

## JOB ADVERT

<b>Position:</b>	<b>Head Cook</b>
<b>Pay Scale/Spine Points:</b>	<b>Scale 5, Spine Points 9-12. Annual Salary Range: £26,409-£27,711 PA, Actual Salary: £20,192.99-£21,188.53 PA.</b>
<b>Required:</b>	<b>As soon as possible</b>
<b>Working Pattern:</b>	<b>33 Hours per working week. Days: Monday-Wednesday inclusive 7.30am to 3.30pm, Thursday 7.30am to 3pm and Friday 7.30am to 11.30am. Term time + Inset Days (working 39 weeks per year).</b>

We are seeking to appoint an efficient, enthusiastic and committed Head Cook with a passion for great quality food to join our Catering team in our Academy, which holds Good Ofsted status. Our residential provision holds Outstanding Ofsted status. Ramsden Hall Academy is a Residential Special School for boys aged 10 to 16 who have an EHCP (Educational Health Care Plan) for Social, Emotional and Mental Health (SEMH).

The successful candidate will be responsible for providing meals and beverages to a high standard, directing catering staff in the preparation of meals, food service, dish and utensil washing and general cleaning and other tasks associated with catering.

Duties will entail following instructions given by the Catering Manager, adhering to hygiene practices, ensuring health and safety regulations are observed in working practices, undertaking any other reasonable duties as directed and have a flexible attitude according to the needs of the school.

### Duties and responsibilities

- Plan and follow menus following sound nutritional requirements in consultation with the Catering Manager.
- Prepare, cook and serve main meals, salads and sandwiches to required standards and using modern methods, equipment and food commodities including the production of simple sauces and biscuits according to requirements.
- Implement portion control, avoidance of waste.
- Organise functions and dishes as required.
- Organise the catering work of the kitchen with respect to the needs of the Academy.
- Train and direct catering staff.
- Carry out temperature checks on all food cooked, record and report to Catering Manager
- Record fridge and freezer temperatures (2 times daily) and report to Catering Manager.
- To induct and train new members of catering staff.
- To be responsible for the ongoing training of catering staff.
- To ensure health and safety regulations are observed and implemented in working practices.
- General kitchen duties.
- Liaise with residential staff in providing supplies for residential.
- Support Catering Manager with Food Safety and Hygiene audits.
- Attend meetings with Catering Manager.
- To operate kitchen machineries such as mixers, slicers (when trained), dishwashers, steriliser, etc. as required.
- To learn new skills and be prepared to cover for absent colleagues in preparing and serving food.
- To assist with the setting up of the service counter, service of food according to type of service used and clearing of service area. To include, where appropriate, ensuring safe delivery of food to staff, students and guests at the place of their choice and assisting colleagues in ensuring that access to food and snacks are available in accordance with service needs.
- To assist in the kitchen and dining room which may be away from the main kitchen area as required.
- To wash crockery, cutlery, cooking and serving utensils and kitchen machinery.
- To support the Catering Manager in maintaining all food stock levels, to include stock taking and stock rotation.
- To assist in the monitoring and maintaining of records of daily fridge and freezer and food temperature in accordance with Food Hygiene Regulations and Health & Safety Policy.
- To assist in the routine cleaning of the kitchen and kitchen equipment on a regular basis using equipment and chemicals as recommended, in accordance with Health & Safety and COSHH requirements.
- To assist in any task associated with catering which is required and to develop, under instruction, skills in this area.

- To assist in the completion of risk assessments as appropriate, to include the reporting of any hazardous or potentially hazardous situations.
- To assist with special functions, which may be outside of normal working hours.
- To report immediately any accidents, fire, theft, loss, damage, or unfit food or other irregularities and take such action as may be appropriate or possible.
- To comply with individual responsibilities, in accordance with the role, for health & safety and hygiene in the workplace.
- To work in the Academy's kitchen as requested.

### **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

### **Experience, Skills, Knowledge, Abilities and Aptitudes Required:**

- Knowledge of health & safety and good hygiene practice in the kitchen through the holding of current Level 2 awards in Food Safety and Health & Safety is essential.
- Currently studying or holding Level 3 Food Safety award is preferred.
- Minimum 3 years Assistant Cook current experience working in a busy kitchen, preferable within the education sector.
- 1-year Head Cook experience is preferred but not essential.
- Proven high standards of food hygiene and preparation standards
- Excellent catering working knowledge of allergens and cross contamination awareness.
- Experience of assisting in both preparation and service in a busy kitchen.
- Experience of working with and adhering to catering budgets.
- Experience of conducting efficient and timely stock takes.
- Experience of creative menu planning and communication.
- Ability to work on own initiative
- Ability to prioritise own work effectively and adapt to meet different demands
- Work to tight deadlines
- Good interpersonal skills, and able to communicate to staff and students at all levels
- Ability to recognise areas for continuous improvement, make recommendations and implement
- Proactive approach with a 'can-do' attitude
- Excellent verbal communication and good written communication.
- Flexible in approach with the ability to change or changing deadlines
- Ability to establish positive working relationships and rapport with those working in and with the Academy.
- Ability to contribute to the work of a team.
- Excellent organisation skills and ability to remain calm under pressure.
- Can demonstrate a creative approach to work with the ability to resolve problems.
- Demonstrates a clear commitment to develop and learn in the role, has ability to effectively evaluate own performance and share knowledge with others.
- Reliability.
- Hardworking, honest, dependable and self-motivated.
- Understand and implement child protection procedures.
- Flexibility is required regarding hours worked to meet operational needs.

### **We will offer you:**

- A friendly and supportive working environment
- Automatic enrolment into Local Government Pension Scheme
- Continuous Professional Development
- Free onsite car/bike parking at our Academy
- Access to the Employee Assistance Programme
- Excellent facilities
- A responsive, supportive and involved team
- A Residential Academy that is fully committed to nurturing the potential in all of our pupils.

Potential candidates are invited to contact us for an informal conversation, please contact Jane Quilter- HR Operations Manager on telephone: 01277 624580 or email: [jquilter@ramsdenhall.org.uk](mailto:jquilter@ramsdenhall.org.uk) We reserve the right to call applicants to interview and appoint, prior to the closing date.

To apply please complete the application form, which can be found on our website, or follow this link: <https://ramsdenhall.org.uk/careers/vacancies> This form must be fully completed and submitted to [jquilter@ramsdenhall.org.uk](mailto:jquilter@ramsdenhall.org.uk) (unaccompanied CVs or third party application forms will not be accepted) by the closing date stated.

Ramsden Hall Academy (RHA) is part of the Parallel Learning Trust (PLT), a Multi Academy Trust based in Carshalton and is committed to safeguarding and promoting the welfare of all pupils attending the Academy. As the duties of this post involves regular contact with children, any offer to the successful candidate will be conditional upon an Enhanced Disclosure being obtained via the Disclosure and Barring Service, medical clearance and satisfactory references. We will also carry out online searches on shortlisted candidates to help identify any incidents or issues that are publicly available online.

PLT is a Multi Academy Trust and Approved DfE Academy Sponsor; a forward thinking and innovative primary, special and alternative provision provider. PLT is committed to Safer Recruitment and aims for quality services and equal opportunities.

**Closing date for applications is 4 April 2025.**