**School Chef Job Description and Person Specification**

Evolve Church Academy Trust is looking to recruit a School Chef to cover Maternity Leave, based at Chacombe Primary Academy. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

**Salary:** NJC Support Staff Pay Scale F – 6 £25,183.00 fte Pro - rata

**Hours:** 20 hours per week 10.00am – 2.00 pm daily, term time only.

**Contract type:** Part time – Fixed term to cover Maternity Leave

**Reporting to:** Head of School

Main purpose

To provide a high-quality catering service which supports the wellbeing of pupils and staff. This includes meeting school catering and health and safety standards.

Duties and responsibilities

Meal planning and provision

* Oversee the provision of high-quality school meals in line with government guidelines and legislation on school nutrition standards
* Plan varied and nutritious menus in advance
* Manage food stocks to prevent shortages or excess supply and adhere to the catering budget
* Cater to special dietary requirements and ensure that allergy information is effectively communicated and labelled

Health and safety

* Ensure compliance with school catering standards legislation and the school’s food safety policy, health and safety policy, and allergens policy
* Ensure that the kitchen and dining area are kept clean and hygienic
* Ensure that kitchen equipment is used safely and according to operating manuals
* Ensure that kitchen and catering equipment is maintained according to the maintenance schedule
* Report all necessary repairs to the Head of School to ensure the safe running of kitchen equipment and remove any faulty equipment pending repairs.
* Record all accidents and incidents

Safeguarding

* Work in line with statutory safeguarding guidance (including Keeping Children Safe in Education, Prevent) and the school’s safeguarding and child protection policies
* Promote the safeguarding of all pupils in the school

Person specification

|  |  |
| --- | --- |
| criteria | qualities |
| **Qualifications  and training** | * Level 3 Food Safety (or NVQ equivalent) * GCSE or equivalent level in English and maths |
| **Experience** | * Experience of working in an industrial kitchen or catering establishment including: * Experience of menu planning and pricing * Experience of recording and managing stock * Experience working with young people |
| **Skills and knowledge** | * Knowledge of culinary production and strong culinary skills * Knowledge of legislative requirements for: * Working in industrial cooking * School catering * An understanding of the routines and challenges of catering in a school environment * Good literacy and numeracy skills * Good organisational skills * Ability to multitask and work effectively in a stressful environment |
| **Personal qualities** | * Sensitivity and understanding, to help build good relationships with colleagues, pupils and staff * Commitment to promoting the ethos and values of the school * Commitment to maintaining confidentiality * Commitment to safeguarding pupil wellbeing and equality * Resilient, positive, forward looking and enthusiastic about making a difference to children and young people |

Closing date for Job Applications – Monday 31st March 2025

Shortlisting – 1st April 2025. Interviews to be held on Thursday 3rd April 2025.

Please contact Miss Natalie Coates on 01295 710500 or [head@chacombe-ce.northants-ecl.gov.uk](mailto:head@chacombe-ce.northants-ecl.gov.uk) if you would like to arrange a school visit prior to applying.