



Crosshill
School



School Cook

Candidate Pack



Part of the

Oak



Learning Partnership

School Cook

Welcome from the Headteacher

Dear Candidate,

Thank you for expressing an interest in joining our wonderful community at Crosshill School. We are a forward-thinking, inclusive, and successful school dedicated to supporting children with special educational needs. Our school is a place where every child is valued, supported, and empowered to achieve their full potential, and we are looking for a passionate and committed School Cook to help us continue this work.

You will have a passion for quality produce and nutritional development and be committed to maintaining high standards of food safety and hygiene.

At Crosshill the 'family' feel of the school is vital to our success and lies at the heart of all we do. We pride ourselves on creating a supportive and inclusive environment where each student can thrive. Our dedicated staff work collaboratively to deliver individualised education plans tailored to the unique needs of every child.



School Cook

Welcome from the Headteacher

At Crosshill, we deeply value the positive relationships between staff, students, parents, and carers. Our welcoming environment ensures that students feel valued and trusted as individuals, fostering mutual respect throughout our community. We are committed to offering outstanding opportunities for all our students, empowering them to reach their full potential. Through excellent teaching, personalised support, and an inspiring curriculum enriched with the latest technology, our students overcome diverse learning difficulties and additional challenges, growing in confidence to become successful, caring individuals ready for adulthood.

Our mission is to enhance the life chances of every young person at our school, providing opportunities for achievement beyond expectations, regardless of background, need, or prior attainment. By joining our team, you will become part of a supportive team of professionals dedicated to making a positive difference in the lives of our students and their families.


If you have any questions or would like to arrange a visit to our school, please do not hesitate to contact us on 01254 667713 or by e-mailing info@crosshill.blackburn.sch.uk to arrange an appointment.

As you consider this exciting opportunity, I invite you to explore our website and learn more about our ethos, values, and the wonderful work we do here at Crosshill. www.crosshillblackburn.co.uk

We ask that you do not send CV's, please complete and send your application form and a personal statement to hr@oaklp.co.uk

We look forward to receiving your application and learning more about how you can contribute to our school community.

Miss Nicola Pemberton
Acting Headteacher at Crosshill School



"Pupils love coming to Crosshill Special School. They smile as they arrive in the morning and they are eager to start their lessons. Pupils behave exceptionally well throughout the day. They are highly respectful to one another, staff and visitors."

Ofsted Report, November 2021

Inclusion is at the
heart of our trust

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Crosshill School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

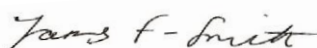
Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:
www.oaklp.co.uk



James Franklin-Smith
CEO of Oak Learning Partnership

Oak 
Learning Partnership

oaklp.co.uk



“Pupils and students said that the school is a happy and safe place because staff work hard to make it that way.”

Ofsted Inspection,
November 2021.



School Cook

Salary: Grade D, SCP 5 – 8, £24,790 - £25,992 (FTE), actual salary £19,210 - £20,141 per annum

Hours: 32.5 hours per week, term time only plus 10 days

Job Description

Normal place of work: Crosshill School, although you may be asked to contribute towards trust wide projects.

Normal working hours: 32.5 hours per week, term time only plus 10 additional days to be worked in school closure periods.

Monday – Friday 7.30am – 2.30pm

Responsible to: Operations Manager

PURPOSE OF THE POST

- To plan, prepare, and cook a variety of nutritious and balanced meals to meet the dietary requirements for all pupils every day.
- To take a lead role in supporting the school to encourage and implement healthy eating for both pupils and staff.

DUTIES AND RESPONSIBILITIES

- Monitor food supplies so that sufficient stocks are maintained to meet the requirements of pupils and staff.
- Oversee the preparation and cooking of food in accordance with agreed menus to ensure meals are prepared and served at the appropriate times.
- Ensure meals are served in the appropriate quantities and manner to meet pupils' needs and agreed catering standards.
- Ensure kitchen equipment is maintained and any repairs/breakdowns are reported to the immediate Supervisor.
- Ensure that a high standard of hygiene is maintained in the kitchen, and that all catering staff understand and apply basic food hygiene principles.
- Ensure that HACCP principles are endeared to.
- Coordinate the preparation and cleaning of the dining facilities and areas and ensure that cleaning rotas are adhered to.
- Carry out a School Food Risk Assessment on a termly basis and ensure that any identified concerns are controlled.

- Ensure that the school's Health and Safety Policy is adhered to in relation to food safety.
- Ensure a high standard of cleanliness, personal hygiene and appearance.
- Keep accurate and up-to-date records of accounts in relation to purchasing food.
- Ensure food is high-quality and achieves value for money.

Creating a Menu

- Plan a menu that is nutritious and appetising, and which offers a variety of ingredients.
- Ensure that the menu minimises food waste, and that all food waste is disposed of appropriately, e.g. in a food waste bin.
- Adhere to the school's Allergy and Anaphylaxis Policy and amend the menu to account for pupils' needs.
- Account for the different dietary needs pertaining to religion and lifestyle and amend the menu accordingly.
- Adhere to the regulations pertaining to creating, cooking and serving a menu for school dinners, e.g. the school food standards.
- Ensure that the menu is amended to reflect seasonal ingredients.
- Consider the preferences and wishes of pupils when developing a menu.

Support for the School

- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- To contribute to the overall work and ethos of the school.
- To work as part of a team and support the role of other people in the team.
- To attend and participate in meetings as required.
- To undertake personal development when required and keep abreast of industry standards updates.

Common Core of Skills and Knowledge for the Children's Workforce

The common core covers six themes:

- Effective communication and engagement with Children, young people, parents and carers.
- Child and young person development.
- Safeguarding and promoting the welfare of the child.
- Supporting transitions.
- Multi-agency working.
- Sharing information.

School Cook Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"> • Level 2 certificate in Food Preparation and Cooking. • A valid food hygiene certificate. • Allergens Awareness training. 		<ul style="list-style-type: none"> • First aid certificate. • Level 3 Award in Supervising Food Safety in Catering. • Sound knowledge of HACCP and COSHH regulations. • Previous experience catering in a high-volume environment. • Ability to prioritise workloads and meet deadlines. • ICT Skills. • Fire safety awareness training.
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		
<ul style="list-style-type: none"> • Previous experience catering in a school. • Knowledge of current food hygiene legislation. • Knowledge of national nutritional food standards. • Leading a kitchen team. • Ability to work under pressure. • Ability to prioritise workloads and meet deadlines. • Ability to work using their initiative. • Ability to maintain successful working relationships with colleagues. • Ability to work effectively in a team and independently. • Ability to carry out all aspects of the role to a high standard at all times. • Ability to communicate with all staff and pupils in a friendly and professional manner. • Ability to provide team training. • Excellent time management and organisation skills. • Understanding of safeguarding and promoting the welfare of the child. 		
CRITERIA	Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL		
<ul style="list-style-type: none"> • Committed to promoting a high-quality service. • A real passion for food and cooking. • Dedicated to their professional development and achieving desired qualifications. • Able to plan and take control of situations. • Committed to contributing to the wider school and its community. • Capable of handling a demanding workload and adapting to a fast-paced environment. • Professionally assertive and clear thinking. • A commitment to equal opportunities and empowering others. 		



Crosshill
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Prepare and flourish

Crosshill School

Salisbury Road
Darwen
BB3 1HZ

01254 667713

info@crosshill.blackburn.sch.uk

www.crosshillblackburn.co.uk



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