

Ofsted
Outstanding
Provider



Moorlands
Learning Trust



ILKLEY GRAMMAR SCHOOL

A MOORLANDS LEARNING TRUST ACADEMY

**FURTHER
PARTICULARS FOR
THE POST OF:**

SENIOR COOK

SEPTEMBER 2021

Ilkley Grammar School

Senior Cook

Salary Scale Point 7 (Range 7-8)

Pattern of hours will be 37 hours each week

7.00am to 3.00pm (some flexibility may be available around start time) with a 30 minute unpaid break each day and an early finish of 2.30pm one day each week . Term time only plus 7 days
Some flexibility will be required, on occasions, to suit the operational needs of the school, for example open evenings and evening functions

Thank you for requesting details for the post of Senior Cook. We are looking for a colleague to join our catering team at this successful, oversubscribed comprehensive Academy. We produce freshly cooked meals daily within four service areas for our students and staff.

This is an exciting time in the school's development. The Moorlands Learning Trust has grown recently and now includes The Skipton Academy. We work in close partnership with The Skipton Academy to support their journey to become an outstanding school. In addition, from September 2020 we have a new Headteacher and a growing Leadership Team. Following a £4.7 million capital investment from Bradford Metropolitan District Council (BMDC), our learning environment has been enhanced by an additional three-storey teaching block for English with 15 new classrooms (all equipped with interactive screens), a dining hall and indoor flexible space. We have also opened a 12 place School Resource Provision (SRP) for students with autism as part of our commitment to inclusive education. Indeed, whilst we have a long history dating back to 1607, we are a modern school with innovation at the heart of our vision as a learning community. We continually advance our curriculum to be responsive to student need and have rolled out iPads to all students to personalise learning and prepare them for life and work in the 21st Century. We also invest in the professional development of our staff to keep ourselves at the cutting edge of educational development.

We are very proud of our excellent reputation in the local community, as well as the wider Leeds and Bradford areas and pride ourselves on the quality of education we provide to our students. Our Ofsted inspection of March 2017 confirmed us as an 'Outstanding' school in all areas, where students "attain highly and make excellent progress", where behaviour is "exemplary" and where "teachers go the extra mile to make sure students achieve, feel cared for and thrive within a supportive and productive learning environment" (Ofsted March 2017). Our success was also recognised in The Sunday Times Schools Guide 2018 with Ilkley Grammar School named as the top ranked comprehensive school in the north of England.

Since achieving our 'Outstanding' Ofsted rating, the school has gone from strength to strength. Our 2020 A-level and GCSE results were outstanding: 44% of all A-level entries were at A/A* and 70% at A*-B; at GCSE over 43% of all GCSE entries were achieved at 7+ this year - a 2% rise on last year's IGS results and over 15% above this year's national rate, with a very impressive 27% of all entries achieved at the very top level of grades 9/8 - almost double the national rate and in line with IGS's performance in previous years. As a result, progress of all students is well above average with a score of +.58 in 2019 and, although performance tables will not be published this year, our P8 score based on the 2019 formula is +.74. This is in line with the upward trajectory of improvement we have maintained over a number of years and is also reflected in our most recent 2021 Teacher Assessed Grades which are exceptional.

As a comprehensive academy, our overriding aim at IGS is to ensure that our students achieve everything that they are capable of – their 'Personal Best' - from Year 7 through to Sixth Form and beyond. We recognise every student as an individual, with different needs and talents, and we work hard together to make sure we support and nurture successful, happy and confident learners who achieve in the widest sense of the word, and not just academically.

Staff wellbeing is also extremely important to the school and we have recently introduced a number of extra-curricular, voluntary 'Wellbeing Wednesday' sessions for staff to access across the school year. The school closes earlier for students on Wednesdays in order to accommodate these sessions as well as to facilitate whole school and departmental staff CPD.

If you are inspired by this opportunity and have the qualities to contribute to our high quality provision, then we would be delighted to hear from you.

How to Apply

As part of your online application in the Personal Statement section (no more than one side of A4) please explain:

How your skills, qualities and experiences make you a suitable candidate for this post.

The closing date for this post is **8am Tuesday 28th September 2021**, although the campaign may close sooner subject to levels of interest and so we encourage you to apply sooner.

Provisional interview date to be confirmed.

Thank you again for your interest in our school.

A handwritten signature in black ink, appearing to read 'C Purnell', written in a cursive style.

