



**COCKBURN**  
**MULTI-ACADEMY TRUST**  
TRANSFORMATION TO EXCELLENCE



# Recruitment Booklet

## School Head Chef

# Job Description - School Head Chef

<b>Post:</b>	<b>School Head Chef</b>
<b>Required:</b>	<b>September 2024</b>
<b>Pay scale and salary:</b>	<b>C3, SCP 19 to 22 (£29,777 - £31,364 FTE) £26,924 - £28,359 actual salary</b>
<b>Contract Type:</b>	<b>Permanent – Term time only + 15 days</b>
<b>Hours of work:</b>	<b>Full time – 37 hours per week (Monday-Friday, 6.30am-2.00pm)</b>

**Job Title:** School Head Chef

**Accountable to:** School Business Manager

**Responsible for:** Senior Catering Assistant & General Kitchen Assistants

## **Core Role:**

- To deliver an effective and efficient catering facility for all academy stakeholders, encompassing menu planning, budgetary control, stock management, and ensuring kitchen health and hygiene regulations are met
- To develop and progress the catering provision to deliver healthy and high-quality meals that meet the School Food Standards
- To support the aims of the academy, ensuring that the philosophy of inclusion continues to be the experience of the students
- To lead, manage and deploy a team of catering staff to ensure the efficient organisation of the catering provision which may include supporting and developing apprentices

## **Key accountabilities:**

### **Strategy direction and development:**

- To provide the strategic direction needed for the area to successfully develop and maintain standards
- To monitor, review and evaluate the catering provision to the academy and its stakeholders
- To plan, control and direct the production and service of academy meals, to develop termly five-week cycle of menus, catering for all dietary requirements
- To work in collaboration with other academy's demonstrating best practice to learn from and continually enhance catering provision at Cockburn School. This may involve working at other academies within the Multi-academy Trust as required.

### **Catering provision:**

- To achieve best value without compromising on quality
- To be responsible for the performance of the whole academy catering provision, including co-ordinating and overseeing in and out of academy events catering e.g. conferences, events, Progress Review Evenings and academy productions
- To negotiate best value contracts with authorised suppliers to ensure the cost effectiveness of the catering service
- To be accountable for leading, managing and developing the catering facility, undertake regular planning meetings with the School Business Manager to move the academy's catering facilities forward



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- To be accountable for inspections undertaken by LA, Environmental Health Inspector and external verifiers ensuring meeting the necessary Health, Hygiene and Safety requirements
- To be responsible for effective use of allocated funding, ensuring value for money
- To ensure the safety of all involved in the catering facilities, undertaking Risk Assessments as appropriate
- To inform the School Business Manager and Premises Manager of any defects in heavy equipment or of premises not meeting Health & Safety and or Food Hygiene Regulation Standards
- In addition to the duties outlined above, all employees are required to take care of their own and other people's health and safety.

#### **Leading and managing staff:**

- To supervise and deploy all catering staff to ensure the efficient organisation of the catering service, and deal with any staffing problems/issues that arise in consultation with the School Business Manager
- To ensure an appropriate level of sustainability within the staffing structure to enable the catering provision to be delivered in the absence of key personnel
- To prepare and manage the duty rota for all catering personnel
- To oversee the preparation, cooking and service arrangements
- To supervise and deploy supervisors as necessary
- To undertake Performance Management Reviews, acting as a reviewer for staff in the catering team
- To continue personal professional development, researching, requesting and undertaking relevant training for all concerned
- To promote teamwork and to motivate staff to ensure effective working relations and communication.

#### **Efficient and effective deployment of resources:**

- To manage the whole academy catering budget and be accountable for ensuring that the business turn over, covers all associated costs commensurate with first class provision
- To undertake day-to-day management, control and operation of the catering provision, including effective deployment of staff
- To plan and manage the accommodation with the academy catering facilities, using professional skill and judgement
- To ensure the catering team are adhering to the Nutritional legislation
- To maintain and keep accurate stock records for all provisions, light and heavy equipment
- To ensure cleaning on a daily basis to all catering and eating areas
- To be responsible for the accurate costs control of catering revenue and expenditure and the security of all monies
- To manage and instruct staff associated with finance administration
- To complete financial reports for the School Business Manager
- To maintain authorised food stock levels and complete stock returns by the date required
- To undertake routine checks of equipment, cleaning material, stationery and uniform
- To ensure that the maintenance agreements for all equipment are current and arrange for the necessary checks at renewal
- To plan daily menus, making provision as appropriate for special food diets, and order stocks accordingly



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- To ensure that delivery notes are checked against requisitions and any identified discrepancies are reported immediately to the supplier
- To be responsible for and ensure correct procedures for banking and reconciliation are met.

**Health and Safety:**

- To ensure adherence to all procedures related to Health and Safety and COSHH regulations with regard to food, equipment, materials and general safety
- To ensure the safe operation of kitchen equipment at all times
- To ensure that necessary repairs to kitchen equipment are reported immediately and repairs arranged, ensuring that unsafe equipment is taken out of use pending repair
- To ensure that all kitchen areas are clean and free from hazards
- To undertake regular Risk Assessments
- To ensure that all accidents and incidents are reported, including notifiable diseases
- To ensure the security of the catering areas at all times
- To be responsible for the regular inspection and maintenance of the First Aid box and arrange replenishment as necessary
- To ensure that all catering personnel maintain high standards of cleanliness, personal hygiene and appearance.
- As required by line management, to attend meetings within academy
- Undertake other duties as directed by the Executive Headteacher, Head of School and School Business Manager.

To undertake any other duties that may be required for the effective operation of the catering establishment. This will include using the academy's cashless catering system, stock rotation and stock control.

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder.



# Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributed will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
Grade C or above in GCSE English or Level 2 Functional Skills in English/Maths	*		A/Q
A recognised catering qualification or equivalent experience	*		A/Q
Food Hygiene qualification or willing to train	*		A/Q
Evidence of recent CPD		*	A/Q
First Aid Trained		*	A/Q
A degree or equivalent		*	A/Q
<b>KNOWLEDGE/SKILLS</b>	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
Knowledge of Health and Safety regulations and COSHH	*		A/S
Knowledge of Food Hygiene Regulations	*		A/S
Knowledge of budgets, stock control and business planning	*		A/S
Passion for food and furthering knowledge of food	*		A/S
Understanding of the 'School Food Standards'			A/S
Excellent organisation and time management skills	*		A/S
Ability to work under pressure	*		A/S
Ability to engage staff and stakeholders	*		A/S
Able to work exercise initiative, work independently and also deal with a number of problems at the same time, being able to prioritise	*		A/S
Good ICT Skills	*		A/S
An ability to work constructively as part of a team	*		A/S
A customer service ethos	*		A/S
Ability to work flexibly	*		A/S



EXPERIENCE	ESSENTIAL	DESIRABLE	MOA
Experience of leading and managing a busy catering provision	*		A/R
Experience of working as a Catering Manager/Chef and menu planning using fresh ingredients	*		A/R
Experience of supervising staff, planning & organising the work rota and carrying out effective performance reviews	*		A/R
Experience of managing budgets, stock management and best value principles	*		A/R
Working within a school catering environment		*	A/R
PERSONAL QUALITIES	Essential	Desirable	MOA
Demonstrate high standards of personal hygiene and appearance	*		S
Well-organised	*		S
Be personable and approachable	*		S
Be creative	*		S
Be able to perform physical tasks on a frequent basis, such as lifting large pans, moving kitchen equipment and sweeping/mopping.	*		S
<b>Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.</b>			
<b>This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.</b>			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification	
	R =	References	
	S =	Selection Process	



