

# WOODEN HILL PRIMARY SCHOOL

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RECRUITMENT PACK



Proud to be part of the

**GREENSHAW**  
LEARNING TRUST

Wooden Hill Primary School,  
Staplehurst,  
Bracknell,  
Berkshire RG12 8DB

Telephone: 01344 421117

Email: [secretary@woodenhillprimary.co.uk](mailto:secretary@woodenhillprimary.co.uk)



Dear candidate

Thank you for your interest in the role of Senior Cook at Wooden Hill Primary School. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Wooden Hill Primary School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Nakita Swanson: [nakita.swanson@woodenhillprimary.co.uk](mailto:nakita.swanson@woodenhillprimary.co.uk). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Ian Garner, Headteacher

## ABOUT OUR SCHOOL

At Wooden Hill Primary School, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Wooden Hill a better chance of success than if they attended any other school in the country.

Ambition, excellence and pride run through all aspects of school life.

### Ambition

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

### Excellence

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

### Pride

We are 'fiercely' proud of ourselves, our school, our community and our Trust. We hold our heads high and feel a sense of togetherness and joy in our school.

### Our Vision



# AT WOODEN HILL WE ARE ALWAYS TO LEARN.

This means we are and help others to be:

- **R**espectful to ourselves, others and property.
- **E**mpowered to engage with our learning and share our views
- **A**ctive in taking responsibility for our actions
- **D**edicated to our learning and keeping the school a positive place
- **Y**ourselves



# TERMS AND CONDITIONS

## CONTRACT

Permanent, Term Time plus 5 Inset days

## SALARY

- Salary calculated in line with NJC pay scale, points 6-14, £25,889 - £29330 per annum FTE
- Actual salary £22327.40 - 25293.56 per annum pro-rated.
- Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

## HOURS OF WORK

30 hours per week, to be worked between 7:30am-13:30pm. (Term time only including 5 inset days)

## PLACE OF WORK

Wooden Hill Primary School, Staplehurst, Bracknell, Berkshire RG12 8DB. May be required to work or travel to other schools in the South Region or Hub model schools

## PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

## HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

## PROBATION PERIOD

New employees are required to complete a six-month probationary period.

## STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

# JOB DESCRIPTION

<b>Post:</b>	Senior Cook
<b>Responsible to:</b>	Catering Manager

## ROLE OVERVIEW

We are looking for an enthusiastic subject specialist to join our committed Catering Department. The successful candidate will motivate, challenge, support and inspire our students. They must also have relevant experience in a similar role with a proven track record. The School Cook is a crucial member of the school's food services team responsible for preparing and serving nutritious and appealing meals to students and staff. This role involves menu planning, food preparation, adherence to safety and sanitation standards, and collaboration with other kitchen staff to ensure the smooth operation of the school kitchen.

You will manage to work in line with the food service and food quality set up by the Regional Catering Manager at Greenshaw Learning Trust to deliver this standard to both students and staff by thinking differently, taking risks and being passionate about food provision in order to deliver taste, freshness, value for money and variety.

## MAIN DUTIES AND RESPONSIBILITIES

- Preparation and cooking of school meals as per recipe guidance.
- Assist with the service and presentation of food and beverages.
- Assist with the cleaning of kitchen equipment and catering areas.
- Attend training courses and meetings as required.
- Ensure hygiene and health and safety standards are met at all times.

### Menu Planning and Preparation:

- Plan and prepare well-balanced, nutritious meals for students and staff according to established menu guidelines.
- Collaborate with the Regional Catering Manager/School Ops Manager to accommodate dietary restrictions and preferences.
- Monitor food stock and ensure proper storage and handling of ingredients.

### Cooking and Presentation:

- Execute cooking processes, including baking, grilling, boiling, and frying, to prepare meals according to recipes and standards.
- Pay attention to food presentation, ensuring that meals are visually appealing and appetising.
- Adjust recipes and portion sizes to meet fluctuations in the number of meals required.

### Kitchen Management:

- Maintain a clean and organised kitchen environment, adhering to all health and safety regulations.
- Oversee the cleaning of kitchen equipment.
- Oversee and be responsible for completion of all Mandatory Food Safety Documentation –

- Currently we use an electronic system called Food Alert (Full Training will be given).
- Responsible for ordering Food and other essential Kitchen supplies as required to facilitate a seamless service.

#### Collaboration with Kitchen Staff:

- Work closely with other kitchen staff, including catering assistants and managers, to ensure a coordinated and efficient workflow.
- Provide guidance and support to kitchen assistants in various tasks.
- Communicate effectively with the team to address any operational challenges.

#### Compliance and Record-Keeping:

- Ensure compliance with food safety regulations and hygiene standards using the online Food Alert Software.
- Keep accurate records of food temperatures, food production levels, and other relevant documentation.
- Participate in regular training sessions to stay updated on food safety practices and regulations.

#### Customer Service:

- Interact with students and staff in a friendly and professional manner.
- Address any special dietary requests or concerns from students and staff.
- Attend feedback and strive to enhance the overall dining experience.

#### Other Job Requirements

- You may be required to carry out additional duties, as the Leadership Group may reasonably request from time to time.
- To play a full part in promoting healthy eating as part of the Food for Life scheme and Green Kitchen scheme.
- To be responsible for promoting and safeguarding the welfare of children and young people for those you have responsibility for and for those whom you come into contact with.
- To comply with the school's Health & Safety Policy, and undertake risk assessments as appropriate.
- To work within the school's Equality and Diversity Policy.

