

School Cook



Proudly part of The Leaf Trust Family of Schools

Start Date:	As soon as possible
Salary:	Grade 11, £24,790 – £25,183 FTE per annum (Actual Salary based on weeks worked and hours: £17,288.70 – £17,562.78 p.a.)
Contract:	Permanent
Hours:	30 per week (8.00am – 2.15pm, Monday to Friday) with a 15-minute unpaid break, term time only to include INSET days (39 weeks)
Application Closing Date	Friday, 6 June 2025 <i>We recommend early application as the school reserves the right to close the advert prior to the stated deadline date</i>
Interview Date	Date to be confirmed

Thank you for your interest in joining Hanham Primary Federation, a partnership of two vibrant and inclusive schools—Hanham Abbots and Samuel White's Infant School—working together to provide exceptional education and care for children in the heart of our community.

The Role

We are seeking to appoint an experienced and committed School Cook who is enthusiastic, flexible and resourceful.

We are looking for an individual who:

- has experience of working in a school kitchen environment
- can run an effective lunch service.
- can assist in the promotion of a healthy eating
- Is flexible and able to adapt to ensure a smooth running of our lunch service
- maintains a calm and consistent approach to working with the children

CANDIDATE INFORMATION PACK

- somebody who is able to communicate well with children, other staff and lead professionals
- shares the school's caring ethos and vision
- has a patient, empathetic and conscientious nature and who is committed to providing the best care and service for our children
- possesses good interpersonal skills and the ability to work well in a team
- Ability to be proactive

The post will involve:

Managing the day to day running of the school kitchen, liaising and working with our catering supplier and school staff. Overseeing and managing the Catering Team who you will work closely with. To be engaged and motivated to raise our daily numbers of meal uptakes in conjunction with the catering supplier and School Business Manager.

You will be responsible for managing the health and safety of kitchen and ensuring it meets the hygiene and cleanliness standards. You will assist the catering supplier in regular audits and ensure any issues are reported to the School Business Manager or Headteacher to action as necessary.

On the following pages of this candidate information pack, you will find details of **how to apply**, a copy of the **person specification** and **job description**. The relevant **application form** is available to download separately on our website.

Part of The Leaf Trust

Hanham Primary Federation is part of The Leaf Trust, a family of 14 schools (12 primary, 1 junior, and 1 infant school) committed to creating exceptional learning environments within our local communities. The Trust are proud to be a leading Primary and Early Years Trust in the South-West and a leading voice in Primary and Early Years education.

About Hanham Primary Federation

Hanham Primary Federation brings together two schools under a shared vision of nurturing happy, confident, and successful learners. While each school has its unique identity, both are united by strong values, committed leadership, and a dedication to the highest standards of teaching and learning.

- **Hanham Abbots** is a welcoming and nurturing junior school focused on developing independence, curiosity, and ambition in children aged 7–11.
- **Samuel White's Infant School** provides a safe, inspiring start for children aged 4–7, where children thrive emotionally, socially, and academically in a creative and stimulating environment.

Together, we:

- Value each child as an individual
- Prioritise wellbeing and happiness



CANDIDATE INFORMATION PACK

- Encourage a love for learning that lasts a lifetime
- Work in partnership with families and our local community

We are proud of our federated model which allows staff to collaborate across both schools, share best practice, and ensure a smooth and successful educational journey from Reception through to Year 6.

★ Our Vision and Values

At Hanham Primary Federation, we are committed to creating a school environment where every child is valued, inspired, and supported to reach their full potential. Our core values guide everything we do:

- **Respect** – for ourselves, each other, and the world around us
- **Responsibility** – for our learning, our behaviour, and our actions
- **Resilience** – to keep going, even when things are challenging

We aim to instil in every child the confidence to try new things, the courage to face challenges, and the curiosity to keep asking questions.

