



## **Enquire Learning Trust Application Pack**

**Reference: ELTJUN2609**

**Cook (Maternity Leave Cover)**

**Southcoates Primary Academy**



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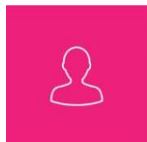
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## The Enquire Learning Trust

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.



## Southcoates Primary Academy

### School Context and Background

Children have been learning at our school for over 100 years and Southcoates is part of the history of our community. We are proud of our history but look to the future and the part our pupils will play in it. Since joining the Enquire Learning Trust and becoming an academy in 2014 we have been able to focus on this more sharply – we want the very best for every child that enters our doors. We want to ensure they are prepared for the next step in their education and the world of work.

Southcoates Academy has high aspirations and expectations for every child, at the same time we maintain a caring family orientated culture. We work hard to meet the needs of all children. This is done by providing a calm, orderly environment in which every child is respected and valued.

We aim to help each child experience success and to reach their full potential by providing the highest standard of education and care. Our academy adopts a 'whole academy approach' to special educational needs. All staff work to ensure inclusion of all pupils. The academy is committed to ensuring that pupils with special educational needs can fulfil their potential and achieve optimal educational outcomes.

### Vision Statement

**Southcoates Primary Academy: Supportive, Positive, Achieving**

At Southcoates Primary Academy, we deliver a bespoke curriculum that provides tailored opportunities and experiences, developing curious minds and a passion for learning.

Our immersive and thought-provoking curriculum is delivered in a safe and supportive environment which encourages every child to flourish and strive for excellence.

A collaborative approach to learning ensures that school is a nurturing place of enjoyment. Our school community work together to empower children to develop excellent learning behaviours for life.

### Ofsted

Our academy's last Ofsted inspection/report (March 2023) validated a 'Good' outcome and acknowledged that 'leaders have implemented an ambitious curriculum' and 'teachers use assessment effectively'. The Ofsted report also endorsed that: 'Pupils are proud to attend Southcoates Primary Academy, 'Staff have high expectations of pupils', 'Pupils feel safe in school and behave well in lessons and around school', 'The school works in partnership with parents and carers to the benefit of pupils in their development and learning' and 'Classrooms are calm environments that enable pupils, including those with special educational needs and/or disabilities, to concentrate and learn'.

### Curriculum Organisation and Intent

At Southcoates Primary Academy, we have devised the SPA Curriculum: a knowledge-based curriculum in line with the knowledge promoted in the National Curriculum (both declarative and procedural). We have chosen to deliver this knowledge through a whole school themed approach: All children from the Early Years through to Y6 study the same theme, with the knowledge taught being appropriate to their age group. Each phase has their own focus within each whole school theme, as outlined in the Long-Term Plan.

The curriculum reflects the requirements of the National Curriculum. In addition to this, we have built the SPA Curriculum around the key themes (Safe Behaviours / Positive Role Models / Awareness of the World), that we feel hold a great importance for the children of Southcoates.

## **Safeguarding**

At Southcoates Primary Academy, ensuring the safety of children is paramount.

We do this by:

- providing a safe environment in which the children can learn
- listening to what children tell us
- identifying children who are suffering or likely to suffer significant harm and taking appropriate action with the aim of making sure that they are kept safe both at home and in the education setting.

To achieve this objective, we:

- identify instances where there are grounds for concern about a child's welfare and initiate or take appropriate action to keep them safe.
- contribute to effective partnership working between all those involved in providing services for our children.
- aim to prevent unsuitable people from working with children.
- promote safe practice and challenge any poor or unsafe practice.

## 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 Title: Cook (Maternity Leave Cover)**

**Reference Number: ELTJUN2609**

**Working Hours: 30 hours**

**Working Weeks: Term Time Only (plus 5 training days)**

**Salary Scale Range: NJC SCP 5**

**Contract Type: Fixed-Term (to 19 March 2027; subject to confirmation of Maternity Leave return date)**

**Start Date: 7 September 2026**

**Location: Southcoates Primary Academy, Southcoates Lane, HULL HU9 3TW**

**About us**

Our academy is a 1.5-form entry school, and we currently have 331 pupils on roll; this includes 39 FTE place Nursery provision for 2-, 3- and 4-year-olds. As part of The Enquire Learning Trust, we work collaboratively with other academies and share best practice to enhance provision and transform the culture of learning and teaching.

The staff and Academy Improvement Committee are committed to ensuring that the children enjoy their learning, feel safe and are well cared for within an environment of mutual respect, where the views and opinions of the whole school community are valued.

**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: Monday to Friday: 8.15 am to 2.15 pm.

**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 (please see Section 5).

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

- 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

**For more information, please contact:**

Ms K Storer (Academy Business Manager) either by telephoning 01482 701407 or by email [admin@southcoates.hull.sch.uk](mailto:admin@southcoates.hull.sch.uk)

Visits to the school are warmly welcomed and can be arranged by contacting the school office.

**How to apply**

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

**Closing date and time:** Thursday 25 June 2026 at 12.00 noon

**Shortlisting:** Week commencing 29 June 2026

**Interview Date:** Monday 6 July 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: Southcoates Primary Academy  
Salary Range: NJC SCP 5  
Responsible to: Catering Area Manager / Academy Business Manager

### 1. PURPOSE OF JOB

To ensure a high quality, customer focused catering service is delivered to pupils, staff and visitors to the school.

Be responsible for the preparation and service of food and assist with menu planning, weekly bookwork, ordering of supplies and stock control.

In addition to providing the service on a day to day basis, you will be involved in organising theme days and other events to promote and develop the service.

Ensure all staff duties and tasks are completed to the highest standard of hygiene, health and safety in food production and service areas to comply with company policies and procedures.

