

Consilium Academies Recruitment Pack

Assistant Cook

Thornhill Academy





Welcome from the Headteacher

Dear Candidate

Thank you for the interest in working at Thornhill Academy. I am immensely proud to be the Headteacher of this academy where all staff are committed to giving our pupils the education that will help them become the very best they can be. Our vision of Learn to Live, Live to Learn, aims to prepare pupils not just for today but tomorrow and life beyond school as we see learning to last a lifetime.

Thornhill provides excellent opportunities for children to develop as learners and grow as individuals. We offer a vibrant, exciting and inclusive all round education and preparation for life and we are justly proud of the great progress and high achievements our pupils make. We expect exemplary standards of behaviour and respect for all within our inclusive school community and strive to encourage a thirst for learning.

Thank you again for your interest, this is an exciting opportunity to work in a popular, successful and forward looking academy within a well-established department with excellent facilities.

I look forward to receiving your application.

Kind regards,

Mr I Redford

Headteacher



**Thornhill
Academy**
learn to live

About the School

Thornhill Academy is an 11 to 16 secondary academy, with 574 students and occupies a large site in close proximity to Sunderland City Centre. Thornhill offers students and staff rewarding and deeply engaging experiences, and supports them on their journey to become inspirational and reflective practitioners, improving life for all in our community.

At Thornhill we take pride in developing each individual pupil to achieve their potential and make a positive contribution to society. We provide a safe, happy and nurturing environment in which we challenge all to strive for personal accomplishment.

Our Aims are to create an environment in which all take responsibility for their actions, behaviour and learning; relishing challenges and learning from failures. We want to create a safe, supportive and happy working environment in which diversity is celebrated and pupils and staff thrive.

Thornhill Academy is a fantastic school and I believe it is our job to develop a lifelong passion for learning through high quality teaching which fosters curiosity and promotes independence. We are committed to recognising and developing the whole child: physically, emotionally, socially and intellectually, creating active and responsible citizens who lead a successful and fulfilling life.

Our young people tell us they are very happy here and we work closely with parents and carers to ensure a successful experience for all.

About the Trust

The Consilium Mission

"Enriching Lives, Inspiring Ambitions"

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred

Consilium Academies Trust is a Multi Academy Trust of eight schools based across three hubs in Salford, South Yorkshire and the North East of England.

Consilium Academies believes in inclusivity, both in the schools and communities we serve. We are committed to working with our academies to ensure that our ethos is realised on a daily basis. The lives of our young people should be enriched by care, experience and opportunity. This is achieved by;

- helping children and young people to succeed to their potential academically, socially and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff and students can grasp their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired and empowered to succeed;
- ensuring that all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a small central team which is led by the recently appointed CEO, David Clayton. The team provide direct services to our schools as well as Trust level accountability, leadership and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of the trust.

We are aligning systems and processes throughout our school partnership and the input from our schools alongside the central team is therefore vital. The Trust works with its schools in a supportive way that does not detract from the individual identity of a school.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS TO OUR EMPLOYEES:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 33 days annual leave plus bank holidays for all support staff (pro-rated for part time employees)
- 36 hour working week for all full time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day 7 days a week
- Access to an Occupational Health Provider
- Free membership to Perkbox with hundreds of exclusive perks and discounts available online and in store at many shops, gyms and restaurants
- Providing excellent CPD working alongside external experts such as "Ambition"

- Providing free parking on site for all staff
- We are a family of academies that are inclusive and embrace diversity
- Fleet Solutions Car Leasing Scheme

Assistant Cook**Thornhill Academy****Start date: To Be Agreed****Permanent | 36 hours per week | Term Time Only****Salary: Grade 5 (NJC SCP 8 - 12): £17,891 - £19,367**

Thornhill Academy is an 11 to 16 secondary school, with 574 pupils, which occupies a large site in close proximity to Sunderland City Centre. Thornhill offers pupils and staff rewarding and deeply engaging experiences and supports them on their journey to become inspirational and reflective practitioners, improving life for all in our community.

We are looking for an experienced, friendly and hard-working Assistant Cook to join our team.

You will support the Catering Manager in charge in preparation and delivery of the school meal service as well as supporting the Catering Manager in the leadership and management of staff to ensure the school kitchen/catering unit is operational daily.

If you feel you share our values and are committed to delivering a high quality school meal service, then we would like to hear from you.