☀ What we can offer you:

As a Trust:

- **Professional Growth:** Access tailored CPD opportunities, apprenticeship programmes, and support for personal and professional development.
- **Pathways for Progression:** As part of a network of 14 schools, you'll have opportunities for career growth and exciting challenges.
- **Employee Wellbeing:** We prioritise staff wellbeing with annual surveys, Wellbeing Committees, an annual wellbeing day and a strong focus on maintaining a healthy work-life balance.
- **Financial Benefits:** Enjoy excellent pension packages, a Cycle to Work Scheme, and a retail discount platform to help you make savings.

As a School:

- **A Great Working Environment:** Join a supportive, skilled, and hard-working team with a positive and good-humoured ethos.
- **A Warm, Supportive Community:** Be part of a friendly school with strong links to the wider community

Learn More About Us

We invite you to browse our respective websites for more information about our School and Trust:

👉 [Hanham Primary Federation \(Samuel Whites and Hanham Abbots Schools\)](#)

👉 [The Leaf Trust](#)



Safeguarding Statement

The Leaf Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Suitability to work with children and young people will form part of the selection process. All appointments will be subject to vetting, including an enhanced DBS check.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, and all convictions or cautions must be declared.

Equal Opportunities Statement

We are also committed to creating a diverse and inclusive workplace and welcome applications from all suitably qualified candidates, particularly those from underrepresented groups.

CANDIDATE INFORMATION PACK

How to Apply

Completing the Application Form:

Applications must be made on an appropriate official **Leaf Trust** application form which is available from our website. There are two available to download: one for teaching posts and one for support staff vacancies.

The whole of your application form and any additional information may be photocopied for the short-listing panel. Your form should therefore be typed or clearly written in black ink. Whilst additional sheets or supplementary information may accompany your application form, please note that CVs alone will not be considered.

The short-listing/appointments panel will assess applications against the criteria set out in the person specification for the post you have applied for. When completing the application form please ensure that you address these areas in your application, particularly the essential criteria, giving examples to demonstrate how you meet the criteria.

Our preferred method of application is via the Eteach portal ➡ Click **here**. Alternatively, download a copy of the application form from our website to complete and email it back by the closing date specified to: Samuel White's at samuelwhites@hanhamprimaryfederation.org or Hanham Abbots at hanhamabbots@hanhamprimaryfederation.org

References, Health & DBS Clearance:

All offers of employment with The Leaf Trust are made subject to receipt of two satisfactory employment references, health clearance and an enhanced DBS clearance.

References: Please note that references will be taken up prior to interview. If for any reason you do not wish us to contact a referee prior to interview or a job offer, please indicate this clearly on the appropriate section of the application form.

Health Clearance: If you are offered a post with us, you will be asked to complete an on-line medical questionnaire. An offer of employment will only be confirmed by the Leaf Trust once this assessment has been completed and confirmation of health clearance is received in respect of the role offered to you. Please note that the Health Questionnaires are totally confidential.

Disclosure & Barring Service: The Leaf Trust is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers are expected to share this commitment. The post is subject to appropriate vetting including an enhanced DBS disclosure check before the successful applicant can take up post.

Equal Opportunities Monitoring Form

We hope very much that you will complete and return the Equal Opportunities Monitoring Form, which will be detached from your application upon receipt in the office. We would wish to assure you that the form will be used purely for monitoring purposes.



CANDIDATE INFORMATION PACK

Hanham Primary Federation

Person Specification

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

POST TITLE: School Cook
GRADE: Grade 11
HOURS: 30 per week, term time only plus 5 inset days

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT Application Form / Interview / Presentation / References etc
EDUCATION & QUALIFICATIONS	Level 3 Qualifications in English, Maths or equivalent Current Level 3 or Food Safety Hygiene Certificate Catering qualification relevant to the role	Management skills or experience.	<i>Application form, interview, references</i>
WORK RELATED EXPERIENCE, KNOWLEDGE AND ASSOCIATED VOCATIONAL TRAINING	Work within a busy kitchen environment. Experience and knowledge of current food legislation in regards to food hygiene, health and safety in the workplace Experience of preparing, cooking and presenting food, to meet quality, costs and food health and safety standards.		<i>Application form, interview, references</i>
PERSONAL AND PROFESSIONAL QUALITIES	Proven, safe working practices to prepare and serve hot and cold meals.		<i>Application form, interview, references</i>