### 2. MAIN RESPONSIBILITIES/DUTIES

Organise food preparation and production: main meals, desserts, jacket potatoes, sandwiches, vegetables, salads.

Ensure all service of meals to staff and pupils are on schedule.

Organising staff work and cleaning schedules/rotas.

Ensure all cleaning of kitchen and food service areas, including equipment is completed.

Receipt and safe storage of deliveries.

Ensure effective waste management.

Preparation, delivery and service of hospitality as and when required.

Maintaining the general tidiness and organisation of food service areas, "Clean as you go policy".

Display daily/weekly menus.

Observing and enforcing all food hygiene policies, procedures and documentation.

Ensure adequate food/disposable/cleaning materials are ordered as and when required.

Completion of daily/weekly and period end bookwork within deadlines.

Complete weekly stock-take.

Any other duties or tasks as required by the service or Catering Area Manager.

### 3. WORKING AS PART OF A TEAM

Share information, working practices, skills, experiences with colleagues.

Listen and be open to the views of others.

Actively work to develop and maintain positive relationships with people.

Develop a working environment and culture which actively improves the Health and Safety and security of self, people and their belongings.

Attend and contribute to any relevant staff meetings.

### 4. STAFF SUPERVISION AND SUPPORT

Provide supervision and support to food service assistants and colleagues as required.

Comply with all Enquire Learning Trust policies, procedures and protocols.

Pay regard to materials and equipment.

Seek advice and support from Catering Area manager whenever necessary.

Maintain a professional appearance.

Required to wear uniform as per the Enquire Learning Trust guidelines, and comply with no jewellery policy.

Create and maintain effective working relationships.

Willing to be supervised.

## **5. FINANCIAL RESPONSIBILITIES**

Adherence to menus, recipes, and methods.

Menu planning in conjunction with School Food Standards.

Complete daily/weekly bookwork and stock takes.

Manage and monitor portion control and reduce food waste.

Follow the procedure for receipt of goods, reporting of shortages and recording of waste.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The above duties may involve having access to information of a confidential nature, which may be covered by the General Data Protection Regulations. Confidentiality must be maintained at all times.

The post-holder must be flexible to ensure the operational needs of The Enquire Learning Trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.

The Health and Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post-holder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation. Specific details are outlined in the Trust's Health and Safety Policy.

The post-holder must carry out his / her duties with full regard to the Trust's Equal Opportunities policy.

Where the post-holder is disabled, every effort will be made to supply all the necessary employment aids, equipment, or adaptations to enable him/her to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration.

## **6. CONTEXT**

The Trust and the academy have a strong commitment to developing a positive culture of high standards, expectations, achievements and meeting individual pupil needs and aspirations.

The academy's contribution to pupils and community development will be pivotal in achieving The Enquire Learning Trust's ambitious objectives in increasing social inclusion within the city.

## **7. WORKING RELATIONSHIPS**

### **INTERNAL**

All academy staff, pupils, parents, stakeholders and the community.

### **EXTERNAL**

Educational support staff, educational support services, other schools and educational establishments, The Enquire Learning Trust, other public services, and community representatives.

## **8. DECISION MAKING**

Makes decisions in connection with all principal accountabilities listed, within current Trust and academy policies and procedures.

## **9. CHALLENGES AND KEY FEATURES**

To develop and maintain positive relations with pupils, staff and stakeholders

To be committed and motivated to the objective of raising achievement in the academy

To have a flexible approach to work as the post-holder may be required to alter their hours to meet the operational needs of the academy.

**Person Specification**

**Job Title: Cook**

**Location: Southcoates Primary Academy**

Attributes	Essential	How identified	Desirable	How identified
Qualifications and Training	<ul style="list-style-type: none"> <li>• Food Hygiene Certificate</li> <li>• NVQ Level 1 or 2 in food preparation/cooking or equivalent</li> </ul>	A. I. C.		A. I. C.
Experience	<ul style="list-style-type: none"> <li>• Recent and relevant catering experience</li> <li>• Staff supervision</li> <li>• Cooking for similar numbers</li> <li>• Menu planning and ordering provisions within budget allocation</li> <li>• Experience of working as part of a team Awareness of legislation relating to safeguarding procedures.</li> </ul>	A. I. R.	<ul style="list-style-type: none"> <li>• Experience of catering for school children</li> <li>• Experience of catering for special diets</li> </ul>	A. I. R.
Skills and Knowledge	<ul style="list-style-type: none"> <li>• The operation of catering equipment/machinery</li> <li>• The ability to communicate with children and adults</li> <li>• Good record keeping skills</li> <li>• A good knowledge of catering practices</li> <li>• Knowledge of COSHH and Health &amp; Safety regulations</li> <li>• The ability to work to deadlines</li> <li>• Be able to use own initiative and work as part of a team</li> <li>• Knowledge of children's dietary requirements and healthy eating</li> <li>• Be able to motivate and supervise staff</li> <li>• Ability to work unsupervised and to produce healthy, nutritious meals</li> </ul>	A. I. R.		A. I. R.
Personal characteristics	<ul style="list-style-type: none"> <li>• Flexible approach</li> <li>• Pleasant and friendly manner</li> <li>• Reliable</li> <li>• Professional approach</li> <li>• Self-motivated</li> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the Trust and the academy</li> </ul>	I. R.		I. R.

<b>Key</b>	
Ess	Essential
Des	Desirable
A	Application
I	Interview
R	Reference
C	Certificate

Contact Details:

**Southcoates Primary Academy  
Southcoates Lane  
HULL  
HU9 3TW**

**Principal: Mr T A Libera**

**Telephone: 01482 701407**

**Email: [admin@southcoates.hull.sch.uk](mailto:admin@southcoates.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