



Enquire Learning Trust Application Pack

Cook

Reference Number: ELTJUL2619

Laceby Acres Academy
Swiftsure Crescent
Grimsby
DN345QN



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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.



Vision Statement

Reach for the Stars!

We aim to ensure that pupils leave Laceby Acres Academy having a sense of their own special individuality. Our children are taught to challenge self imposed restrictions. They are encouraged to foster high aspirations and develop positive self esteem, enabling them to leave our school secure in the knowledge that the world is at their feet.

We motivate and inspire pupils through creative teaching which is innovative and well paced.

We endeavour to remove barriers to learning and expect that children in our community reach their full potential judged upon a range of measures including national standards.

At our school, we teach pupils to take responsibility for their own actions; children understand that they have choices and learn to evaluate the consequences of the decisions they make.

All members of the school, including pupils, parents, staff and governors, recognise that they hold a stake in our school and the wider community. We are all committed to establishing a life-long love of learning, enabling our children to take their place confidently within a rapidly changing world.

Our Aims

Creativity: We aim to have the freedom to be able to enjoy, express feelings and seek solutions.

Enjoyment: We aim to have fun and feel enthusiastic at school.

Responsibility: We aim to develop independence enabling us to take ownership of our learning.

Compassion: We aim to develop trust and respect between everybody in our school.

Co-operation: We aim to work together to achieve an overall purpose.

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

Cook
Reference Number ELTJUL2619

Working Hours: 30

Working Weeks: Term-time +1

Salary Scale Range: NJC SCP 5

Contract Type: Permanent

Start Date: 01/09/2026 or as soon as possible after

Location: Laceby Acres Academy, Swiftsure Crescent, Grimsby, DN345QN

About us

Reach for the Stars

We motivate and inspire pupils through creative teaching which is innovative and well paced.

About the role

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.

What we are looking for

An outstanding Cook with great teamworking skills

What we can offer

Membership of East Riding Pension fund

Opportunities for development and progression

Employee Assistance Programme provided by Health Assured

Cycle to Work Scheme

Octopus EV Scheme

Lifestyle savings

Full Training

Network of Cooks and Hub Support

Working arrangements

08:00am – 2.30pm, Monday - Friday

For more information, please contact *(Laura Gale, Academy Business Manager 01472 320601
l.gale@lacebyacres.org)*

Details of visits to school are welcome please contact the school office on *01472 320601* to arrange.

How to apply

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

Closing date and time: 24/08/26 12 Noon
Interview Date: 28/08/2026

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 in Charge

LOCATION

Lacey Acres Academy

ACCOUNTABLE FOR

Assistant Cook and General Assistants.

REPORTING TO

Business 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.

TEAM WORK

- 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

POST TITLE: Cook

GRADE: (SCP 5 - SCP 8)

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	- Food Hygiene Certificate - NVQ Level 1 or 2 in food preparation/cooking or equivalent	NVQ Level 3 in supervisory management or equivalent
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	- Experience of catering for school children - Experience of catering for special diets
SKILLS/ KNOWLEDGE:	- The operation of catering equipment/machinery - The ability to communicate with children and adults - Good record keeping and administrative skills - An extensive 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	
PERSONAL ATTRIBUTES:	- 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 school	

Contact Details:

**Laceby Acres Academy
Swiftsure Crescent
Grimsby
North East Lincolnshire
DN345QN**

Executive Principal: Caroline Patterson

Telephone: 01472 320601

Email: office@lacebyacres.org

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's 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'll 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