



*Achieving excellence together*

*Welcome to Marsden Junior School where we are currently looking to appoint a new School Cook.*

*Great Heights Academy Trust strive to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all can achieve their full potential and all can reach GREAT heights.*



## School Cook

CANDIDATE INFORMATION PACK

## ► Welcome

Dear Colleague,

I would like to warmly welcome you to Marsden Junior School where we all 'achieve together'. The children are at the heart of everything we do here, and I am extremely proud to be the school's Executive Principal, as it continues its exciting journey of continuous, evidence-based improvement and excellence.

At Marsden Junior School, we believe that growing a love of learning – both knowledge and skills – is vitally important in preparing children for their future. We want our pupils to leave the school as confident, independent, highly motivated, and caring members of society, who are ambassadors of happiness, wellness, and positive change. We may be slightly smaller than average, but we think big and are ambitious for our children and all that they can achieve.

As part of the Great Heights Trust, Marsden Junior School offers a safe, inspirational, and welcoming environment. Staff truly care, children happily smile, learn, and play together, and our parents and carers work in partnership with the school. This allows the school to have a strong family ethos, based on respect, inclusion, and celebrating both difference and successes.

Marsden Junior School's motto is 'Achieving Together' and this includes everyone at all levels of school life. We want children to be the kite in our logo; to fly high, thrive and flourish both academically and personally.

I look forward to receiving your application, best of luck to all.

Yours sincerely,

Mr Jamie Stuttard

Executive Principal



## Overview of the Position for Marsden Junior School

We are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

## About the Trust

The Trust currently comprises of seven primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and three in Kirklees (Carlinghow Academy, Marsden Junior School and Nields Academy). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

The successful candidates will join a highly collaborative network of leaders and managers. Each academy is different, reflecting the aspirations and leadership style of its Principal and local community needs.

*Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.*



### ▶ Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

### ▶ We aim to

- ✔ Develop an effective partnership of schools that share a commitment to raising standards.
- ✔ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✔ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✔ Share expertise – both best practice and best practitioners.
- ✔ Develop all teachers and leaders through effective professional development.
- ✔ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

### ▶ Our Vision and Values Statement

*The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.*

**Our mantra across our partnerships embraces the following themes:**

- G** Great teaching and learning opportunities for all in the partnership
- R** Real life opportunities to develop an understanding of the wider world
- E** Enthuse a love of learning and mutual respect
- A** Academic development to nurture potential for all
- T** Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.

### Current Trust Academies and Designations

## JOB DESCRIPTION

<b>Position:</b>	School Cook
<b>Department:</b>	Marsden Junior School
<b>Pay Range:</b>	Grade 5, Scale Point 5
<b>Hours of Work:</b>	30 hours per week term time plus 5 days
<b>Responsible to:</b>	Catering Manager Principal

### **Statutory Requirements**

- It is aligned to the Local Government Terms and Conditions, set out in the statutory guidance.

### **Membership of the Trust**

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders.

### **PURPOSE OF THE POST:**

The production, service and provision of quality meals having the responsibility for the day to day running of the kitchen and lunchtime period ensuring compliance with relevant Health and Safety Food Hygiene and Allergen requirements as directed by the Catering Manager.

### **KEY AREAS:**

1. Service delivery
2. Requisition of supplies
3. Menu planning
4. Hygiene and safety
5. Miscellaneous

### **1. DUTIES AND RESPONSIBILITIES**

- 1.1 Support the catering manager in providing a high quality and nutritious catering service.
- 1.2 To ensure that the meals prepared are produced to the required standard of quality and attractiveness before serving, within the allocated time scale.
- 1.3 To decide on number of items to be prepared depending on the numbers given by the school office.
- 1.4 Undertake the cleaning of the kitchen and surrounding areas and of equipment to ensure the kitchen is maintained to a high level and report faults to Catering Manager.
- 1.5 To serve hot and cold food and beverages at service times.
- 1.6 Serve meals ensuring correct portion control.

