



Application Pack

COOK SUPERVISOR



EMMAUS
CATHOLIC ACADEMY TRUST

Welcome from the Emmaus Catholic Academy Trust

We would like to take this opportunity to thank you for your interest in the advertised role of a Cook Supervisor at St Theresa's RC Primary School. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the Cleaning Assistant will contribute significantly to the individual journey of the school, and the CAT as a whole over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

The LGB and leadership team are very much looking forward to recruiting a highly effective Cook Supervisor. The successfully appointed candidate will join the St Theresa's community, ensuring that children and pupils get the very best Catholic education and formation for years to come.

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. We look forward to working collaboratively with the successful candidate, ensuring that a wide range of support is in place to enable the provision of great schools, strong in faith, serving society.

Yours sincerely

Catherine Anderson
Chair of Directors

Daniel Copley
CSEL/CEO



Emmaus Catholic Academy Trust, an educational constellation.



MISSION

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- To assist in the mission of making Christ known to all people;
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- To be of service to society

VISION

Our aim is simple; to ensure we have great schools, strong in faith, serving society.

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

STRATEGY

Strategic Focus 1

Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be Strong in Faith.

Strategic Focus 2

Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and Serve Society.

Strategic Focus 3

Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to Serve Society.

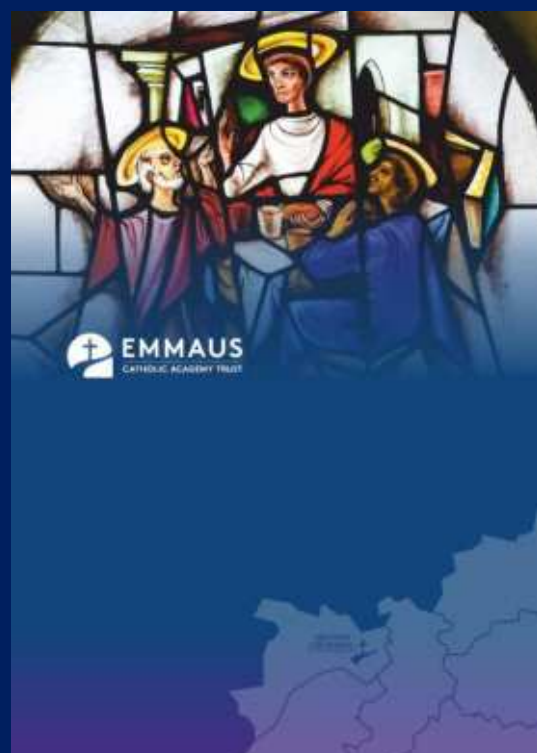
The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,
Guide us on the path toward our destination,
and renew our strength as we continue to walk and commune
with you.

Open our eyes, so we see the signs of your presence around
us;

open our hearts, so we may receive your peace
and love; and empower us to pass on to others
the grace you have shared with us so freely.

Amen.





ST. THERESA'S RC PRIMARY SCHOOL
Whetstone Hill Road
Derker
Oldham
OL1 4NA

Headteacher: Mr J Russell

Telephone: 0161 770 3173
Email: info@sttheresas.oldham.sch.uk

Welcome from the Headteacher

Thank you for your interest in the position of School Cook at St Theresa's RC Primary School.

The Role

St Theresa's RC Primary School is seeking to appoint a passionate, caring and dedicated School Cook to join our school community. As a valued member of our team, you will play an important role in supporting the health, wellbeing and development of our children by providing nutritious, healthy and enjoyable meals each day.

Working within our Catholic school community, you will take pride in preparing and serving high-quality meals that meet the dietary, nutritional and allergen needs of our pupils. You will help to create a positive and welcoming lunchtime experience, ensuring that children enjoy their meals in a safe, calm and friendly environment.

We are looking for someone who is organised, reliable and enthusiastic, with a genuine commitment to the wellbeing of children. You will work collaboratively with colleagues, maintain high standards of food hygiene and cleanliness, and ensure that all meals are prepared and served in line with relevant food safety and school procedures.

This is an exciting opportunity to become part of the St Theresa's team and contribute to our mission of "Walking in God's Way, We Believe, Achieve and Succeed."

About our school

We are a kind and caring one-form entry primary school in Derker, Oldham. Our mission statement encompasses all that we do: 'Walking in God's Way, We Believe, Achieve and Succeed.'

Each day, we encourage our children to try their best in all that they do. We foster a love and respect for God and for one another, and we celebrate diversity so that all may live life to the full. Our school community is rooted in Gospel values, and we honour and celebrate each child's culture, traditions and unique identity.



