

SCHOOL COOK GRADE 5 - PERSON SPECIFICATION

Qualifications & Training	Essential	Desirable	How Assessed
An appropriate catering qualification.	x		Application Form
Experience of working in a catering environment (at least two years).	x		Application Form Interview
Experience of working in a school or similar establishment.		x	Application Form
Experience of cooking and food production including occasional functions and catering for specific individual needs.	x		Application Form
Experience of designing menus in accordance with the establishment's policies and needs.	x		Application Form
Skills & Knowledge	Essential	Desirable	How Assessed
Able to communicate effectively with people of all ages and levels.	x		Application Form Interview
Able to work in collaboration with the line manager to ensure a high quality service, which meets appropriate standards.	x		Application Form Interview
Promoting the catering service and healthy eating options to its customers.		x	Application Form Interview
Able to supervise a team of staff, delegating duties as required.	x		Application Form Interview
Liaising with outside agencies regarding catering legislation and guidance.		x	Application Form Interview
Dealing with catering suppliers, both for produce and equipment.		x	Application Form Interview
Knowledge of current legislation and requirements included in DFE guidelines for the provision of school meals.	x		Application Form Interview

Effective numeracy skills to support finance-related tasks e.g. use of cash registers.		x	Application Form Interview
Effective administrative skills to support appropriate tasks e.g. completion of records.		x	Application Form Interview
Knowledge of the importance of health and safety and food hygiene in a catering environment.	x		Application Form Interview
Working to an agreed budget and best value principles.	x		Application Form Interview
Effective ICT skills.		x	Application Form Interview
Safeguarding	Essential	Desirable	How Assessed
Understanding of current statutory processes, procedures and associated documentation	x		Application Form & Interview
Personal attributes	Essential	Desirable	How Assessed
Recognition of the importance of personal responsibility for health and safety.	x		Application Form Interview
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Commitment to the highest standards of child protection and safeguarding.	x		Application Form Interview
Desire to enhance and develop skills and knowledge through CPD.	x		Application Form Interview
Initiative and ability to prioritise one's own work.	x		Application Form Interview
Able to work flexibly to meet deadlines and respond to unplanned situations.	x		Application Form Interview
Able to form good relationships with students, staff and service users.	x		Application Form Interview

Safeguarding Statement

Cheney School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.