CANDIDATE INFORMATION PACK

	<p>Good working knowledge and application of Health and Safety and hygiene.</p> <p>Ability to work well under pressure and manage deadlines.</p> <p>Ability to follow codes of practice and complete compliance and administrative documents/forms keeping clear and accurate auditable records.</p>		
Special Working Conditions			
There are no special working conditions			
Employment Checks / Specific Requirements			
DBS, Health Assessment, 2 x fully supportive references			

Hanham Primary Federation

Job Description

1. JOB PURPOSE

Under the direction of the School Business Manager, to be responsible for the day to day catering operations at the school, maximising efficiency of available resources and delivering an efficient catering service that meets the needs of the customers.

2. MAIN DUTIES

To be responsible for:

- The provision of food according to the menu, portion control, food preparation and cooking as advised by the Catering Contractor; establishing and implementing menu preferences in consultation with School Business Manager and the Catering Contractor
- The organisation and supervision of food service areas
- The supervision of staffing including allocation of duties, work rotas (based on approved hours allocated to the site): basic routine training of kitchen staff and assisting in staff recruitment
- The control of hygiene, health and safety and security of the kitchens and surrounds
- Monitoring the condition and safe use of catering equipment, reporting faults and breakdown in such equipment as necessary
- Undertaking clerical duties, e.g. ordering of supplies within appropriate guidelines, stock sheets, liaising with suppliers in matters of delivery of damaged goods or shortfalls etc
- The production of menus in consultation with the Catering Contractor and School Business Manager, having regard to the School's requirements and dietary needs
- Assisting in the development of the operations, promoting the service to pupils and parents in consultation with school representatives and the Catering Contractor
- Arranging temporary cover for staff absences, in consultation with the Catering Contractor and School Business Manager
- Communicating with pupils and staff in a polite and friendly manner, dealing directly with informal complaints from customer
- Carrying out such other duties as are required and as are commensurate with the grade of the post.

3. DIMENSIONS

- Supervisory responsibility for catering staff employed in the kitchen, typically 5 part time staff
- Responsibility for achieving set Food Unit Costs within the school
- Responsibility for the day to day supervision of all aspects of the catering service at a level of approximately 350- meals per day
- Supervision and use of catering equipment valued at approximately £20,000

4. JOB CONTEXT

The postholder will be responsible for the day to day supervision of staff and operational activities as part of the section's overall production and serving of meals to pupils and staff within the school.



5. SUPERVISION AND WORK PLANNING

- The postholder will be expected to work largely unsupervised on a daily basis to an established work pattern and will report directly to the School Business Manager.
- The postholder has supervisory responsibility for all staff employed in the school kitchen.

6. PROBLEMS AND DECISIONS

- The postholder will be expected to resolve routine staff issues in matters of discipline, seeking advice and guidance from the School Business Manager where appropriate.
- The postholder will be expected to deal with problems in respect of the delivery of consumable and non-consumable goods to the kitchen.
- The postholder will be expected to report routine maintenance problems within the kitchen.

7. CONTACTS

Daily contact with Headteacher, pupils, staff and visitors to the school to facilitate the provision of meals to customers. Regular contact also with food suppliers and the Catering contractor.

8. KNOWLEDGE, EXPERIENCE AND TRAINING

- Previous experience in a food preparation and production environment is desirable.
- All training will be provided, including induction, skills training and Level 2 /3 Award in Food Safety in Catering.

9. PHYSICAL EFFORT AND/OR STRAIN

A moderate amount of lifting is necessary in the execution of the postholder's duties such as the movement of dining furniture, saucepans and provisions.

10. WORKING ENVIRONMENT

The working environment is contained within the kitchen/dining area of the school and may become hot, especially during summer months.

11. EQUIPMENT

The duties relating to this post will involve the use of machinery and equipment such as slicing machines, mixers, ovens, vegetable peelers and fat fryers, for which instruction and training will be given.

12. GENERAL

This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

13. SPECIAL NOTES OR CONDITIONS

Protective clothing will be provided and must be worn at all times.