COOK SUPERVISOR

Salary: Grade 4, Scale Point 12 (£29,186) Pro Rata



The Emmaus Catholic Academy Trust and local governing body of St Theresa's RC Primary School are dedicated to providing an outstanding Catholic education to our children and pupils. We are seeking to appoint an enthusiastic and committed Cook Supervisor to join our friendly team.

Could this be you?

If it is, you would:

- Have a passion for providing healthy, nutritious and appealing meals for our children and staff.
- Have high standards of food hygiene, cleanliness and health and safety, with excellent attention to detail.
- Be organised, reliable and hardworking, able to manage the demands of a busy school kitchen.
- Be committed to inclusion and meeting the individual dietary needs of our children, including allergies and special dietary requirements.
- Be approachable, friendly and professional, building positive relationships with children, staff and families.

If so, we can offer you:

- A happy and caring school with dedicated, experienced and supportive staff and governors.
- Well behaved and friendly children who are keen to learn.
- Parents who are keen to support their children.

Contract/Hours of work: 32.5 hours per week (Mon-Fri)

Salary: Grade 4, Scale Point 12 (£29,186) Pro Rata – Term Time + 2 Days INSET

Location: St Theresa's RC Primary School, Whetstone Hill Road, Oldham OL1 4NA

Line Management: Accountable to School Business Manager

Key contacts: School Office – 0161 770 3173 / info@sttheresas.oldham.sch.uk

Please contact Ciara Foley, School Business Manager for further details and application form.

**Closing date for applications: Friday 23rd October 26
Interviews will take place week
commencing 2nd November 26**



COOK SUPERVISOR

Job Description

The post holder will report directly to

Main purpose of the role:

- Responsible for all activities in a Primary school kitchen.
- Providing professional high-quality customer service to ensure delivery of an efficient and effective day to day service.
- Managing the unit to successfully deliver the agreed Service Levels.
- Contributing to the ongoing development of the staff within the kitchen.
- Supervising front line staff within your kitchen.
- Providing first-line support for all issues raised in relation to the quality of the service and to follow through requests to a satisfactory resolution in a courteous, timely, and efficient manner.
- Manage the safe preparation, cooking and serving of food.
- Manage aspects of kitchen safety, food safety and allergy management.
- Complete orders and required paperwork in a timely manner.

Key responsibilities:

The following is typical of duties the post holder will perform; however, it is not necessarily exhaustive and other duties of a similar level and nature may be required from time to time.

- The cooking and preparation of meals in accordance to the provided menus and recipes, including the provision of special dietary meals.
- Operational control of the serving of meals following set portion control and ensure all food is served to a high standard.
- To be responsible for monitoring, ordering, and recording of supplies/ stock and day to day production schedule of each menu.
- Responsibility for health and safety, reporting maintenance issues and the control of hygiene in the kitchen, ensuring that Hazard Analysis Critical Control Points are implemented.
- Knowledge of the School Food Plan.
- The direction and / or supervision of other cooks and attend all appropriate training and train unit staff as required.

- Communicate regularly and professionally with the school management and colleagues.
- Communicate with the school and your team to ensure the dining room and tables are left in appropriate location and condition.
- Responding to School business managers / Heads, service / area managers requests for QA inspections.
- Providing high quality customer-focused support to customers, colleagues and managers taking full ownership of all enquiries in accordance with the Emmaus Academy Trust's customer care service standards.
- Support area managers in identifying the training needs of front-line staff and opportunities to improve the customer experience.

Additional responsibilities:

- Support the completion of risk assessments as appropriate.
- Work in accordance with, and ensure compliance of relevant Quality Management System Procedures and Work Instructions.
- Maintain accurate and up-to-date records of materials, equipment and machinery held within units and ensure any anomalies are brought to the attention of Area Manager/s.
- Report to the service lead / Area Manager all Health and Safety issues and anomalies in line with service delivery and QA checks and assessments.
- Supporting the Service Managers in the successful management of contracts and Service Level Agreements.
- Being committed to self-development to enable you to provide support to all sections of OSfE as and when required.
- Promoting the products and services offered by OSfE to ensure that it is seen as the first choice of service provision by stakeholders and the community.

Other Responsibilities

- Adhere to all CAT-wide policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities or attending events outside of normal working hours, with notice and upon agreement).
- Occasional travel between different sites of Emmaus CAT as required (all schools are within the Salford Diocese covering Manchester, Stockport, Trafford, Tameside and Oldham).
- Actively participate in performance reviews at regular intervals in accordance with CAT-wide procedures.
- Undertake training courses organised by the CAT where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Demonstrate consistently high standards of personal and professional conduct as defined in the Emmaus CAT Code of Conduct Policy.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting any and all concerns to an appropriate person as soon as they arise.
- Attend and participate in relevant meetings as required.
- Participate and take an active role in training and other learning activities and performance development as required.
- Support the profile of the CAT with key stakeholders, local, national and international bodies and professional sectors.
- Work as part of a team to support colleagues and contribute to the vision and mission of the CAT.

