



JOB DESCRIPTION

Head Chef Educator

Job Title	<i>Head Chef Educator</i>
Post Type	<i>Permanent</i>
Salary Scale	<i>PO1 Actual Salary: £37,118 - £39,703 Plus contractual overtime: £1573.07</i>
Line Manager	<i>Assistant School Business Manager</i>
Contracted Hours	<i>7am to 3pm - 37.5 per week 39 weeks per year</i>
Date created	<i>05/11/2025</i>

Job Purpose

1. To lead, innovate, motivate and work with a team whose aim is to serve fresh, interesting and nutritious school meals within budget which meet Government and the School's standards at all times.
2. To lead on developing a food and cookery curriculum for the whole school and food related projects and have high aspirations for the future of food at School.
3. To achieve a high level of quality and standards at all times regarding the food and hygiene, ensuring all health and safety procedures in relation to Catering are adhered to.

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4. To lead and manage the catering service in the school, including budget management, organising refreshments and staff event menus, all product orders and supplier communications .
5. Developing innovative new menu items and food concepts, continuously developing the wider food offer with support from Chefs in Schools
6. To use new innovative healthy menus and cookery skills to increase the uptake in school meals including promotion of the menu.

Key Responsibilities

1. Leadership and Management

- Lead, motivate, and develop the catering team to deliver a consistent, high-quality service.
- Manage staffing levels, cleaning rotas, induction, training, and performance.
- Ensure compliance with all food safety, hygiene, and health and safety legislation, receiving and maintaining a 5-star Environmental Health rating.
- Manage the catering budget, monitor expenditure, and ensure cost-effective use of resources.
- Maintain accurate financial and administrative records, including meal counts and cost analysis.
- Ensure security of kitchen supplies and equipment.

2. Food Preparation, Quality, and Standards

- Lead the preparation and delivery of fresh, seasonal, and balanced meals daily.
- Design and implement a 2-week rolling menu aligned with School Food Standards and diverse dietary needs, changing these 3 times a year.
- Maintain consistent food presentation, portion control, and quality.
- Collaborate with Chefs in Schools to develop innovative recipes and themed menus.
- Promote healthy eating through taster sessions, theme days, and community events.
- Work with the school horticulture lead to use of garden produce and support sustainability initiatives.
- Support breakfast club and after-school food provision as needed.
- Ensure that event catering is planned and organised in advance. This includes breakfasts, lunches, staff events and other hosted events. Orders to be placed and accurately logged under the correct budget.

3. Teaching, Curriculum, and Engagement

- Deliver cooking and food education classes for pupils and adults.
- Integrate food and nutrition into the school curriculum with support from teaching staff.
- Organise and run community cookery events and workshops.
- Gather and respond to pupil feedback to improve service and engagement.

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- Encourage pupils to make informed and healthy food choices.

4. Health, Safety, and Hygiene

- Ensure full compliance with HACCP, COSHH, SFBB, and the Health & Safety at Work Act 1974.
- Maintain cleaning schedules and conduct regular kitchen inspections.
- Ensure all catering staff wear appropriate uniforms and PPE.
- Report incidents, accidents, and equipment faults promptly.
- Conduct regular stock takes and audits.

5. Procurement and Administration

- Manage ordering, deliveries, and stock rotation to minimise waste, recording stock takes and daily waste.
- Monitor supplier performance and ensure best value for money.
- Maintain all records required for audits, inspections, and internal reporting.
- Create recipe cards for each menu item prior to menu release and store these in a folder electronically and paper copies in the office

6. Conduct and Communication

- Uphold the ethos and values of Laurel Park School and Chefs in Schools.
- Model professional, courteous, and respectful behaviour at all times.
- Work collaboratively with school staff, pupils, and parents to promote the school's Food Vision.

7. General Tasks

- Ensure that the catering areas and kitchen are cleaned daily
- Attend to the cleanliness of storage areas, including fridges and freezers
- Ensure equipment is cleaned each day and maintained in good condition
- Attend training sessions and meetings as required

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

Such duties and responsibilities may be updated from time to time to reflect any changes to the School. Only significant additional duties or responsibilities as required by the Head teacher / SLT will render the grade of the post liable for re-evaluation.

In undertaking this role, the post holder shall ensure that all duties are carried out with due regard to the school's Safeguarding, Health and Safety and other school policies and procedures.

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All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.

Please Note: This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. **The post requires clearance by the Disclosure and Barring Service (Enhanced Disclosure).**

Personal Specification - Head Chef Educator

Qualities and Attributes	Essential	Desirable	Evidenced by
Qualifications			
Level 3 certificate in food hygiene.	✓		Application
NVQ in food preparation and cooking.	✓		Application
Professional Cookery NVQ, Culinary Arts Diplomas or Degree in hospitality management		✓	Application
GCSE English and Maths minimum grade 4 or C, or equivalent	✓		Application
Experience			
Experience of preparing fresh, interesting and nutritious meals.	✓		Application/Interview
Experience leading and developing a team in a high-volume catering environment	✓		Application/Interview
Experience as a catering manager, head chef or equivalent	✓		Application/Interview
Experience delivering food education or cookery classes		✓	Application/Interview
Knowledge and Skills			
In-depth culinary knowledge, including baking and menu planning	✓		Application/Interview
Understanding of School Food Standards and nutritional requirements	✓		Application/Interview
Knowledge of allergen management, food hygiene and safety regulations	✓		Application/Interview
Familiarity with budgeting, stock control and procurement processes	✓		Application/Interview
Strong leadership and organisational skills	✓		Application/Interview
Excellent communication and interpersonal skills	✓		Application/Interview
Ability to deliver creative and nutritious menus within budget	✓		Application/Interview

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Enthusiasm for teaching and engaging children with food		✓	Application/Interview
Commitment to equality, inclusion and safeguarding	✓		Application/Interview
Ability to work calmly and effectively under pressure	✓		Application/Interview
Good understanding of multiple cooking methods and an understanding of correct cooking procedures such as blanching, searing, grilling, steaming browning, sauteing	✓		Application/Interview
Awareness of required cooking temperatures and log these if necessary	✓		Application/Interview
Ability to communicate knowledge of food preparation and produce		✓	Application/Interview
Liaise with co-workers regarding world cuisines and new skills		✓	Application/Interview
Ability to read and complete simple instructions, such as cleaning rota, work rota, temperature control.	✓		Application/Interview
Able to understand seasonality and seasonally appropriate foods		✓	Application/Interview
Able to cook savoury dishes and be willing to learn and/ or improve on existing knowledge	✓		Application/Interview
Able to use and clean catering machinery and light equipment.	✓		Application/Interview
Able to encourage children to select a balanced meal.		✓	Application/Interview
Monitor control and reduce food waste		✓	Application/Interview
Good IT skills with the ability to use documents, spreadsheets and other IT products (specifically google products)	✓		Application/Interview
General			
Demonstrate a willingness and enthusiasm for training and progression.	✓		Application/Interview
Able to communicate with all kitchen, school staff and pupils.	✓		Application/Interview
Able to work on own and within a team.	✓		Application/Interview
Able to help lead and motivate staff.	✓		Application/Interview
High personal hygiene and professionalism	✓		Application/Interview
Work effectively in a busy and hectic environment.	✓		Application/Interview