



## **School Chef**

An innovative co-ed independent prep school  
in the heart of Somerset  
for pupils aged 3 to 13 years

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At All Hallows School we are committed to Safer Recruitment and therefore this appointment will depend on the successful completion of a Disclosure and Barring Service check.

## Welcome to All Hallows

Thank you for your interest in the position of School Cook at All Hallows School.

Supporting the Chefs and catering team, or at times working independently, you will be responsible for preparing high quality food for pupils, staff and visitors on a daily basis, as well as for functions and other events. The ability to pick up tasks quickly and efficiently is essential along with good communication skills. Applicants must be able to use their initiative, whilst being committed to safeguarding and promoting pupil welfare.



At All Hallows we believe each child should be allowed to develop at his or her own pace and thus our lessons are differentiated according to the needs of the pupils in the class. High standards and exciting delivery of the curriculum coupled with a commitment to ensuring all children have excellent phonics and maths skills enable our children to succeed.

Happy children are successful children. In the classroom, beyond the classroom in our stunning grounds and in every activity we offer, the focus is on enjoying new learning, learning how to learn, having a go, developing a good work ethic and acquiring skills that will last well beyond childhood. Each pupil is supported and encouraged by the other boys and girls and by a strong and very committed staff. Whilst protected and nurtured, the children are also challenged and stretched in order to develop their ability to thrive as resilient adults in the future.

As a Christian school our guiding stars are the two great commandments, to love God and to love our neighbour, and we warmly welcome children and staff from all faiths, or none.

If this is the sort of school that interests you, I really look forward to receiving your application.

### Trevor Richards

Dr Trevor Richards (CPsychol)

Head

## All Hallows' Ethos

Every child has an inherent value, which is exceptional and exclusive to them. Our mission is to provide a secure, happy and inclusive community, where children will develop the inner confidence and self-esteem necessary to flourish in our rapidly changing world. Whilst we protect and nurture our children, we also challenge and extend them in order to build their ability to thrive as adults in the future.

We strive to ensure that individual minds are broadened and perspectives widened. We encourage learning, independence of thought and the cultivation of self-belief, skills, wisdom and curiosity.

We are preparing each child to live life to the full, encouraging them to live responsibly and thoughtfully, embracing with energy and enthusiasm the great opportunities that lie ahead. It is our sincere desire that each will use their knowledge, skills and passions, and their understanding of the Christian faith to make the world a better place – and believe they can do so.

## All Hallows' Aims

### Intellectual

Through the school's teaching and learning, we aim to promote each pupil's intellectual character, cultivating their capacity to combine thinking skills with knowledge, confidence and self-esteem, to believe in the legitimacy of their own thoughts, to speak their mind articulately (but change it when required), to contest poor thinking and prejudice assertively, and enjoy the challenge of mental sparring. We foster intellectual risk-taking and curiosity, independence, resilience and effective learning habits within an ambitious, supportive learning community where individual learning profiles are nurtured and celebrated, and where all children are encouraged to strive to achieve their very best.

### Personal

We aim to instil an understanding, appreciation and love of healthy lifestyle choices by offering a wide range of personal development opportunities through sports, music, drama and an extensive array of activities to supplement and enhance classroom learning. Every aspect of school life is seen as a learning opportunity and a chance to promote the development of the whole child.

### Creative

We encourage children to take a creative approach to all that they do. We aim to foster diversity, critical thinking, imaginative insights and fresh ideas through ensuring children are in touch with things that inspire and excite them. We encourage children to express themselves, to collaborate, to exchange ideas and build collective solutions to complex problems.

### Emotional

Happiness, confidence and self-esteem are key to living a fulfilled life and underpin great learning. We strive to develop children's emotional intelligence, encouraging resilience, effective communication skills, empathy, forgiveness and respect for others. We want our children to develop their global awareness and social responsibility, to embrace energetically and contribute to the communities and environments in which they live.

### Spiritual

We aim to awaken the children spiritually through the integration of Catholic Christian principles into the school's everyday life, the provision of warm relationships, prayer, worship and opportunities for reflection and contemplation.

Alongside the fulfilment of these interconnected themes, with a close collaboration between home and school, we seek to achieve the successful transfer to the most appropriate senior school for each of our children, taking into account their interests, strengths and character.

## Intellectual Characteristics - What does a good learner look like?

If we were to visualise a picture of a good learner, we would think about a person who has the following intellectual characteristics:

### Cognitive (Thinking Skills)

- **Curiosity** – an eagerness to ask questions, to discover, to learn and understand new things.
- **Originality** – the inclination to be creative, to think laterally to generate innovative ideas and solve tricky problems.
- **Good judgement** – a desire to think critically, to assess options carefully and think about the value of ideas and information before making decisions.

- **Flexibility of mind** – a readiness to be open-minded, to recognise alternative perspectives, welcome alternative viewpoints and change one’s mind in light of new evidence.

### Emotional

- **Ambition** – a desire to aim high and set clear goals. A willingness to put in lots of effort and to try and be the very best one can be, knowing that hard work makes a difference.
- **Initiative** – a willingness to be independently minded, think ahead, be organised and work things out for oneself.
- **Focus** – the willingness to be careful, accurate and thorough; to pay attention to detail and avoid silly mistakes. A proficient learner can concentrate well, as well as become absorbed in what one is doing.
- **Risk-taking** – the courage to take a chance rather than to choose the easy option; to be open to fresh challenges and push oneself to develop new skills, even when success may not be guaranteed.
- **Resilient** – a willingness to seek alternative ways of doing things when one comes up against an obstacle and persists when it might be easier to give up. It is also important to have a sense of humour and recognise that everyone stumbles, but what matters is learning to deal positively with any feedback.
- **Reflectiveness** – an inclination to review and consider methods and approaches that have been tried. Good learners think about both successes and failures with a view to making the most of their potential. They appreciate that much of their success is due to their own efforts, rather than just their innate ability.

