



St Joseph

Catholic Multi Academy Trust

JOB DESCRIPTION and PERSON SPECIFICATION

Job Title:	Cook in Charge	Grade:	SCP 5-8
Area/Section:	Holy Family Catholic Primary	Salary:	£25,583 to £26,824 per annum, pro-rata
Date Prepared:	September 2025	Hours:	22.5 hours per week, 9.30am - 2:30pm
		Contract:	Fixed Term to October 2026. Term time only plus 5 days

Role Purpose and Summary

We are seeking a passionate and dedicated School Cook to take overall responsibility for our academy's food service operations. The ideal candidate will be committed to food safety, organisation, and delivering a friendly and delicious food service. They will be passionate about using and cooking with fresh ingredients.

The School Cook will work closely with the leadership team, to ensure the food service aligns with the values and mission of our academy. This position requires a strong commitment to the health and well-being of our students and a collaborative spirit.

Key Responsibilities and Accountabilities

Food Safety:

- Ensure all food safety standards are met, including proper storage, handling, and preparation of food items.
- Ensure paperwork is kept up-to date as required by law and staff receive appropriate training.

Menu Planning:

- Follow and develop weekly menu and recipes.
- Consider the dietary needs of students, including those with varied cultural and religious backgrounds and special dietary requirements.

Food Preparation:

- Ensure efficient preparation and service of meals and breaks, provided to the standards set by the academy.
- Ensure efficient preparation and service of hospitality requirements, as requested by academy leadership team.
- Use fresh ingredients in the preparation and planning of meals.

Ordering and Inventory Management:

- Manage inventory and orders. Order food from recommended suppliers.
- Maintain accurate records and manage wastage effectively to ensure efficient and cost-effective operations.

Collaboration:

- Work closely with the Leadership team to align food service operations with their guidelines and the academy's values.
- Work closely with lunchtime support staff to ensure the lunch service is smooth and enjoyable experience for students.



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- Maintain and build relationships with at all levels within the academy.

Health and Well-Being:

- Promote healthy eating habits and nutritional education among students and staff.

Compliance:

- Adhere to the legal standards of hygiene and safety.
- Ensure the Safer Food Better Business (SFBB) is completed in line with legal requirements and used as a daily working document.
- Liaise with the catering service provider's Area Manager to action and implement any changes resulting from routine audits and inspections.

Cleanliness and Maintenance:

- Maintain a clean, organised, and safe kitchen environment, including routine cleaning and inspections.
- Ensure equipment is maintained and repairs are reported to the academy and recorded.

Team Leadership:

- Supervise and train the catering team, fostering a positive and collaborative work environment.
- Motivate the catering team to deliver the catering service to a high standard.
- Support with the performance management of all catering staff.
- Identify training needs of the catering team and assist in making provisions for development.

Customer Service:

- Provide friendly and responsive service to students, staff, and parents, addressing any concerns or feedback promptly.
- Grow and maintain high levels of hot meals uptake through the preparation of delicious food and an encouraging and service.
- Make mealtimes a pleasing and pleasant experience for all students.

Values Alignment:

- Commitment to the values and mission of St Ambrose Catholic Academy.
- Passion for promoting health and well-being through nutritious meals.
- Dedication to creating a positive and inclusive environment for all students.

General

- Maintain high standards of personal hygiene.
- Ensure uniform is clean and presentable.

General Responsibilities



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- Follow all Trust policies and procedures relating to legislative and statutory requirements, including on Health and Safety and Safeguarding, including those required by Company education and charity law, Data Protection, and funding agreements.
- To participate in performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.
- To be aware of and support difference and ensure equal opportunities for all.
- To attend meetings within the trust and external events as required.
- To maintain constructive relationships and communicate with other agencies/professionals/parents and students.
- To recognise own strengths and areas of expertise and use these to support others.
- To maintain confidentiality always in respect of academy-related matters and to prevent disclosure of confidential and sensitive information.
- Promote a safe and healthy environment for students, staff and visitors.
- Other duties commensurate with the grade of the post as directed by the Trust CFOO.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Trust and Academies are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.



PERSON SPECIFICATION

The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.		
	Essential	Desirable
1. Qualifications and Training		
GCSEs or equivalent.	✓	
Certification in food safety (e.g., Level 2 Food Hygiene).	✓	
Culinary or equivalent professional training.		✓
2. Experience		
Proven experience as a cook or chef, preferably in an academy/school, childcare, or similar setting.	✓	
Experience in menu planning and food preparation for large groups.	✓	
Experience managing food inventory and ordering supplies.	✓	
Previous experience in an educational setting or with child nutrition programmes.		✓
3. Knowledge and Skills		
In-depth knowledge of food safety regulations and best practices.	✓	
Strong culinary skills, including the ability to prepare and cook a variety of healthy and appealing meals.	✓	
Excellent organisational and time management skills to manage multiple tasks efficiently.	✓	
Ability to create and adapt menus to meet varying dietary needs, including those with special dietary requirements or cultural and religious preferences.	✓	
Strong leadership and team management skills, with the ability to supervise and motivate kitchen staff.	✓	
Effective communication skills to interact positively with pupils, staff, parents, and external partners.	✓	
Customer service-oriented with a friendly and approachable demeanour.	✓	
Physical stamina to handle the demands of a busy kitchen environment, including lifting, standing for long periods, and working in hot conditions.	✓	
Knowledge of nutrition education and ability to promote healthy eating habits among young people or adults.		✓
Familiarity with School Food Standards.		✓
4. Professional and Personal Qualities		
Belief that every student should have access to an excellent education regardless of background.	✓	
A commitment to the Trust's core purpose around giving children the best possible Catholic education	✓	
A commitment to supporting the Catholic ethos of the Trust	✓	
Passionate about promoting health and well-being through nutritious meals.	✓	
Passionate about using and cooking with fresh ingredients	✓	



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	Essential	Desirable
Willingness and commitment to Professional Development	✓	
Creative and innovative approach to menu planning and food presentation.	✓	
To have excellent attendance and punctuality	✓	
Ability to persuade, motivate, negotiate and influence	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities	✓	
Commitment to high educational, professional and personal standards, acting with integrity and honesty to safeguard the financial probity and reputation of the academy	✓	
Understanding of promoting positive relationships with the wider academy community	✓	
Thinks and acts strategically by reflecting and analysing and making sound ethical judgements	✓	
Works to high levels of accuracy	✓	
Pursues a shared vision with enthusiasm and determination	✓	
Willingness to continually improve own and team performance	✓	
Effective communication skills – both written and verbal	✓	
Ability to communicate a vision and inspire others	✓	
Commitment to ensuring the best outcomes for all students.	✓	
Empathy and respect for children, parents and their needs	✓	
A calm manner and a good sense of humour	✓	
Approachable, committed and resourceful	✓	
Able to manage stressful and challenging situations	✓	
Professional appearance and presentation	✓	
Prepared to work flexibly and adapt to changing needs	✓	
Fairness, empathy and listening skills	✓	
Integrity, confidentiality and discretion	✓	
Tenacity and the ability to work effectively under pressure	✓	
Proven capacity to work innovatively and independently	✓	
The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.		
Disclosure of Criminal Record:		
The successful candidate's appointment will be subject to the Trust obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	✓	
If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓	
If the post-holder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A
The employment checks are required:		
Evidence of entitlement to work in the U.K.	✓	
Evidence of essential qualifications – section 1 of PS	✓	



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		Essential	Desirable
	Two satisfactory references	✓	
	Confirmation of medical fitness for employment	✓	
	Registration with appropriate bodies (where applicable)	✓	