The closing date for applications is 11th June.

For any questions regarding this role please contact enquiries@thornhillacademy.com or 0191 500 7981.

Consilium Academies and Thornhill Academy are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check.

The trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Job Description

Job Title:	Assistant Cook
Reports to:	Catering Manager
Based at:	Thornhill Academy
Grade:	Grade 5 (NJC scale point 8 – 12)

Main purpose of the Role

- To ensure School kitchen/catering unit is operational daily.
- To significantly contribute to supporting the Cook in charge in preparation and delivery of the school meal service.
- Carry out responsibilities and duties in absence of the Cook ensuring continuation of service.
- Centralise all issues relating to lunchtime supervisors, to communicate effectively with Lunchtime Supervisor.
- To ensure quality of service for all stakeholders.
- To support the Cook/Catering Manager in the Leadership & Management of staff.
- To carry out such duties within the framework of the schools agreed aims and objectives and policies.

Core Responsibilities & Tasks

Principle Responsibilities

- To ensure kitchen operation is efficient and effective as directed by the Cook, and in absence of the Cook.
- Efficient and effective line management of catering and lunchtime staff.
- To ensure every child is catered for from start of service to completion of service.
- To assist as directed with all aspects of cooking and food preparation.
- Cleaning and clearing of food and beverage production areas.
- To maintain a high standard of hygiene and safety within the workplace.

Main Duties

- Preparation and presentation of food to high specification and receive any training as necessary.
- Support the Cook/Manager in the management and direction of staff.
- Assist in devising and preparing nutritional menus.
- Procurement, orders and requisitions.
- To support the Cook/Catering Manager in all duties as required by the shift.
- Ensures that food is prepared in accordance with statutory hygiene procedures, e.g., temperatures are recorded, samples are taken, and foodstuffs are stored safely and hygienically. Audit trail monitored by SBM.
- To support the Cook to ensure that dishes are produced to required standards of quality and presentation for service.
- Ensures sufficient food supplies throughout the service period.
- To support the Cook to ensure all staff hygiene, health & safety regulations are observed and adhered.
- To observe and comply with all on-site rules and regulations.
- To ensure any paperwork is completed where appropriate and applicable.
- Demonstrates good standards of customer service.
- To report any customer complaints or compliments to the Cook
- Line management of lunchtime supervisor.
- In the absence of the Cook/Manager will ensure continuation of service and management responsibilities. (pay grading adjustment to reflect)

- As and when required by the School, carries out additional tasks concerned with the operation of the unit and the wider school community.
- Assists in the preparation and cooking of food for special functions & special days.
- Instructs craft apprentices & other trainees in food production methods as directed by the Cook.
- To carry out any reasonable request by the Cook or School Business Manager.

General Requirements

- Attending and participating in training and development courses as required.
- Attending meetings, liaising and communicating with colleagues in the school.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.

Professional Values and Practice

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

Corporate Responsibilities

- The employee must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The employee must act in compliance with data protection principles in respecting the privacy of personal information held by the council.
- The employee must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust or Academy.
- The Trust operate a no smoking policy.

Person Specification		
	Essential	Desirable
Training and Qualifications		
Basic literacy, numeracy, written and oral communication skills	√	
Level 2 Foundation Certificate in Food Hygiene	√	
Level 2/NVQ in food preparation and cooking	√	
Experience and Knowledge		
Experience of working in a catering department	√	
Experience of working in school-based catering in a managerial role		√
Knowledge of basic food preparation such as sandwiches, salads, etc	√	
Knowledge and understanding of health and safety working practices and food hygiene regulations	√	
Skills and Personal Attributes		
Able to demonstrate excellent customer service skills	√	
Must be able to communicate effectively with customers and colleagues and demonstrate the ability to understand simple written instructions	√	
Must be able to demonstrate an awareness of a high standard of hygiene both operational and personal	√	
Must be able to demonstrate an awareness of safe working practices within the working environment	√	
Able to work on own and within a team with little day to day supervision	√	
Work effectively in a busy environment	√	
Demonstrate a willingness and enthusiasm for training and progressions	√	
Able to encourage children to select a balanced meal	√	
Ability to complete simple instructions such as cleaning rota, work rota, temperature control etc.	√	
Able to use and clean simple machinery and light equipment	√	