### Social

- **Collaboration** – the capacity to work productively with other people and to build collective solutions. They know when to seek help from and when to support other people, along with when to speak up and when to compromise.
- **Self-assurance** – the belief in one’s own capabilities and the confidence to deal positively with difficult or unexpected challenges, knowing that learning can be a struggle at times. In fact, effective learners understand that we learn best when we have to think hard about something.



## Job Description

**Job Title**        School Cook

### Responsible to

- Estates Manager
- Catering Manager

### Hours

- Rota basis between 7am and 7pm Monday to Sunday
- 40 hours per week
- 37 weeks per year
- Every other weekend off

### Role Purpose

To prepare, cook and serve nutritious, appetising meals for pupils, staff and visitors in accordance with school policies and food safety regulations. The role may include menu planning, stock control, ensuring healthy nutritional meals with creative presentation.

### Key responsibilities

#### Meal preparation and service:

- Plan, prepare and cook a range of hot and cold meals, baking and desserts to a high standard
- Present and serve meals in a friendly and timely manner
- Ensure that service is efficient at busy times.
- Pay particular attention to counter presentation throughout meal services.
- Assist the catering manager with menu planning and ideas, especially for the boarders and chefs choice supper menu.
- Ensure all meals are varied and offer a balanced diet and comply with the school's food and healthy eating policy.
- Ensure all food is prepared with due care and attention, particularly in regard to customers special dietary requirements and allergies.
- Ensure compliance with all the food hygiene legislation, health and safety, COSHH and kitchen operational procedures.

#### Other duties

- Report faults, maintenance or stock issues as required
- Secure and safeguard kitchen and storage areas (equipment, stock, etc)
- Participate in training and development to maintain professional standards
- Any other duties reasonably required

#### Physical Effort:

At certain points in the day the post holder will be expected to undertake bending, heavy lifting and stretching in the course of their duties, e.g. mopping and sweeping of floors, emptying bins and putting deliveries away.

Manual handling of Catering Equipment, Furniture, Food and Non-Food stores and laundered catering linen goods forms a regular part of this role.

**Confidentiality**

During the course of employment, you will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation. In addition, he/she must process the data and personal information in accordance with the terms and conditions of the General Data Protection Regulation 2018 and properly applied to pupil, staff and school business/information.



## Person Specification

### Experience and qualifications

- Ideally possess City and guilds 706/1 706/2 or equivalent
- Preferably experience in high volume catering
- Knowledge of food hygiene and health and safety practices ideally with a food hygiene qualification.
- Ability to plan and cook nutritious meals, accommodating dietary requirements and menus

### Other skills required

- Excellent time management
- Strong communication
- Good interpersonal skills

### Personal qualities

- Positive and forward thinking
- Ability to work both as a team and independently
- Sense of humour
- Flexible

### Benefits

- Friendly atmosphere and great team to work with.
- Free meal on duty.
- Flexible work patterns - straight shifts and alternate weekends off.
- You will also be rotated occasionally to cover functions.
- Uniform and safety shoes provided
- Access to free, confidential support and advice via our Employee assistance programme
- Discounts at hundreds of shops, cinemas, and hotels

## How to Apply

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted in substitution for completed Application Forms in the absence of good reason. Equal-opportunities and child protection policy statements are available on request from the school.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- You will be required to complete a Disclosure from the Disclosure and Barring Service
- We will seek references on candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- Safeguarding and promoting the welfare of our pupils is our highest priority. All Hallows School aims to:
  - Recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.
  - This policy applies to the whole school, including EYFS. These procedures are designed to comply with the guidance given by the DfE as defined in 'Keeping Children Safe in Education September 2023' in conjunction with 'Working Together to Safeguard Children February 2019' and form an element of the school's Safeguarding policy to which reference should also be made.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although you may where appropriate answer 'Not Applicable' if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or Department for Education Children's Safeguarding Operation Unit.

## Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas, which it will explore, will include suitability to work with children.
- All candidates invited to interview must bring documents confirming educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- All candidates invited to interview must also bring with them:
  - a current driving licence including a photograph or a passport or a full birth certificate
  - a utility bill or financial statement showing the candidate's current name and address

- o where appropriate, any documentation evidencing a change of name.

**Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.**

**Conditional Offer of Appointment: Pre-Appointment Checks**

- Any offer to a successful candidate will be conditional upon:
- receipt of at least 2 satisfactory references
- online search check
- verification of identity and qualifications
- a check on DfE Child Barred List
- a satisfactory DBS Enhanced Disclosure
- where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance
- satisfactory completion of the probationary period.
- the school will only submit an application to the relevant disclosure service once the position has been accepted.
- All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA and GDPR).

**Please note:**

Where a candidate is:

- found to be on Department for Education Child Barred List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children the facts will be reported to the Police and/or the Department for Education Children's Safeguarding Operation Unit.

*Equal opportunities for all.*

*Positive about disability.*

