



# Application Pack

Cook Supervisor  
(Conduit St Site)



# Our school at a glance

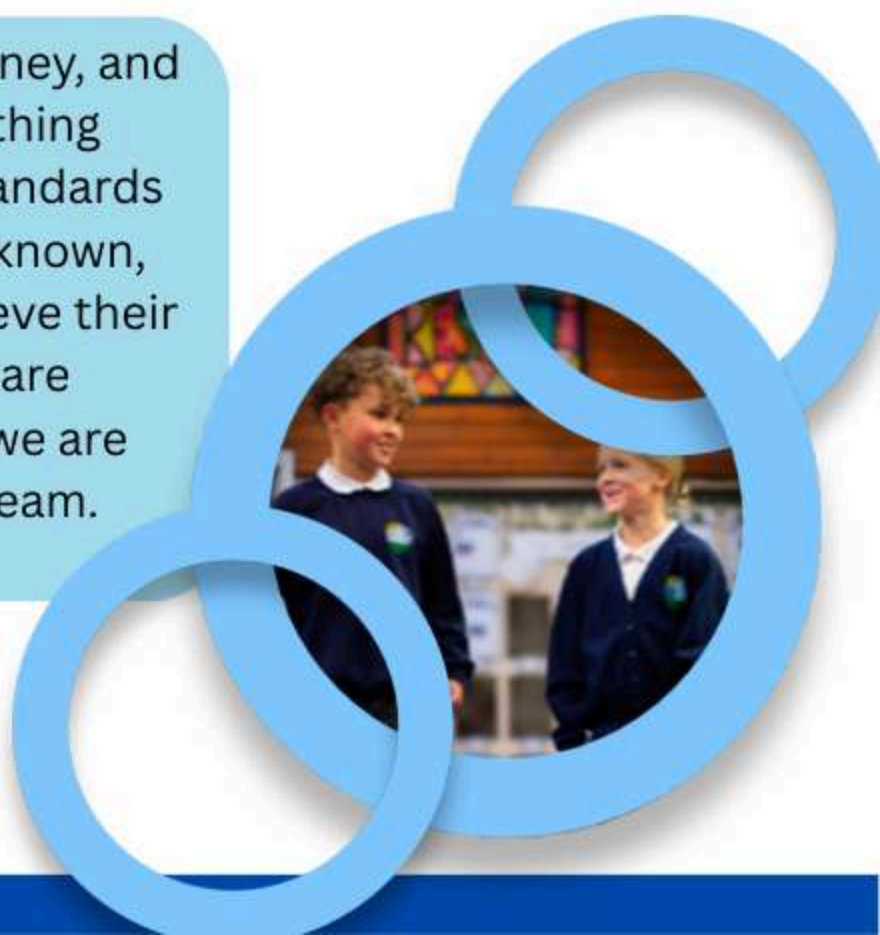


Ofsted said : “Pupils are proud to belong to this warm and friendly school”.

## **Pupils on roll: 441**

We are a two-form entry, split-site school  
Conduit St Site: 291 pupils (Years 2-6)  
Wilkes St Site: 150 pupils (Nursery - Year 1)

Hodge Clough is a school on a journey, and together we are building something special: a school that sets high standards and a place where every pupil is known, supported and challenged to achieve their full potential. The team here are committed to this journey, and we are committed to investing in our team.



# Vision & Values



Our strategic vision is rooted in the belief that every child can achieve great things when given the right support, challenge and opportunity, and that children must be placed firmly at the **HEART** of every decision we make.

At Hodge Clough, our motto is “Kind Hearts, Ambitious Minds, Striving for Excellence”. Our core value of Pride, alongside our other values of Happiness, Excellence, Attitude, Respect and Togetherness (HEART) shape the culture of the school and articulate the standards we expect for, and from, every member of our community.

We aim to create a school filled with warmth, kindness and ambition, where children feel happy, valued, safe and inspired to learn. We foster positive attitudes, high expectations and a commitment to personal excellence, ensuring pupils develop confidence, resilience and a deep belief in their own potential.

Through respect, empathy and togetherness, we build a strong sense of community in which every child belongs, every voice is heard and every success is celebrated. Our vision provides a clear moral purpose and strategic direction: to ensure that every child thrives academically, socially and emotionally and leaves Hodge Clough proud of who they are and what they can achieve.





# Job Description

**Job Title:** COOK SUPERVISOR

**Contract:** Fixed Term, with the view to becoming permanent

**Grade:** Grade 4 Point 12-17

**Salary:** £28,597 - £31,021 per annum (Actual £19,809.94 - £21,489.18)

**Hours:** 30 hours per week, 38.6 weeks per year. Monday Friday 7.30 am – 1.30 pm

**Closing date:** Monday 29<sup>th</sup> June at 12 noon

**Start date:** As soon as possible

**Interview date:** TBC

**Job Purpose:** To be responsible for an effective, high quality catering service which meets the needs of the pupils and the school, and ensures that catering and National Nutritional Standards are attained and maintained, within specified budgets. To line manage a team of Catering Assistants to achieve those objectives for the Catering Service.

