



Bishop Chadwick
Catholic Education Trust

COOK VACANCY

St. Joseph's Catholic Primary School, Blackhall.

office@stjosephsblackhall.net

0191 5864308

www.stjosephsblackhall.net

CEO: Mr T.B. Tapping

Executive Headteacher: Mrs L Ashton

Bishop Chadwick Catholic Education Trust was established in February 2016, currently there are thirty one schools within the Trust. The details of each of the schools currently within the Trust can be found on our website www.bccet.org.uk

St Joseph's Catholic Primary is looking to appoint a Cook to start as soon as possible to:

- Prepare and serve healthy and nutritious meals to the pupils
- Ensure the day to day running of the school kitchen
- Follow brand guidelines set out by the trust

The position will require someone who is able to prepare and produce a choice of meals to the agreed standards and ensure good kitchen practices and cooking methods are observed and pro-actively work in partnership with all stakeholders to promote healthy eating.

Bishop Chadwick Catholic Education Trust safeguards and protects its students and staff by being committed to respond in accordance with South Tyneside Child Protection Procedures. Enhanced DBS checks are mandatory for all school staff.

Salary: Grade 4 point 5-8 £25,583 - £26,824 (pro-rated to £16,674.01 - £17,482.85)

Start Date: As soon as possible – provided all necessary pre-employment checks have been completed.

Contract: 25hrs per week, 5hrs per day - 08:30am – 13:30pm. Term time only plus 3 days.

Completed application forms should be submitted by email to school business manager, Rosie Richardson at office@stjosephsblackhall.net by **10:00am on Monday 13th July 2026**. Emailed applications are required and CV's will not be accepted. For enquiries regarding this role, please contact Karen Reiling, Trust Catering Manager – kreiling@bccet.org.uk

Interview date: TBC.

Electronic signatures will be accepted but candidates will be required to add a written signature to their application when circumstances allow.

The position we are filling is exempt from the provisions of the Rehabilitation of Offenders Act and a satisfactory Enhanced DBS from the Disclosure and Barring Service is required as part of pre-employment checks.

Bishop Chadwick Catholic Education Trust is an equal opportunities employer, welcoming applications from all sections of the community. We are committed to safeguarding and promoting the welfare of young people and vulnerable adults and we expect staff and volunteers to share this commitment.