

Hemlington Hall Academy

School Cook

Pay Scale: Grade F, SCP 9-11 £27,254-£28,142 (**£21,579-£22,282 - Actual Salary**)

Contract: Permanent | 32.5 hours per week | Term Time plus 5 days

Hours of work: Monday to Friday, 7:30am – 2:30pm

Required: As soon as possible

www.hemlingtonhallacademy.co.uk

01642 591171



We are looking to appoint a School Cook to lead our catering team here at Hemlington Hall Academy.

This position is a cornerstone of our provision - we want children to eat well, to learn well and love their school dinners! This position will require you to be flexible and creative as well as a good team player. The successful candidate must also be reliable, trustworthy, quick, efficient and conscientious. If you are a highly motivated, well-organised person who shows attention to detail and you are committed to the wellbeing of children we would like to hear from you. If this sounds like you and a role that you would relish, please look carefully at the following materials and complete the application form.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service) and pre-employment checks will be undertaken before an appointment is confirmed. Pre-employment checks including an online and social media search (KCSIE 2022) will also be undertaken before an appointment is confirmed.

The post will be based at Hemlington Hall Academy. However, the Trust reserves the right to require you to work at other schools within the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Application packs are available to download from the school website. All completed applications must be returned via email to Stephanie Robinson – Office Manager at srobinson-HH@hemlingtonhall.lingfieldtrust.org.uk

Closing Date: Tuesday 29th September 2026 - 9am

Shortlisting: Tuesday 29th September 2026

Interviews: Wednesday 7th October 2026



JOB DESCRIPTION

POST: School Cook	
GRADE: Grade F (SCP 9-11)	
RESPONSIBLE TO: Headteacher / Office Manager / Catering Manager	
STAFF MANAGED: Catering staff	
JOB PURPOSE: To prepare school meals ensuring that a high standard of food hygiene / handling and safe working practices are used along with the promotion of the school meals service.	
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Main Responsibilities	1. Responsible for the day to day running of the catering unit including: • devising menus and recipes including allergen control, in partnership with the Trust Catering Manager, • order food and monitoring its quality, in partnership with the Trust Catering Manager, • preparing school meals, • serving meals, • stock control, • temperature control, • checking and storage of fresh and frozen produce, • washing up, • setting up tables and chairs and • clearing and cleaning tables and equipment. 2. To ensure that all current Health and Hygiene Legislation requirements are maintained and to work within current department Safety Policies. 3. Daily and weekly control of food costs in the unit to meet departmental targets. 4. Undertake training when required. 5. Undertake cooking activities for a full range of meals on school menu. 6. Monitor and implement nutritional standards for food in school in line with relevant national guidance and health and safety legislation, in partnership with the Trust Catering Manager. 7. Ability to work on their own and as part of a team. 8. Understanding of government guidelines for a primary school. 9. Liaise with the Office Manager/Executive Head Teacher and assist with the coordination of promotional activities. 10. Ensure that a high standard of work is maintained in accordance with the quality systems and current work practices. 11. Ensure equipment in the kitchen is working correctly and maintained. 12. Ensure a clean and presentable image at all times of all employees and areas under the post holders control. 13. Be responsible for the day-to-day management of the school kitchen. 14. To assist with the promotion of the school meals service to the customer, visitors to school and to the community.

	15. To assist the Quality Section in maintaining procedures to ensure that BS EN ISO 9001:2000/14001 Management Systems criteria and Chartermark status are continuously met. 16. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures. 17. Behave according to the Employees' Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re conflicts of interest, gifts, hospitality and other matters covered by the Code. 18. Ensure that the Trust's Equality agenda is promoted and to carry out your duties as an employee in line with these. 19. To fulfil your Health and Safety management role and ensure a safe working environment for yourself and others who may be using the kitchen. 20. Any other duties of a similar nature related to this post that may be required from time-to-time.
Lingfield Education Trust	- To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. <i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i> PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY. The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. - The post will be based in Hemlington Hall Academy however; the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.
Date of Issue:	September 2026

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

PERSON SPECIFICATION – School Cook

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Qualifications & Experience Level 2 Basic Food Hygiene (AF, C)	- Level 2 Food Allergy Risks (AF, C) - NVQ level 2 or equivalent in a relevant field (AF, C)
Experience & Knowledge - Approximately one years experience of managing a catering establishment/section including menu planning and full range of cooking duties (AF, I, R) - Experience of food costing and budget control (AF, I) - Experience of stock control (AF, I, R) - Knowledge of food safety, hygiene and handling including HACCP (AF, I) - Good understanding of COSHH (AF, I)	Previous catering experience within a school meals environment (AF,R,I)
Skills - Good verbal communication skills (I,R) - Experience of working with a range of people – Good customer care skills (AF,R,I) - Ability to use own initiative, work on own and as part of a team (AF,R,I) - Willingness to undertake further training / qualifications in catering field (AF,R,I) - Ability to remain calm under pressure (AF,R,I) - Ability to communicate both orally and in writing with a wide range of audiences (AF,R,I)	Ability to demonstrate leadership qualities (AF,R,I)
Personal Qualities - Ability to demonstrate food display techniques (AF, I) - Ability to use own initiative (AF, I) - Ability to remain calm under pressure (I, R)	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
• Ability to demonstrate an interest in working with children (I) • Participate in development and training opportunities (I) • Ability to abide by School policies and procedures (AF, I)	
Special Requirement • A flexible approach to work, with the ability to work additional hours if required (I) • Motivation to work with children (AF,T,R,D) • Ability to form and maintain appropriate relationships and personal boundaries with children within school policies and procedures (AF,I,R,D) • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline (AF,I,R,D) • Suitability to work with children (D)	

Key – Stage identified	
AF	Application Form
C	Certificates
O	Observation
I	Interview
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory reference