## Key Tasks - Catering Provision

1. To be responsible for the day to day operation and performance of the school catering service
2. To develop and progress the catering provision to deliver healthy and high quality meals, including the planning of daily menus, taking into account specific dietary needs, and statutory allergy legislation.
3. To plan and develop menus on a termly cycle meeting School Foods Standards
4. Oversee the smooth running of lunchtime service ensuring prompt and efficient service meeting expected standards of presentation. This includes use of any electronic menu choice system within the school.
5. To provide high quality customer-focused support to customers, colleagues and managers taking full ownership of all enquiries in accordance with the School's policies and procedures.
6. To be responsible for maintaining high standards of cleanliness and hygiene in the kitchen. This includes ensuring that cleaning duties are undertaken in line with the cleaning schedule and kitchen and dining areas are tidy, hazard-free, and the Catering Assistants are observing the associated risk assessments.
7. To work within and monitor associated budgets and complete termly financial reports for submission to the Business Manager as appropriate.
8. To work with the Business Manager to prepare to negotiate best value contracts with authorised suppliers, to ensure cost effectiveness of the catering service without compromising the quality of the catering service.
9. To order food stocks to fulfil planned menus. When deliveries arrive ensure delivery notes are checked against what has been supplied and report any discrepancies to the supplier immediately.

10. To maintain a record of food stock levels and complete stock returns by the date required.
11. To conduct routine checks of equipment, cleaning materials, stationery and uniform. Ensure the maintenance arrangements for all equipment are current and valid in line with current legislation

### **KEY TASKS – Supervision**

12. To effectively manage and lead a team of Catering Assistants. Duties include ensuring professional and effective communication with the Team, working with the Business Manager to determine staffing levels required, assisting with recruitment and selection, inducting new staff, organising workloads and training.

### **KEY TASKS – Pupils**

13. Ensure catering team adhere to safeguarding procedures and treat all pupils with respect in line with School and national equality guidelines.
14. Engage pupil feedback for taste testing new menu ideas, theme days etc
15. To report incidents involving pupils' welfare and/or behaviour to appropriate staff.

### **KEY TASKS – Health & Safety**

16. To ensure compliance with all Health & Safety policies and procedures, COSHH Regulations with regard to food, equipment, materials and general safety (including Food Hygiene and allergy legislation).
17. To regularly review and update risk assessments, develop appropriate action plans and communicate updates to relevant staff. To ensure that all areas of the kitchen are clean and free from hazards.
18. To ensure that necessary repairs to kitchen equipment are reported immediately and repairs arranged, ensuring unsafe equipment is taken out of use pending repair.
19. To ensure all accidents and incidents are recorded and reported to the Business Manager according to School procedures. To be responsible for the regular inspection and maintenance of the first aid box and arrange replenishments as necessary.
20. To ensure the security of the catering area at all times.
21. To ensure high standards of cleanliness, personal hygiene and appearance.

### **STANDARD DUTIES**

1. To understand the importance of equality and diversity in the workplace and service delivery and promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the School
3. To implement and uphold the policies, procedures and codes of practice of the School, relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises
5. To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

**Contacts**

Suppliers, pupils, staff and visitors to the school

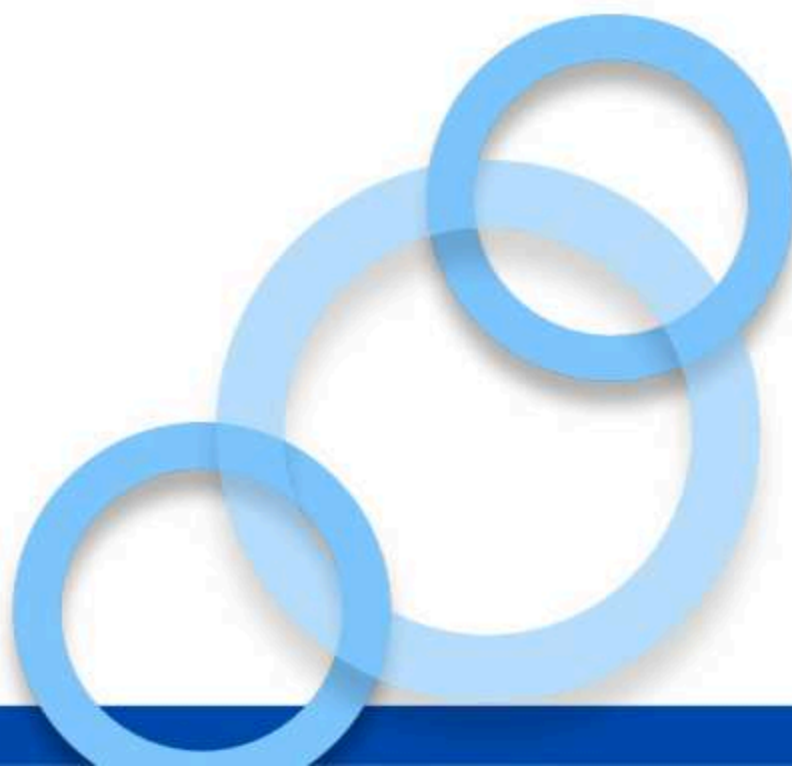
**Relationship to other posts in the department**

