

# Special Educational Needs and Disabilities Academy Trust (SENDAT)



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>RELIEF COOK</b>
<b>GRADE / SP:</b>	<b>Starting at SP 11 – SP 15</b>  <b>£27,334 - £31,364 FTE</b>
<b>CONTRACT:</b>	<b>Permanent</b>
<b>WORKING ARRANGEMENTS:</b>	<b>Up to 30 hrs per week / 39 weeks per year</b> <b>Based at one of the following schools:</b> <ul style="list-style-type: none"><li>• <b>Chalk Hill Academy(Sudbury)</b></li><li>• <b>Priory School (Bury St Edmunds)</b></li><li>• <b>Stone Lodge Academy(Ipswich)</b></li></ul> <b>Location to suit successful applicant</b>
<b>REPORTS TO:</b>	<b>SENDAT Catering Manager</b>
<b>Hours of work:</b>	<b>Monday to Friday – 8.00am to 2.30pm</b> This may vary dependant on cover required & location.
<b>Locations:</b>	<b>Chalk Hill Academy, Sudbury CO10 2SF</b> <b>Priory School, Bury St Edmunds IP32 7BH</b> <b>Stone Lodge Academy, Ipswich IP2 9HW</b>

Your actual hours to be worked each week will be as necessitated by the needs of the business & may vary from those stated above. The days of the week on which you are required to work are Mon-Fri.

The Organisation's operational hours are 0700 hrs to 1630 hrs on Mon to Fri and any working hours will generally be between 0800 hrs and 1430 hrs.

Where possible, deviation from the working hours stated above will be notified to you by Sarah Stannard, SENDAT Catering Manager, one week in advance, but flexibility due to staff absence is a must.

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Your own car is essential & mileage to other schools will be included at an additional rate of 45p per mile.

### CONTEXT

The Special Educational Needs and Disabilities Academies Trust (SENDAT) is set up to develop a range of specialist provisions across the continuum of special educational needs and disabilities (SEND) and alternative provision (AP) across Suffolk and its border counties. The Trust currently has schools/provisions located in Bury St Edmunds, Sudbury, Ipswich, Lowestoft & Fakenham.

### MAIN PURPOSE OF ROLE

To provide Relief Cover and additional kitchen team support where required at either Chalk Hill Academy, Priory School or Stone Lodge Academy.

To assist Head of Kitchen on a designated SENDAT site, ensuring that food is prepared cooked and served in accordance with defined standards and quality.

Provide administrative support to the SENDAT Catering Manager as required.

To work at all times within the Department for Education guidelines regarding current food health safety and hygiene legislation and the school's Health and Safety Policy, with the aim of achieving high standards of customer care, good quality and best value.

### KEY RESPONSIBILITIES AND TASKS

#### Operational Management

1. To provide absence cover for sickness and other absences including planned well-being days at the three schools named above. Mileage beyond usual travel to work distance will be reimbursed monthly.
2. To provide additional support during busy periods such as Christmas and events as directed by SENDAT Catering manager.
3. Plan, prepare, cook and serve food in accordance with agreed menus to meet specifications and standards as defined by the SENDAT Catering Manager.
4. Create and vary dishes as agreed with the SENDAT Catering Manager and Head of School, to cater for special local school & Trust events and to provide innovative and attractive menus.
5. Ensure that all food provided by the SENDAT catering service on-site meets the dietary requirements of the staff and students.

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6. Promote effective waste management within dining rooms and kitchens on all sites.
7. Work in close co-operation with the SENDAT Catering Manager and Headteacher/Head of School to ensure that any significant issues are addressed without delay.
8. Keep abreast of new initiatives, systems and regulations through regular training.

### **Financial Management**

1. Support in monitoring of expenditure and assist with strategies to ensure value for money.
2. Alert the SENDAT Catering Manager promptly in the event of potential or actual overspend.
3. Maintain a rigorous system of stock control, in conjunction with the SENDAT Catering Manager.
4. Maintain accurate administrative records as required.

### **Staff Supervision (where applicable)**

Oversee the day-to-day activities of the site Catering team i.e.

1. Participate in recruitment and selection processes if required.
2. Assist with induction / probation training under the guidance of the SENDAT Catering Manager.
3. Provide input to staff appraisals.
4. Take initial action to address any work performance / attendance / conduct issues under the guidance of the SENDAT Catering manager and HR Manager.
5. Monitor the quality of food preparation undertaken by the catering team and work closely with the team to maintain the highest possible standards of food preparation, cooking, service and hygiene.
6. Work with the SENDAT Catering Manager to ensure adequate cover for absence within the team and to staff special events where necessary.
7. Promote and embed an ethos within the site Catering team of constructive supportive team working.
8. Build and maintain professional and constructive working relationships with teaching and support staff colleagues across the school and SENDAT Catering service colleagues across the Trust.

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## Health and Safety

### Under the general guidance of the SENDAT Catering Manager:

1. Ensure that the site kitchen meets all statutory requirements for Ofsted and Local Authority Hygiene inspections.
2. Implement Food Safety Management systems on the designated site including Hazard Analysis and Critical Control Point (HACCP) systems.
3. Promote and participate in an alert and positive approach to Health and Safety in the delivery of the SENDAT Catering service on the designated site.

## GENERAL

1. Actively contribute to and promote the overall ethos and values of each SENDAT school / provision and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with students, parents, staff colleagues, external agencies and any other visitors to SENDAT sites.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / student information and the Trust's business at all times.
5. Act as an ambassador for SENDAT schools / provisions and the wider Trust within the local communities and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the Head of School, or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

## SAFEGUARDING AND SAFER RECRUITMENT

1. SENDAT is committed to safeguarding and promoting the welfare of children and young persons at all times. The post holder under the guidance of the Headteacher / Head of School, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies.

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2. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS). A check against the Children's Barred List will be carried out for those who work directly with students under the age of 18.
3. The post holder is required to disclose to the school details of any relevant changes in their criminal records status including all unspent cautions and convictions and all adult cautions and spent convictions that are not protected (i.e., that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school and post holders may be expected to undertake other duties of a similar level/nature which are considered appropriate to the level of this post.

This job description may be reviewed at the reasonable discretion of the CEO/Head of School in the light of those changing requirements and in consultation with the post holder.

### ***SENDAT – Welcoming Diversity*** **PERSON SPECIFICATION**

<b>Attributes</b>	<b>Essential</b>	<b>Preferred</b>
<b>Education/Qualifications</b>	NVQ 2 in Catering or equivalent  Food Hygiene Certificate	NVQ 3
<b>Experience</b>	Previous experience of cooking for large numbers in an industrial, educational or similar environment	Previous experience of managing a school kitchen

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<p><b>Skills/Knowledge/Aptitude</b></p>	<p>Knowledge of production of fresh and convenience foods using modern catering technology, including catering for special dietary requirements</p> <p>Knowledge of health and safety and food hygiene regulations</p> <p>Experience of menu planning and portion control, working within a strict budget</p> <p>Ability to assist with training of kitchen assistants</p> <p>Ability to assist with clerical tasks relevant to kitchen procedures</p>	
<p><b>Motivation</b></p>	<p>Willingness to undertake further training as required</p> <p>Willing to work to produce high standards of food production and hygiene</p>	
<p><b>Physical</b></p>	<p>Ability to lift industrial catering equipment</p>	
<p><b>Other</b></p>	<p>Willingness to undergo First Aid Training</p>	<p>Current First Aid qualification</p>