Safeguarding

- Draw attention to best practice in Emmaus CAT to support other schools and encourage links with local agencies that may deliver additional resources to the schools or families.
- Assist with and ensure that all schools comply with safer recruitment procedures and that induction includes a specific focus on safeguarding.
- Emmaus CAT is committed to safeguarding and promoting the welfare of children and young people at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the CAT's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

Equality, Diversity and Inclusion

- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in the CAT has a positive experience.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Emmaus CAT schools and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.



General

- Actively contribute to and promote the overall ethos and values of each school and the wider CAT.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Emmaus CAT.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the CAT's business at all times.
- Act as an ambassador for the Diocese, schools and the wider CAT within the local community and beyond, ensure that the ethos and values of Emmaus CAT are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities requested by the Emmaus CAT Board, CEO or Trust Central Executive team which fall within the scope of the post.
- Display resilience, motivation and commitment to support Emmaus CAT schools and being of service to the Diocese of Salford and its Catholic Community.
- Be flexible and proactive in meeting the needs of the CAT.
- Emmaus CAT and its employees are expected to support the Catholic aims and visions of the CAT, however, there is no requirement to be a practicing Catholic.

Other

The above list is not exclusive or exhaustive, and Emmaus CAT may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Emmaus CAT's responsibilities towards safeguarding.

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 is not just about the very old and the very young, it is about everyone who may be vulnerable.

Method of Working

Emmaus Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and the Emmaus CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Emmaus CAT communications. All staff are required to maintain confidentiality as required.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Emmaus CAT staff.

It is a prime objective therefore that staff will at all times project to the public the image of the Emmaus CAT as keen to assist wherever possible, and positively promote the work that is carried out.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. Appointment is subject to the current conditions of employment in the Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)





Person Specification

Qualifications	Essential/Desirable
NVQ level 2 or equivalent in professional cookery.	D
Food safety level 3 certificate.	E
Experience	
Minimum of 2 years' experience in catering.	E
Large scale catering experience (preferably within a school meal service).	E
Awareness of Healthy Eating, Nutrition and Allergy Management.	E
Supervisory experience in large scale catering.	E
Current/recent experience in a commercial catering environment.	D
Stock control and accounting and associated bookwork.	E
Knowledge of Health and Safety, COSHH, HACCPs.	E
Experience of risk assessment and quality assurance systems, processes, and procedures.	E
Knowledge of the requirements of Data Protection and GDPR.	E
Experience of continually working to a high standard in an environment where the ability to meet deadlines is key.	D
Knowledge of health and safety issues relating to operational equipment / products.	E
Experience and detailed compliance with the relevant regulations, such as Health and Safety.	E
Knowledge / experience of working in school environments.	D
Skills and Aptitudes	
Good interpersonal skills, team worker, positive supervisory style.	E
Excellent communications skills with the ability to communicate effectively with all customers in a calm and polite manner and present information in a format easily understood.	E
Customer focused approach to service delivery and providing high levels of customer care in a pressurised environment with a caring and empathetic nature.	E

Ability to work well as part of a team as well as on own initiative organising and prioritising work to meet deadlines and changing priorities.	E
Flexible and adaptable to change in order to meet service needs.	E
Ability to handle situations with sensitivity, tact and diplomacy with good organisational skills; managing demanding workloads and working well under pressure to tight deadlines.	E
Able to resolve a range of queries at first point of contact and effectively respond independently to unexpected problems and situations.	E
Ability to work on own initiative, organising and prioritising work to meet deadlines and changing priorities.	E
Adaptable and flexible approach to work; willing to embrace new technologies and systems whilst adapting with the service to meet constantly diverse, dynamically changing needs of the environment.	E
Special Requirements	
Satisfactory enhanced clearance with the Disclosure and Barring Service (DBS)	E
Willingness to undergo minor first aid training.	E
Pre-employment Health Check	E
Two satisfactory References	E
To contribute to the Catholic ethos of the school.	E



HOW TO APPLY



EMMAUS
CATHOLIC ACADEMY TRUST

SCHOOL DETAILS

Applications need to be made using the CES application form, available from the school website:

<https://www.sttheresas.oldham.sch.uk/Vacancies-23012023183319/>

Closing date: Friday 23rd October 2026 at 12:00pm

We will be shortlisting on Friday 23rd October 2026 at 3:00pm and successful candidates will be informed in due course.

Interviews will take place: Week commencing 2nd November 2026

Please return completed application forms and supporting documents to Ciara Foley at info@sttheresas.oldham.sch.uk