

<b>Job title</b>	Nursery Cook
<b>Responsible to:</b>	Nursery Manager
<b>Salary / Grade:</b>	Grade 1: £16,338.78 per annum (£20,258 - £21,189 FTE)
<b>Working hours / weeks:</b>	34 hours per week during term time (39 weeks) (8.00am - 4.30pm Mondays, 9.30am - 4.30pm Tuesday to Friday) 17.5 hours per week during school holidays (13 weeks) (9.30am - 1.00pm Monday to Friday)
<b>Core purpose:</b>	To order, prepare and serve nutritionally balanced meals for the children in the Nursery.

**Corporate responsibilities:**

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To uphold our commitment to safeguarding and to promote the wellbeing of children.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

**Key responsibilities:**

- To prepare and cook nutritionally balance meals appropriate for all children in the Nursery setting.
- To take an active role in planning menus, ensuring children receive a healthy nutritionally balanced diet.
- To maintain a safe, clean and healthy kitchen environment.
- To regulate kitchen stock control and be responsible for food purchasing orders as appropriate.
- To maintain accurate records regarding temperature controls etc.
- To meet Health & Safety and Environmental Health requirement at all times.
- To liaise with Nursery staff regarding children's specific dietary requirements.
- Ensuring appropriate catering is provided for all dietary and allergy requirements.
- To keep up to date with current good practice.

**Notes:**

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have regular contact with children and as such a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS) with a Children's Barred List Check is required as a condition of employment.

In accordance with the statutory guidance Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates to identify incidents or issues that may have happened, and which are publicly available online, which we may need to explore with shortlisted candidates.

A check will also be completed of current prohibitions, restrictions, sanctions or those who have failed induction through Teacher Services which may prevent teachers from working in this role with satisfactory clearance required as a condition of employment.

It is an offence to apply for this role if you are barred from engaging in Regulated Activity relevant to children.

Employees engaged in management positions will also require a Section 128 check.

**Our Mission:**

*Why do we exist?* To provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

**Our values:**

*How do we behave?*

<b>Ambition:</b>	we maximise our potential through striving for excellence.
<b>Teamwork:</b>	we give 100% effort, displaying kindness and humility for the benefit of all.
<b>Honesty:</b>	we are respectfully open about our successes and areas for growth

**Our strategic anchors:**

- Create a healthy organisation, free from politics and confusion through clarity following the empowered to lead operating model.
- Build a compelling school culture built on strong professional relationship where all can achieve.
- Craft and implement a high-value curriculum which is knowledge rich to allow meaningful application of skills.
- Put people first through high impact professional development and instructional coaching.



## Person Specification

Role: Nursery Cook		E/D	A	I
<b>Qualifications &amp; Training</b>				
1	A current Food Hygiene certificate, or willingness to achieve	E	✓	
2	A current First Aid certificate, or willingness to achieve	E	✓	
3	Catering qualification at NVQ level 2 or equivalent	D	✓	
<b>Experience</b>				
4	Experience of planning and cooking balanced meals for children and/or young people	E	✓	✓
5	Experience of using food preparation equipment safely, ensuring the economic use of material, equipment and energy.	E	✓	✓
6	Experience of working in a Nursery or School setting	D	✓	
<b>Knowledge &amp; Understanding</b>				
7	An awareness of different food allergies and intolerances	E	✓	✓
8	Knowledge of Health & Safety issues including COSHH	E	✓	✓
9	An understanding of the mission and values of the Trust.	E	✓	✓
10	An understanding of safeguarding issues and promoting the welfare of children.	E		✓
<b>Skills &amp; Abilities</b>				
11	Ability to form and maintain appropriate professional boundaries with children.	E		✓
12	Able to maintain stock levels and order appropriate amounts of required stock within agreed budget constraints.	E	✓	✓
13	Be financially aware to sensibly manage a budget and costs	E	✓	✓
14	Confident IT skills such as ordering stock, managing emails and online training	E	✓	
<b>Personal Attributes</b>				
15	Ability to work as part of the larger team.	E	✓	✓
16	Able to manage own time and prioritise tasks.	E	✓	✓
17	Good customer service awareness	E	✓	✓
18	Strong communication skills, both written and verbal	E	✓	✓
<b>Other</b>				
19	A commitment to uphold and promote equality of opportunity	E	✓	✓

### Key: ✓

<b>E</b>	Essential
<b>D</b>	Desirable
<b>A</b>	Assessed by Application Form
<b>I</b>	Assessed by Interview

**Date:** August 2023