**Responsible to:** School Business Manager and Headteacher

**Responsible for:** Catering Assistants

**Special conditions**

CRB Disclosure Required – Enhanced





# Person Specification

## Job Title: Cook Supervisor

	<b>Selection Criteria Essential</b>	<b>Selection Criteria Desirable</b>	<b>How Assessed</b>
<b>Education and Qualifications</b>	NVQ 3 in Cookery or Hospitality and Catering (or equivalent qualification or experience)	First Aid Certificate	AF / I
	Level 2 Food Hygiene Certificate		AF / I
	Willingness to work toward Level 3 Food Hygiene Certificate		AF / I
	Willingness to gain a First Aid Certificate		AF/I
<b>Experience</b>	Experience of preparing and cooking food in large-scale catering environment	Experience of working within school kitchens and serving meals to pupils	AF / I
	Experience of dealing efficiently and effectively with members of the public		AF / I
	Experience of planning menus and ordering food stocks relating to those menus		AF / I
	Experience of monitoring budgets and following financial policies and procedures		AF / I
	Experience of supervising a team to meet an immovable deadline and required quality standards		AF / I

	<b>Selection Criteria Essential</b>	<b>Selection Criteria Desirable</b>	<b>How Assessed</b>
<b>Skills &amp; Abilities</b>	<p>Ability to cook tasty, healthy and nutritious meals adhering to health and safety and hygiene principles and legislation</p> <p>Good literacy skills, in order to read and follow instructions and to keep appropriate records relating to storage and disposal of food</p> <p>Excellent communication skills with the ability to communicate effectively with a range of stakeholders in a calm and polite manner and to present information in a format easily understood</p> <p>Ability to handle situations with sensitivity, tact and diplomacy with good organisational skills; managing demanding workloads and working well under pressure to tight deadlines</p> <p>Initiative to plan catering provision and menus and working within guidelines to respond to unexpected problems</p> <p>ICT skills to support the running of the school kitchen such as keeping spreadsheets, financial records and electronic ordering</p>		<p>Task / AF / I</p> <p>Task / AF / I</p> <p>Task / AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
<b>Knowledge</b>	<p>Knowledge of health and safety requirements when working in a school kitchen and writing risk assessments to mitigate potential hazards</p> <p>Knowledge of healthy eating options, cultural and specialist dietary needs, and Nutritional Standards in Schools</p>		<p>AF / I</p> <p>AF / I</p>

	<b>Selection Criteria Essential</b>	<b>Selection Criteria Desirable</b>	<b>How Assessed</b>
	<p>Understanding of safeguarding and recognising the importance of ensuring a secure and safe environment for pupils</p> <p>Understanding of confidentiality and why this is important in a school</p>		<p>AF / I</p> <p>AF / I</p>
<b>Work circumstances</b>	To wear the uniform provided and maintain it to the required standard		I

Abbreviations: AF = Application Form; I = Interview.

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview.**

# How to apply



1. Download the application form from Greater Jobs
2. Return the completed form and any supporting documents by the closing date of: Monday 29<sup>th</sup> June at 12 noon and send to [info@hodgecloughprimary.oldham.sch.uk](mailto:info@hodgecloughprimary.oldham.sch.uk)
3. We welcome visits to school prior to application. Please contact us on 0161 770 5790 if you would like to arrange a visit.

## References

Please note that we will contact the referees of shortlisted candidates prior to interview unless otherwise instructed.

Please ensure that you provide the headteacher's details if your last position was in a school setting.

Please also note that we can only use business email addresses for referees, not personal ones, and we cannot accept generic references i.e. addressed "To whom it may concern"

**Hodge Clough Primary School is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people, and expects all staff to share this commitment. The information requested for applicants is considered to be objectively justified to comply with government guidance on safer recruitment in such areas.**

**Appointment to this post is subject to a DBS check.**

Please note that we appreciate the time and effort that goes into completing an application, but we regretfully cannot feedback to all applications. If you have not received a response two weeks after the closing date, please assume you have not been successful on this occasion.