



# Astrea Academy Trust

INSPIRING BEYOND MEASURE

HEAD COOK

CANDIDATE PACK



Dear Candidate

I am delighted that you are joining the Astrea Academy Dearne team. The academy joined Astrea Academy Trust in February 2019 and has approximately 1150 students on roll in Year 7 to 11.

We are within commutable distance from Wakefield, Leeds, Doncaster and Sheffield and are a proud member of the Astrea Academy Trust family of schools. We have the highest aspiration for our students to achieve their very best and grow, both as individuals and as members of their community. We are a truly comprehensive and inclusive academy. This is reflected in our approach to all areas of our work.

Astrea Academy Dearne is on an improvement journey, developing a strong curriculum, good teaching and effective pupil support. The academy and Trust are committed to a knowledge-rich curriculum and a traditional approach to teaching, behaviour and culture, influenced by Lemov's Teach Like A Champion and Tom Bennett.

We have recently launched the Astrea Behaviour Curriculum, where behaviour expectations and routines are explicitly taught and deliberately practised. The creation of a scholarly culture that is warm and strict, disciplined and joyful, where there is 'purpose not power', ensuring impeccable behaviour, where teachers can focus on teaching and pupils can focus on learning, underpins everything. There needs to be relentless consistency with the implementation of the behaviour policy in every classroom, and overcommunication of the 'why' to all stakeholders, to help ensure impeccable behaviour.

We aim to provide the highest quality of pastoral care and academic standards, helping to develop in our students a keen sense of pride in themselves, their academy and the wider community. We recognise the crucial role that parents/carers have in this respect and so strive to work in strong partnership with them throughout their children's time with us. Our supportive approach enables everyone to develop the skills and knowledge required to be responsible and considerate individuals suited to the demands of our ever-changing multicultural society.

I look forward to welcoming you to our Academy.

With very best wishes

**Mr Eddie Child**

**Principal at Astrea Academy Dearne**



# Job Description

**JOB TITLE:**  
Head Cook

**REPORTING TO:**  
Catering Manager

**SALARY RANGE:**  
£25,979 - £27,803 per annum full time equivalent salary  
\*Please note this salary includes the October 2023 cost of living increase

**ACTUAL SALARY IF PRO RATA:**  
£20,165 - £21,581 per annum  
\*Please note this salary includes the October 2023 cost of living increase

**CONTRACT TYPE:**  
Permanent

**WORKING PATTERN:**  
33.75 hours per week - Monday to Friday  
39 weeks per year (38 weeks term time plus 5 INSET days)



# Role Description

## Purpose

A Cook or Second Chef, prepares and serves meals. Their duties include preparing and cooking meals according to recipes, serving meals and maintaining control of the kitchen, service and food.

## Main Duties and Responsibilities

- Preparing and cooking ingredients according to a recipe.
- Prepping various ingredients such as meats and vegetables.
- Collaborating with the Catering Manager to prepare meals.
- Serving food and drinks to the students and school staff.
- Cleaning down the kitchen after service and ensuring the prep area and kitchen is cleaned and sanitized at the end of the shift.
- Ensuring the kitchen is kept at a good standard of cleanliness throughout the day.
- Rotating stock items as per established procedures 'first in first out.
- Ensuring Fridges and Freezers are clean and organised, taking care to ensure food items are stored in the correct locations at the correct temperatures.
- Leading and organising the kitchen in the absence of a Catering Manager.
- Ensuring Catering Assistants are performing their duties correctly.



# Person Specification

## Experience

- Excellent organisational skills including the ability to multitask and organise workload.
- Great communication skills. Communicating effectively with different internal and external stakeholders.
- Has the ability to work to tight deadlines whilst paying excellent attention to detail.
- Excellent team working skills including communication and prioritisation.
- Helpful and positive approach to dealing with all stakeholders.
- Proactive approach to planning work and achieving deadlines.
- Able to work independently and as part of a team.
- Welcomes challenges and is flexible and adaptable to the needs of the trust.
- Experience preparing fresh food.
- Experience working in a similar chef's role.

## Education and Qualification

- Cooks require at the minimum to have 2 years' experience working in professional kitchens. Professional catering qualifications are preferred; however, this training is not a mandatory requirement.
- It will be important for Cooks to hold a higher level of training and qualifications than Catering Assistants, but these can be provided through onsite and online training.

## Skills and Knowledge

- In-depth knowledge of various cooking techniques.
- Working knowledge of food safety and hygiene protocols.
- Strong team spirit.
- Ability to work in a high-pressure environment.
- Excellent attention to detail.
- Two years or more experience as a Cook.
- Working knowledge of mathematical principles such as ratios and proportions.
- Excellent communication skills.
- Experience leading a team.

**This is not exhaustive.**

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy

# About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

## Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

## Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

## A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.

## Astrea Talent Programme

*We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.*

