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**JOB DESCRIPTION - SCHOOL COOK, THE WINDMILL SCHOOL**

Responsible to: Headteacher

Salary: SCP 30 - 34 (pro rata from £22,517 to £24,826)

Hours/week: 22.5 hours per week (Mon- Friday 10am to 2.30pm)

Weeks/year: 46 weeks per annum (1 week in the summer to prepare for the new year and 1 week ad hoc across the year outside of term time)

**Purpose of Role**

The Windmill School would like to appoint a School Cook to prepare and cook healthy and nutritious meals for our autistic students in our brand-new state-of-the-art kitchen. Working with the Headteacher, you will be responsible for devising menu’s which cater for sensory needs, adhere to nutritional standards for school meals, comply with health and safety legislation and to work within a fixed budget.

The Windmill School is a special free school for students aged 4 – 19 years. The school is expanding rapidly, with 40 students on roll from September 2024 and we are planning to reach our full capacity of 90 students over the next few years. As part of the wider Barnet Special Education Trust, we are also intending to offer our SEN adult learners access to meaningful work experience opportunities within the Windmill School kitchen. At this stage in the expansion of the school, you will be working alone to cater for the students on roll who are choosing to have a school meal. As the school continues to expand, you will have management responsibility for any additional kitchen staff hired.

The following is an outline of the range of duties that can currently be expected. It is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the school and the students, which do not change the general character of the job, or the level of responsibility entailed.

**School Cook job description**

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| **Meal preparation and provision** |
| Preparing cost-effective menus for each term that optimise nutritional value and provide sufficient variety and quantity to suit all pupils, adhering to government nutritional standards in schools' guidance. |
| Working with the Headteacher and relevant stakeholders when formulating menus. |
| Accounting for the personal dietary, medical, nutritional needs and cultural diversity of pupils as required. |
| Ensuring that all food is labelled correctly and appropriately, especially regarding the presence of allergens, in line with Natasha’s Law. |
| Ensuring all food is handled and cooked correctly before being served. |
| Supervision of any other catering staff, including work experience students, in the preparation and provision of food, always ensuring a high standard of work. |
| Responding to any queries from pupils and other stakeholders regarding the food provided, e.g. nutritional information, allergens. |
| **Health and safety** |
| Ensuring the preparation and provision of food in a safe and hygienic environment with stringent standards upheld. |
| Liaising with the site manager and cleaning staff to ensure sufficient cleaning procedures are in place for kitchen and dining areas. |
| Ensuring that both you and other catering staff always wear the correct uniform and maintain high standards of personal hygiene to prevent the contamination of any food. |
| Undertaking risk assessments as appropriate. |
| Following first aid procedures for any accidents and reporting incidents in line with school procedures. |
| Ensuring a suitable first aid box is accessible, stocked correctly and clearly identifiable within the catering area. |
| **Management of stock and equipment** |
| Maintaining a record of orders, invoices, receipts and returns in line with banking and reconciliation procedures to meet auditing requirements and ensure accountability. |
| Ensuring stock is replenished and ordered in a timely manner and checked and inspected upon arrival for quality assurance purposes. |
| Ensuring the safe storage and rotation of stock, undertaking routine checks. |
| Assessing suppliers’ prices regularly to ensure value for money is achieved with regard to the school budget and suggesting alternatives to the Finance Team where appropriate. |
| Ensuring catering staff and work experience staff are trained in the correct and safe use of catering equipment. |
| Working with the Site Manager to ensure equipment is serviced in line with the manufacturer’s instructions, identifying maintenance issues and reporting these to the site manager promptly. |
| **Communication** |
| Ensuring pupils and parents are provided with sufficient information about the school’s catering service and know how to raise any queries |
| Gathering feedback where appropriate from pupils and other stakeholders on the food served to identify successes and areas for improvement. |
| Participating in meetings with other school staff and stakeholders and contributing where necessary. |
| **Additional duties** |
| Reading, understanding and having due regard for all relevant school and Trust policies as instructed during induction. |
| Maintaining a professional curiosity within the school environment and being alert to any potential indicators of safeguarding issues, raising concerns with the DSL as appropriate in line with the Child Protection and Safeguarding Policy. |
| Playing a key part in the delivery of the school’s values and ethos, leading by example. |
| Undertaking CPD and attending any relevant training courses as directed by the headteacher. |
| Undertaking additional duties as reasonably directed by the headteacher, similar to those outlined in this job description. |

**Catering manager person specification**

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|  | **Essential** | **Desirable** |
| **Qualifications and training** | The successful candidate will have:   * Trained to Level 3 Food Safety or NVQ equivalent * Advanced Food Hygiene Certificate | The successful candidate may also have:   * Evidence of relevant CPD * First aid training |
| **Skills and experience** | The successful candidate will have:   * Experience of menu planning and working within a budget * Experience of stock control and equipment maintenance * Experience working within a busy kitchen environment * Experience working to deadlines and prioritising workload * Experience of demonstrating correct practice and training others * Excellent interpersonal and communication skills * High level of personal organisation, and the ability to work without close supervision * Experience in working in a catering kitchen providing meals at a large scale. Costing meals and working to a budget. | The successful candidate may also have:   * Previous experience working with children * Previous experience in a school setting * Previous experience of working with young people with SEN. |
| **Knowledge** | The successful candidate will have:   * Extensive knowledge of hygiene and health and safety laws in a food preparation environment * Sufficient understanding of government legislation relating to food in school, e.g. nutritional standards * Technical understanding of food storage, preparation and cooking | The successful candidate may also have:   * Knowledge and understanding of the operation of a school * Knowledge of Special Educational Needs and Disabilities and associated dietary requirements |
| **Personal traits** | The successful candidate will be:   * Personable and approachable * Patient and empathic and responsive to the communication and sensory needs of autistic children and young people. * Be creative, particularly around inflexible food preferences. * Committed to equal opportunities and empowering others * Able to maintain a good working relationship with others, including teachers and other support staff. |  |
| **Additional requirements** | The successful candidate will have:   * A willingness to participate in training and development * An exemplary conduct and attendance record * A desire and commitment to contribute to the school community * The ability to plan and organise * The ability to recognise and identify problems * The ability to record and pass on information accurately |  |