



Enquire Learning Trust Application Pack

Reference: ELTSEP2601

Cook

Buckingham Primary Academy



Buckingham Primary Academy
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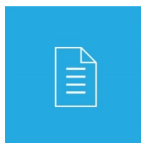
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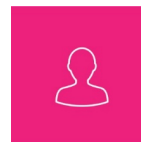
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The Enquire Learning Trust

We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England; North East Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all of our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don't believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

Values

- We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
- We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
- We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.
- We take learning seriously and work together to create a vibrant culture in which this can happen. We know that it's what we do that counts and that our thinking must be visible in classrooms if it is to have leverage. Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.

The Enquire Learning Trust is committed to promoting sustainability and environmental responsibility across all academies, in line with the DfE (Department for Education) Sustainability and Climate Change Strategy. We care deeply about creating school environments that positively contribute to the communities we serve. Our approach includes driving progress towards net zero carbon emissions, protecting biodiversity, and equipping our children with the knowledge and skills to build a sustainable future.



About the Academy

Buckingham Primary Academy converted to academy status in June 2014, however children from East Hull have been educated on the same site since 1883. The current building dates back to 1988 and we are fortunate enough to have ample outdoor learning space including 3 playgrounds, a sports field and gardens. The academy has undergone extensive refurbishment in recent years and this is expected to continue on a rolling programme.

Values and Ethos

At Buckingham Primary Academy we believe, persevere and achieve.

Our mission is to ensure that our young people leave us as confident and adaptable learners who are imaginative, intelligent and independent ready to be responsible, respectful and aspirational members of their community and the wider world.

We are proud to offer a purposeful, inspiring, broad and aspirational curriculum which is accessible and inclusive for ALL with a wide range of enquiry questions, high aspirations and a belief to achieve through collaboration. There is a clear progression of skills from when a child starts to when a child leaves at the end of primary in readiness for secondary education. Our curriculum provides connections and webs of knowledge through careful task design.

Our children's cultural capital is varied as our children come from a wide range of backgrounds. Our curriculum aims to close the cultural capital gap for the most disadvantaged children in our community. This will enable ALL our children to actively contribute to the community and their wider society in a positive way.

Staff work hard to enable pupils to become confident, responsible and successful learners and we believe working with parents and carers ensures the best outcome for everyone. Through collaboration, our children will leave Buckingham Primary Academy with personal pride and respect for one another and have a deepened understanding and the emotional intelligence to keep themselves and their community safe in an ever-changing society.

'Pupils are polite and friendly.'

'They interact well with one another and are welcoming to visitors'.

'The school is ambitious for what pupils can achieve.'

'Pupils respond well to these high expectations'.

OFSTED January 2025

EAP Programme



The Trust offers a plan through Health Assured which provides access to valuable health and wellbeing services.

Key Features:

- Unlimited access to 24/7 confidential telephone helpline
- Up to 10 sessions of face to face, telephone, and online counselling
- Access to the portal and wisdom app
- Coverage for spouse/partner and dependants
- Medical information line including articles, webinars, and podcasts
- Menopause Support access to other resources such as 'Menopause Matters'
- Access to Perks and Discounts
- Online and mobile access, anywhere and anytime
- Self-help guides, mood, and wellness trackers

Job Advert

Job Title: Cook

Reference Number: ELTSEP2601

Working Hours: 30 hours per week, Monday- Friday (start and finish times to be discussed)

Working Weeks: Term time only plus 5 training days

Salary Scale Range: NJC SCP 7

Contract Type: Permanent

Start Date: 05/10/2026 or as soon as possible

Location: Buckingham Primary Academy, Buckingham Street, Hull, HU8 8UG

About us

We are proud to offer a purposeful, inspiring, broad and aspirational curriculum which is accessible and inclusive for ALL with a wide range of enquiry questions, high aspirations and a belief to achieve through collaboration. There is a clear progression of skills from when a child starts to when a child leaves at the end of primary in readiness for secondary education. Our curriculum provides connections and webs of knowledge through careful task design with lunchtimes a key part of the school day.