## **STAFF DEVELOPMENT**

- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

## **SAFEGUARDING**

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.

- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

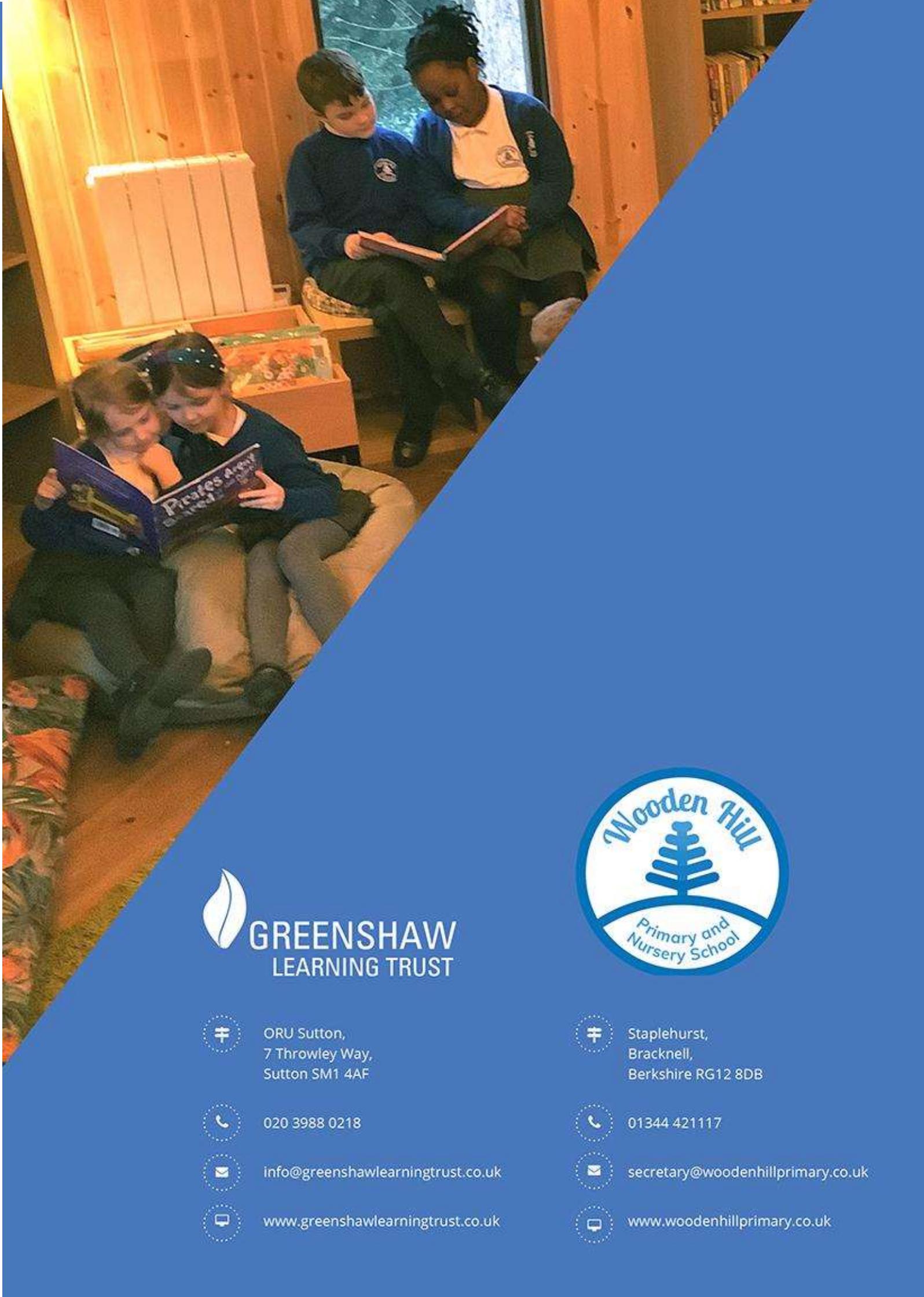
Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

# PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
<b>Qualifications and training</b>		
City & Guilds 706 1 & 2 or equivalent (or willing to obtain qualification in the first 18 months of appointment)	•	
Level 2 Food hygiene & safety or equivalent	•	
Intermediate Certificate in Nutrition & Health		•
Diploma in Food Hygiene & Safety or equivalent		•
Diploma in Nutrition & Health or equivalent		•
<b>Skills and experience</b>		
Experience of catering within a school is an advantage.	•	
Sound knowledge of HACCP & COSHH	•	
Knowledge of food intolerances, specific diet regimes and allergies is essential.	•	
Proven experience of catering for large numbers.	•	
Proven track record/experience of working with fresh food.	•	
Experience in Menu & Recipe development		•
Knowledge of current culinary trends.	•	
Experience of managing a team		•
A real foodie who has exceptional management, organisational and inter-personal skills.	•	
A passion for delivering great food and attention to detail ensuring that every dish leaves the diner satisfied.	•	
Display a creative and confident approach to his or her cooking.	•	
Ability to thrive in a pressure-cooker, high-volume environment.	•	
IT skills in accordance with business requirements		•
Good financial awareness.		•
Ability to lead and present to groups		•
Ability to proactively assess, evaluate, review, report and develop		•
<b>Personal attributes</b>		
A strong character who is able to organise, motivate and lead a team so that they succeed.		•
A passion and desire to drive things forward.	•	
The confidence to take risks and do things differently	•	



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