Carly Purnell
Headteacher

Under the direction of and to be responsible to the Trust Catering Manager

PRIME OBJECTIVES OF THE POST:

To plan, prepare and cook a menu which adheres to school standards and provides students, staff and visitors with a high quality food offer which is delivered on time and within budget. This must comply with legislation and maintain the required high standards of hygiene and food presentation.
To lead the kitchen team effectively in order to deliver a quality food service operation.

KEY RESPONSIBILITIES:

School Catering Operation

- To progress the catering provision and to deliver, through menu planning, healthy and high-quality meals that meet the National Standards for School Food
- Prepare, produce and serve food to the high standard required by the school
- To deliver high volume catering and achieve best value without compromising quality
- Work with the Trust Catering Manager to ensure menu items meet the budgeted cost targets
- Ensure the attractiveness of the catering provision including food presentation and the dining environment
- Liaise with the Catering Supervisors in order to promote the daily menu choices to students
- To comply with Food Safety Regulations, HACCP and the School's Food Safety Management System, health and safety and risk management protocols
- Organise the catering arrangements for special functions and hospitality events within the Trust – some of which may be outside the normal school day

Managing Staff

- To lead the kitchen team in the daily menu production
- Allocate daily duties to ensure food is delivered in line with the appropriate timeframes
- On the job training and development of kitchen staff
- Give feedback to the Trust Catering Manager for the preparation of staff appraisals

Managing Resources

- Carry out food production based on current stock levels and planned menus
- Monitor the standard of produce provided by suppliers
- Receive, check against invoice and store deliveries in an efficient manner
- Report any discrepancies in deliveries to the supplier and the Trust Catering Manager immediately
- Ensure stock management is adhered to at all times including rotation and use by/best before controls

- Carry out accurate stocktaking within agreed timescales
- Closely monitor food waste levels and work in a way that minimises wastage of ingredients and resources
- Complete checks on work areas in line with organisational procedures, ensure team members work safely and ensure all documentation is completed accurately
- Bring new ideas for techniques, ingredients and dishes to the attention of the Trust Catering Manager
- Take accountability for dish composition and identification of allergens and/or special dietary and religious needs
- Clearly identify allergens during production and implement safe methods of working
- Ensure that kitchen areas and equipment are maintained to a clean, hygienic and safe condition in accordance with prescribed cleaning schedules

Operational Excellence

- To make sure you are aware of, and meet, the legal and School requirements for fire, safety, health and hygiene
- To report health and safety issues to your line manager, including all accidents and near misses
- To promote good safety habits and methods of work
- Prioritise duties and organise the team to meet targets whilst maintaining quality
- To ensure all displays, counters and seating areas comply with School and statutory health and hygiene requirements
- To operate machinery as shown and trained to do so, ensuring that the equipment is used safely and in accordance with current regulations and School policies
- All School policies and procedures are adhered to
- All task schedules are maintained and accurate
- Maintain records of appraisals and absence management where required

Customer Satisfaction

- To be polite, professional and friendly at all times with customers, visitors and colleagues
- To ensure the highest level of customer care, teamwork and communication is adhered to at all times
- To demonstrate a can-do attitude towards individual customer requests and strive to exceed customer expectations
- To maximise catering sales with excellent customer service, selection and presentation of products
- To operate service tills with the cashless system ensuring accuracy
- To advise individual customers on their product choice regarding allergens and dietary requirements
- To actively gain customer feedback, passing information onto your line manager
- Maintain a professional image

- Minimise queue times with efficient service and teamwork

Health & Safety

- Complete the Ilkley Grammar School Health & Safety Training and Safeguarding training prior to the commencement of employment, undertaking additional training as required
- Receive, read and understand the contents of the Moorlands Learning Trust Academy Staff Handbook
- Take reasonable care for your own health and safety and that of others who may be affected by what you do or what you fail to do. Report hazards, accidents, incidents, illness and diseases to your line manager, co-operating with your line manager on HSE matters. Correctly use work equipment and personal protective equipment in accordance with training and instructions provided.
- Complete Level 2 HSE e-learning "Working Safely" (and Working Safely with Food, if appropriate) within 10 weeks of commencing employment.

My Service Commitments

To my customers

- I have a positive relationship with all my customers
- I act on customer requests and anticipate their needs
- I take every opportunity to improve my customers' experience
- I take responsibility for resolving customer issues

To myself

- I take pride in my appearance
- I demonstrate a positive attitude and behave appropriately
- I take the opportunity to continuously learn and grow

To my team

- I ensure uncompromising standards of cleanliness, creating a safe workplace
- I create an environment of fun and teamwork

To my School

- I am proud to represent and be part of Ilkley Grammar School
- I am committed to delivering the best levels of service I can
- I adhere to the School Staff Handbook

Responsibilities

- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To support, uphold and contribute to the development of the Academy's Equality policies and practices in respect of both employment issues and the delivery of services to the community.