We are a one form entry school that currently caters for between 130-150 meals per day.

About the role

We are looking for a motivated, enthusiastic, and organised individual to join our catering team in the role of Cook.

The weekly working hours will be 30 hours (start and finish times to be discussed).

As the Cook, you will be responsible for ensuring a high quality, customer focused catering service. This service will be delivered to the pupils, staff and any visitors the school may have.

You will be responsible for the preparation, cooking and service of a set menu, ordering from our chosen list of suppliers, receiving and checking deliveries, stock control, daily documentation and financial management.

What we are looking for

We are seeking to appoint a knowledgeable and organised Cook to provide a high quality, customer focused catering service. Full details of the responsibilities, duties and tasks, skills and functions are detailed in the Job Description and Person Specification (please see Section 5).

This is an exciting opportunity for the right person with the following qualities/abilities:

- An outstanding Cook with great teamworking skills.
- The ability to understand and implement safer eating guidelines including, but not limited to, allergy management and choking hazard reduction.
- Ensuring a high quality, customer focused catering service is delivered to pupils, staff and visitors to the school.

- Preparing and serving food and assisting with menu planning, weekly bookwork, ordering of supplies and stock control.
- Being involved in organising theme days and other events to promote and develop the service.
- Ensuring all staff duties and tasks are completed to the highest standards of hygiene and health and safety in food production and service areas.
- Understanding and conducting all activities in accordance with the Trust's policies and relevant legislation.
- Ability to demonstrate initiative and a genuine passion for making a difference.

What we can offer

Membership of the East Riding Pension Scheme
 Opportunities for development and progression
 Employee Assistance Programme provided by Health Assured
 Cycle to Work Scheme
 Lifestyle savings
 Full Training
 Network of Cooks and Hub Support

For more information, please contact:

Chloe Archibald (Academy Business Manager) either by telephoning 01482 328661 or by emailing admin@buckingham.hull.sch.uk

Visits to the school are warmly welcomed and can be arranged by telephoning or emailing.

How to apply

You can apply for this position by visiting
[The Enquire Learning Trust](#)
[E Teach](#)

Closing date and time: Thursday 17th September 2026 at 12.00 noon

Shortlisting: Friday 18th September 2026

Interview Date: Tuesday 22nd September 2026

DBS/Safeguarding Statement

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As this post involves access to children or vulnerable adults, the successful applicant will be required to obtain an **Enhanced Disclosure from the DBS**.

JOB DESCRIPTION

JOB TITLE

Cook

LOCATION

Buckingham Primary Academy

ACCOUNTABLE FOR

Assistant Cook and General Assistants

REPORTING TO

Business Manager, Principal and Area Catering Manager

RESPONSIBILITIES

As the cook in charge, you will be responsible for ensuring a high quality, customer focused catering service. This service will be delivered to the pupils, staff and any visitors the school may have.

You will be responsible for the preparation, cooking and service of a set menu, ordering from our chosen list of suppliers, receiving and checking deliveries, stock control, daily documentation and financial management.

You will be responsible for ensuring all duties and tasks are completed to the highest of standards in addition to ensuring the cleanliness and hygiene of the kitchen and service area is also to the highest of standards Reporting faulty equipment.

You will be responsible for ensuring all policies and procedures are adhered to and ensuring all staff follow the Health and Safety policy whilst working.

MAIN DUTIES

- Preparing and cooking the meal choices available from the set menu.
- Organising the catering team and delegating tasks.
- Adhering to the Allergen Policy and carry out a daily pre-service briefing. Ensuring an Allergen Champion is identified and in place.
- Ensuring service is on schedule.
- Preparation, delivery and service of additional hospitality as and when required.
- Displaying the current menu and allergen matrix.
- Ensuring effective waste management.
- Ensuring the cleaning schedule is completed daily/weekly and monthly as required and have adequate cleaning equipment in stock.
- Maintaining the cleanliness and tidiness of the kitchen and service area, using a "clean as you go" policy throughout the day. Reporting faulty equipment.
- Ensuring delivery temperatures are taken and documented.
- Completing the monthly stock take on the iPad.
- Filling in the daily waste record sheets.
- Observing, enforcing and following all food safety policies, procedures and documentation.

