Address: Suite 2, 3rd Floor, St Nicholas Building,
St Nicholas Street, Newcastle upon Tyne, NE1 1RF
Telephone: 0191 662 2400 **Email:** info@laidlawschoolstrust.com
Website: www.laidlawschoolstrust.co.uk

JOB DESCRIPTION

Post title: Chef
Academy: Thomas Walling Primary Academy
Reporting to: Catering Manager
Salary/Pay range: £26,847 FTE, £20,347 Actual
Hours of work: 32.5 hours per week, term time only plus 5 days

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Job Purpose

To support the Catering Manager/Chef and deputise in their absence. Providing a high-quality catering service which supports the wellbeing of pupils and staff, this includes meeting school catering and safety standards.

Main Duties and Responsibilities

- Assist the Catering Manager to oversee the provision of high-quality school meals in line with government guidelines. and legislation on school nutrition standards;
- Ensure hygiene, health and safety regulations are strictly observed in line with 'Safer Food Better Business'
  guidelines, maintaining current five-star rating;
- Prepare, cook and serve high quality, varied and nutritious meals in advance;
- Cater to special dietary requirements and ensure that allergy information is effectively communicated and labelled in line with Natasha's Law;
- Control of the servery during meal service in the catering manager's absence
- Ensure the correct storage, service and disposal of food, monitoring the quality of the product, service and hygiene;
- Checking and recording all food and other goods received, and where necessary, reporting discrepancies or quality defect to the Catering Manager/Chef;
- Assist the catering manager to supervise and deploy catering staff to ensure efficiency, safe and hygienic working practices and high-quality food provision;
- Oversee the kitchen in the Catering Manager's absence.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information;
- Maintain up to date knowledge in line with national changes as appropriate to the role;
- Be aware of, and comply with, all Academy policies including in particular Health and Safety and Safeguarding;
- Participate in the Academy Performance Management process and undertake professional development as required;

- Adhere to all internal and external deadlines;
- Contribute to the overall aims and ethos of The Laidlaw Schools Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role;
- These above-mentioned duties are neither exclusive nor exhaustive, the post holder may be required to carry out other duties as required by the Trust.

Health and Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety;
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2026 where required.

Other duties

- · Carry out any other duties in accordance with the expectations of a Chef at the reasonable request of the Catering Manager.
- · Ensure that the area of work complies with legislation relating to health and safety, and observe and implement specific responsibilities in relation to these matters as detailed within the Trust's policy.
- · Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.
- · Be aware and familiar with policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action in accordance with policies and Keeping Children Safe in Education where required.