General Accountabilities

- Be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times;
- Establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school;
- Be aware of and comply with the code of conduct, regulations and policies of the school;
- Develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support school development.

VARIATION IN ROLE

Given the dynamic nature of the role and structure of Ilkley Grammar School as part of the Moorlands Learning Trust, it must be accepted that, as the Trust's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Recruitment and Selection Policy Statement

The Academy's Board of Governors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Probationary Period

All Support Staff new to Ilkley Grammar School will undertake a probationary programme.

PERSONNEL SPECIFICATION SENIOR COOK

Qualifications	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Experience of working in a busy environment especially during service times	E	Application form
<input type="checkbox"/> Experience of working in environments involving high levels of customer care	D	
<input type="checkbox"/> An understanding of child protection, health, safety and security	D	
<input type="checkbox"/> NVQ Level 2 or equivalent in relevant area	D	
Experience	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Customer Service focused	E	Application form
<input type="checkbox"/> Previous experience of supervising teams within a similar environment	E	
<input type="checkbox"/> Good communications skills in order to be able to liaise with a wide range of team members and customers within your work environment	E	
<input type="checkbox"/> Experience of managing own workload to meet conflicting demands and deadlines to ensure completion of tasks	E	
<input type="checkbox"/> Catering/foodservice skills and experience depending on the role you carry out	E	
<input type="checkbox"/> Defusing difficult situations in a calm manner	E	
<input type="checkbox"/> Presenting yourself effectively	E	
<input type="checkbox"/> Experience of working in a school based environment	D	
Training	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Basic food hygiene and health and safety training gained within the first 6 months and refreshed annually	E	Application and selection process
<input type="checkbox"/> COSHH Training	E	
<input type="checkbox"/> Completion of training in company cash handling procedures	D	
<input type="checkbox"/> Willingness to participate in CPD	E	
<input type="checkbox"/> Evidence of relevant CPD	E	
Skills	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Is passionate about delivering world class foodservice and support services to our clients and customers	E	Application form and selection process
<input type="checkbox"/> Able to understand and carry out instructions	E	
<input type="checkbox"/> Able to think logically and calmly when under pressure whilst maintaining a positive attitude.	E	
<input type="checkbox"/> Able to keep accurate & appropriate records	E	
<input type="checkbox"/> Good standard of written and spoken English		
<input type="checkbox"/> Good numeracy skills		
<input type="checkbox"/> Able to work as a team but also willing to use initiative within school policies and practices	E	

<input type="checkbox"/> Able to act in an understanding and patient manner whilst remaining firm and fair.	E	
<input type="checkbox"/> Able to take initiative and to work independently	E	
<input type="checkbox"/> Good problem solver	E	
<input type="checkbox"/> Good interpersonal skills and confident communicator with other team members and customers.	E	
<input type="checkbox"/> Evidence of the ability to promote a positive ethos and pride in the school together with high standards of education, care and behaviour	E	
Professional Qualities	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Able to comply with legislation and follow all rules and regulations laid down in the staff handbook and policies with regards to uniform, personal hygiene and health and safety	E	Application form and selection process
<input type="checkbox"/> Honesty and Integrity	E	
<input type="checkbox"/> Team player and 'Can do' attitude	E	
<input type="checkbox"/> Takes pride in personal appearance, attitude and hygiene	E	
<input type="checkbox"/> Emotional intelligence	E	
<input type="checkbox"/> Confidentiality and discretion	E	
<input type="checkbox"/> Sense of humour and perspective	E	
Equal Opportunities	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Selection process
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Circumstances - Personal	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Will not require holiday leave during term time.	E	Selection process and completion of an Enhanced DBS disclosure
<input type="checkbox"/> Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).	E	
<input type="checkbox"/> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).	E	
Safeguarding	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Has appropriate motivation to work with children and young people, and can relate to them	E	Completion of an Enhanced DBS disclosure
<input type="checkbox"/> Ability to maintain appropriate relationships and personal boundaries with children and young people	E	
<input type="checkbox"/> Displays commitment to the protection and safeguarding of children and young people	E	
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	

Agreed by:

Post Holder:

Print name **Signature.....**

Line Manager:

Print Name **Signature**

Date: