperature logs and cleaning schedules).
- Train and support kitchen assistants and new staff.
- Support school events, theme days and menu creation, s required.
- To ensure the preparation, presentation and service are carried out effectively to comply with Trust standards
- To attend meetings as required by the Head or Central Team.
- To promptly identify any working hazards or substandard equipment, reporting in line with Trust requirements.
- To conduct audits to ensure compliance of policies, procedures, nutritional guidelines and quality control.
- To identify and create necessary risk assessments, dietary requirements, and safe systems of work.

PERSON SPECIFICATION

LEAD COOK

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	1. Completed application form		Application E1
QUALIFICATIONS	1. Level 2 Food Hygiene Certificate (or willingness to obtain) 2. Level 2 Certificate in Hospitality and Catering Principles (Food Production and Cooking/Kitchen Services) or willingness to obtain.	1. First Aid qualification 2. Allergy Awareness Course	Application E1,E2, D1, D2
EXPERIENCE	1. Experience in a catering environment, ideally in schools or similar settings.		Application E1
APTITUDE AND SKILLS	1. Good standard of personal hygiene 2. Can work in a pressurised environment 3. Ability to give clear instructions and use equipment safely 4. Ability to lead a team and work collaboratively 5. Can work independently and use initiative	1. Budget awareness 2. Basic IT for stock ordering/ menu planning 3. Experience with special dietary needs (e.g. allergies, Religious diets)	Application E1,E2,E3,E4,E5 D1,D2,D3 Interview E1,E2,E3,E4,E5 D1,D2,D3
PERSONAL QUALITIES TO INCLUDE	1. Be flexible 2. To hold integrity, honesty, confidentiality, reliability and teamwork in high regard 3. Good communication and interpersonal skills 4. Positive attitude and leadership qualities		Application E1, E2, E3, E4 Interview E1, E2, E3, E4
OTHER	1. Have the ability to meet the physical demands of the role 2. Recommendation on from both referees		Application E1 References E2

	3. Fully enhanced DBS clearance with children's barred list check		Enhanced DBS certificate E3
	4. Ability to travel between both schools, where required.		

References:

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so on the application form. Please contact us to discuss further if you do not consent.

DBS:

Northern Lights 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. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Safeguarding:

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. To fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

Pre-employment occupational health:

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

Equal opportunities:

Northern Lights Learning Trust are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

Artificial Intelligence and Recruitment at Northern Lights Learning Trust

Northern Lights Learning Trust is committed to embracing innovation while maintaining fairness and integrity in our recruitment processes. We recognise that candidates may choose to use AI tools to support the preparation of their applications. While this is acceptable, we expect all submissions to reflect the applicant's own experiences, values, and suitability for the role and it is essential that AI is used appropriately.

AI must not be used to:

- provide misleading or false information at any stage of the application journey
- inflate or invent qualifications, skills or experience
- complete assessments as part of the recruitment process
- create generic responses and copy them into your application

If you have any questions about the use of AI in your recruitment process with us, please contact hadmin@nllt.co.uk