**2. Requisition of supplies**

- 2.1 To requisition supplies and ensure that these are properly issued, used and accounted for.
- 2.2 To carry out stock checks and food rotation procedures daily and stock takes as required by the Catering Manager.
- 2.3 To receive food from suppliers as required and organise correct rotation of stock to ensure all goods are used within date reporting any problems to the Catering Manager

**3. Menu planning**

- 3.1 To assist the Catering Manager in menu planning.
- 3.2 To ensure budgeted food costs are achieved and maintained.

**4. Hygiene and safety**

- 4.1 To comply with statutory regulations concerning the hygiene and safety of staff, food and equipment.
- 4.2 To maintain records relating to food production activities and supplies information as required by the Catering Manager.
- 4.3 To give a meaningful commitment to Hygiene and Safety at work, including COSHH regulations and ensure strict adherence to all Hygiene and Safety procedures at all times.
- 4.4 To be responsible for the supervision of hygiene and Health and Safety regulations

**5. Supervision**

- 5.1 All service staff have full knowledge of dishes regarding ingredients, cooking methods and correct portion sizes.
- 5.2 To be responsible for the supervision of hygiene and Health and Safety regulations

**6 Miscellaneous**

- 6.1 To ensure that you take care of your own health and safety and that of your colleagues in line with the Academy's Health and Safety Policy.
- 6.2 To undertake any other duties as may be reasonably required by your line manager.
- 6.3 To play a full part in the life of the Academy community, supporting its distinctive mission and ethos actively promoting its policies and practices.
- 6.4 To play a part in marketing and liaison activities such as Open Evenings, Parents' Evenings and other similar events as appropriate.
- 6.5 To work as a member of a designated team and contribute positively to effective working relations within the school by attending all appropriate meetings.
- 6.6 To engage actively in the Performance Management Review process.
- 6.7 To participate in the Academy's Staff Development Programme by attending INSET, meetings and opportunities for further training and professional development as outlined in your Performance Review and whole school training plan.
- 6.8 To carry out your duties in accordance with the Academy's Equal Opportunities Policy.

**General**

- The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- To uphold the Nolan Principles of public life.
- To take part in any CPD activities appropriate to the role.
- Attend school events as required.
- Assist in school emergencies, as required.



- Attend relevant meetings and training sessions.
- To be prepared to work and/or assist at other academy offices short-term to assist staff absence/training needs.
- To always act as an Ambassador for the Academy/MAT actively promoting its values and vision with all stakeholders.
- To undertake any other professional duties as required by the principal.

### **Safeguarding**

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people, and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

### **Notes:**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Person Specification:** School Cook

**Key to identification:** A = Application I = Interview R = Reference

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Preparation and cooking skills connected with large scale catering.	✓		A/I
Ability to write legibly and do simple calculations and work to a fixed budget.	✓		A/I
Basic Food Hygiene Certificate	✓		A/I
CIEH Level 2 Award in Food Safety in Catering		✓	A/I
CIEH Level 3 Award in Implementing Food Safety Management		✓	A/I
Food Safety Management		✓	A/I
Fire Safety Training		✓	A/I
Emergency First Aid at Work		✓	A/I
<b>Personal Development &amp; Additional Learning</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
A willingness to undertake training both in-house and externally.	✓		A/I/R
Have a knowledge and understanding of the School Food Trust Nutritional Standards		✓	A/I/R
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
To have worked in a commercial kitchen and prepared, cooked, finished off and presented food from its fresh state for the main and sweet course.	✓	✓	A/I/R
Experience of working in an educational catering service		✓	A/I/R
Experience of managing staff members		✓	
<b>Initiative and Circumstances</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
To be a good organiser and have the ability to adapt to ever changing circumstances.	✓		A/I/R
To have imagination, flair and drive to implement changes to keep the service up to date.	✓		A/I/R
To be able to motivate and lead staff.	✓		A/I/R
To be available for work outside term time if required. This requirement is for cleaning, training, meetings, development of the service and emergencies.	✓		A/I/R

## ► Reasons to work at Marsden Junior School / Great Heights Academy Trust



### A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



### Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



### Career Opportunities

Career opportunities across the MAT.



### Cycle to work scheme

Tax free cycle scheme.



### Holiday package

The Trust provides staff with a generous holiday entitlement.



### Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