TEAMWORK

- Sharing information, knowledge, skills, working practices and experiences with colleagues.
- Listening to colleagues and being open to taking ideas and advice aboard.
- Actively work towards developing and maintaining positive relationships with people.
- Developing a working environment and culture which actively improves the Health, Safety and security of yourself, other people and their belongings.
- Attending and contributing to staff meetings and Teams meetings on a regular basis.
- Working together and lending a helping hand if you have any spare time.

STAFF SUPERVISION AND SUPPORT

- Providing supervision and support to your staff and colleagues as required.
- Ensuring all mandatory training is completed. Undertaking any extra training that may be required.

- Participating annually in identifying and agreeing your team's development plan with your line manager through annual appraisals.
- Ensuring all the Enquire Learning Trust policies are complied with.
- Ensuring all equipment is in working order.
- Seeking advice from your Line Manager or your Area Catering Support Manager as and when required.
- Ensuring all staff adhere to the uniform policy and are provided with the uniform expectations.
- Creating and maintaining effective working relationships.

FINANCIAL RESPONSIBILITIES

- Adhering to the set menus, recipes and methods.
- Completing delivery documentation and stocktakes.
- Managing and monitoring portion control and work towards reducing food waste.
- Following the procedures for receipt of goods and reporting of items missing or damaged from deliveries.

SAFEGUARDING

All staff members have a duty to report any concerns they may have regarding the safety and wellbeing of pupils, staff and adults within the school including members of their families.

Employees must be aware of their role and responsibilities to respond appropriately to any suspected abuse.

Safeguarding training is mandatory and must be completed within the timeframe given.

HEALTH AND SAFETY

All employees have a responsibility under the Health and Safety at work Act 1974 for their own health, safety and welfare and that of others.

All employees have a duty to follow the Health and Safety procedures outlined in the policy to ensure a safe working environment for everyone, including visitors.

All staff have a responsibility to identify and report any risks, hazards, incidents, accidents and near misses. All reports must be submitted promptly in accordance with the Health and Safety policy. All staff must be familiar with emergency procedures in their workplace.

CUSTOMER CARE

The Enquire Learning Trust are committed to providing the very best quality food and delivering a great dining experience to the pupils, staff and visitors.

All staff employed through the organisation are expected to always treat pupils and staff with respect.

Person Specification**Job Title: Cook****Location: Buckingham Primary Academy**

Attributes	Essential	How identified	Desirable	How identified
Qualifications and Training	- Food Hygiene Certificate - NVQ Level 1 or 2 in food preparation/cooking or equivalent	A. I. C.		A. I. C.
Experience	- Recent and relevant catering experience - Staff supervision - Cooking for similar numbers - Menu planning and ordering provisions within budget allocation - Experience of working as part of a team Awareness of legislation relating to safeguarding procedures.	A. I. R.	- Experience of catering for school children - Experience of catering for special diets	A. I. R.
Skills and Knowledge	- The operation of catering equipment/machinery - The ability to communicate with children and adults - Good record keeping skills - A good knowledge of catering practices - Knowledge of COSHH and Health & Safety regulations - The ability to work to deadlines - Be able to use own initiative and work as part of a team - Knowledge of children's dietary requirements and healthy eating - Be able to motivate and supervise staff - Ability to work unsupervised and to produce healthy, nutritious meals	A. I. R.		A. I. R.
Personal characteristics	- Flexible approach - Pleasant and friendly manner - Reliable - Professional approach - Self-motivated - A commitment to working as part of the whole school team and supporting the vision and aims of the Trust and the academy	I. R.		I. R.

Key	
Ess	Essential
Des	Desirable
A	Application
I	Interview
R	Reference
C	Certificate

Contact Details:

Buckingham Primary Academy

Buckingham Street

Hull HU8 8UG

Principal: Miss P Hillman

Telephone: 01482 328661

Email: admin@buckingham.hull.sch.uk

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

All documentation will be treated confidentially and processed in accordance with Data Protection regulations