

Job Description & Person Specification School Cook

Reporting To: Executive Head Teacher

Location: Oakfield House School

Contract Type: Term Time Only (including INSET Days)

Job Purpose

Under the reasonable direction of the Senior Leadership Team, the School Cook will be responsible for the preparation and delivery of high-quality, nutritious meals that meet the dietary needs of all pupils. The role includes ensuring compliance with food safety and hygiene regulations and supporting the smooth operation of the kitchen in accordance with the school's ethos, policies, and professional standards.

Main Responsibilities

Food Preparation & Service

- Plan, prepare, cook, and serve meals in line with agreed menus and nutritional guidelines.
- Provide a well-balanced catering service, accommodating allergies, special dietary requirements (e.g. vegan, gluten-free), and individual requests.
- Ensure meals are prepared and served in sufficient quantities and at appropriate times.

Hygiene, Health & Safety

- Maintain a high standard of cleanliness in the kitchen and dining areas.
- Follow statutory health, hygiene, and safety regulations at all times.
- Ensure all kitchen staff follow personal hygiene standards and wear appropriate protective clothing.
- Organise maintenance or repair of kitchen equipment when required.

Stock & Inventory Management

- Maintain accurate stock records and operate effective stock rotation (e.g. First In, First Out).
- Check and verify deliveries, ensuring quality and accuracy; report discrepancies promptly.
- Control stock levels to reduce waste and cost, and record all food wastage.
- Ensure completion of all required records and returns within agreed timeframes.

Compliance & Record Keeping

- Complete daily food safety documentation (e.g. delivery checks, fridge/freezer temperatures, cooking and holding temperatures).
- Comply with all food safety, hygiene, and health & safety legislation.

Teamwork & Communication

- Work closely and professionally with the Senior Leadership Team and other staff.
- Attend required training and development sessions.
- Communicate effectively and professionally with staff and suppliers to ensure smooth kitchen operation.

General Duties

- Demonstrate a commitment to safeguarding children in accordance with *Keeping Children Safe in Education (KCSIE)*.
- Understand your responsibilities in relation to child protection and welfare.
- Maintain confidentiality and act professionally at all times.
- Carry out any other duties reasonably assigned by the Senior Leadership Team.

Accountability

The School Cook is directly responsible to the **Executive Head Teacher**

As a member of staff at **Oakfield House School**, you are expected to:

- a) Fulfil all duties listed in this job description.
- b) Meet the following generic staff expectations:
 - Conduct yourself in a professional manner.
 - Adhere to the school dress code.
 - Complete required paperwork accurately and on time.

Working Time

- **Monday – Friday: 08:00 – 14:00**
- (30 hours per week unless otherwise stated)

Salary & Conditions

- In accordance with **Oakfield House School Pay Scales** and **Conditions of Service**.

Person Specification

Essential

- City & Guilds or NVQ in Catering (or equivalent)
- Experience working in a catering environment
- Good standard of personal hygiene
- Strong presentation and food preparation skills
- Ability to work independently and as part of a team
- Flexible and adaptable approach to work
- Able to build positive relationships with children and young people
- Resilient and able to work under pressure
- Good time management and task prioritisation skills
- Willingness to undertake training

Desirable

- Menu planning skills
- Experience working within a catering budget
- Awareness of health and safety practices in a school kitchen
- Full UK Driving Licence

This job description is subject to review and may be amended to meet the changing needs of the school.