



Chef

Location: St Joseph's Catholic Academy, Mill Lane, Hebburn, NE31 2ET
Salary: SCP 20 £31,586.00 pro rata (£28,852.22 actual)
Start Date: 1st November 2025 (earlier if vetting allows)
Contract: Permanent, Term Time Only + INSET days
Hours: 37 hour per week 0630 – 1430 Monday to Friday with a 1415 finish two days per week (to be agreed)

CEO: Mr B Tapping
Headteacher: Mr James Crowe

Thank you for taking the time to consider applying to join our team at St Joseph's. Our school values are summed up in our mission statement. We want all of our students to *live life to the full*. This mission is underpinned by our FLAME character values of Faith, Learning, Attitude, Mutual Respect and Enrichment. Each member of our school community lives out these values making St Joseph's a truly special community in which to work.

Graded 'Good' in 2022 by Ofsted and Outstanding in 2019 by the Diocese of Hexham and Newcastle, St Joseph's is an 11 – 18 academy which serves the communities of South Tyneside and East Gateshead. The majority of our pupils come from Hebburn and Jarrow with some travelling from much further afield.

St Joseph's Catholic Academy is part of Bishop Chadwick Catholic Education Trust which is one of four Trusts in the Diocese of Hexham and Newcastle. The Trust includes five Secondary and twenty-five Primary Schools across South Tyneside, Sunderland and East Durham, which offers the opportunity to work collaboratively. Within the school and wider Trust, there are significant opportunities for CPD and collaborative work across a number of schools.

The Role

Our catering team plays an important role in the success of our students through providing healthy and nutritional options for mealtimes throughout the school day, including breakfast club, break time and lunchtimes.

The role of Chef at St Joseph's will see the successful candidate working with key personnel at both school and Trust level. As a result of this, we are looking for an individual who has previous experience of working with a range of stakeholders and customers and can think bring forward their ideas to improve the catering service for both students and staff.

You will be leading an established team of Catering Assistants and Midday Supervisors on a daily basis and be responsible for ensuring their development and satisfaction within the role.

We have high standards of both personal and kitchen hygiene and strive to maintain this on a daily basis. As such you will be responsible for ensuring good kitchen practices are adhered to in line with regulatory and Trust policies, whilst also maintaining records as required.

As well as providing meals for our 1,500 students and 150 staff, you will be involved in supporting wider school activities such as Open Evenings and Trust wide events hosted at our school throughout the year.

What Type of Person are we Looking For?

We are looking for an individual who is adaptable, flexible and able to navigate changes quickly and effectively, and can provide creative solutions when issues arise.

Experience of working with a variety of different computer systems and software, including Microsoft Office/OneDrive is an advantage for this role, but not essential as full training will be provided.

In order to recruit and retain the best possible candidates St Joseph's offers a range of enhancements for staff including:

- Ample free parking on site
- Access to school fitness facilities
- A supportive environment where work/life balance issues are considered carefully
- Opportunities to contribute to wider school activities

If you require further information about the post or would like to arrange a visit and speak to the Headteacher, please contact our School Business Manager Mrs V Henry VHenry@stjosephs.uk.net.

Completed application forms should be submitted by email to tjc_recruitment@stjosephs.uk.net by 12pm on **Friday 12th September**

Interviews will be held on Thursday 18th September by invitation.

Electronic signatures will be accepted but candidates will be required to add a written signature to their application when circumstances allow.

The position we are filling is exempt from the provisions of the Rehabilitation of Offenders Act and a satisfactory Enhanced DBS from the Disclosure and Barring Service is required as part of pre-employment checks. Online checks will be done for all shortlisted candidates.

Bishop Chadwick Catholic Education Trust is an equal opportunities employer, welcoming applications from all sections of the community. We are committed to safeguarding and promoting the welfare of young people and vulnerable adults and we expect staff and volunteers to share this commitment.