



**North East
Learning Trust**

Cook in Charge
Teesdale School and Sixth Form
Applicant information pack

Cook in Charge

Permanent, Required 1st September 2025 or ASAP
37 hours per week, Term Time plus 5 additional days
Grade 4, SCP 12- SCP 17
£27,711 - £30,060 (FTE) per annum
Actual salary £24,562.02 - £26,644.09 per annum

Teesdale School and Sixth Form is a part of the North East Learning Trust and is seeking to appoint a Cook in Charge to join our dedicated team.

We have 700 children across Key Stages 3 and 4 and Post-16. Our small size means that you can really get to know your students; know who they are; their aspirations, ideas, talents and dreams, bringing out the best in them, helping to champion their ambitions and giving them a great start in life. Teesdale School is a place where traditional values of kindness, respect and hard work take precedence.

To be responsible for organizing, supervising and assisting with the preparation of food and delivery of the catering service to consistent quality standards and optimum levels of productivity.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

We will offer you:

- National Terms and Conditions of Employment
- Access to Local Government Pension (for support staff) Scheme
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

The successful candidate will:

- Hold a NVQ Level 2/3 Catering qualification & Food Hygiene certificate (or equivalent).
- Have experience of working in a catering environment
- Have excellent IT skills.
- Be proactive and self-motivated.
- Have a flexible approach to work.

Deadline: Friday 5th September 2025

Interviews taking place week commencing TBC



How to apply:

Application packs can be downloaded from our website.

Application forms should be returned to karen.watson@teesdaleschool.co.uk or by post to Karen Watson, Teesdale School, Prospect Place, Barnard Castle, DL12 8HH. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



Job description

Post title:	Cook in Charge
Responsible to:	Support Services Manager
Responsible for:	The effective delivery of the school catering services
Contract:	Permanent
Salary Band:	NELT Grade 4, SCP12 – SCP 17
Hours of Work:	37 Hours per week, term time + 5 days Monday – Thursday 7am – 3.00pm Friday 7.00am – 2.30pm

Job Purpose:

To be responsible for organizing, supervising and assisting with the preparation of food and delivery of the catering service to consistent quality standards and optimum levels of productivity.

Duties and Responsibilities:

- To ensure the provision of healthy, varied and nutritionally well-balanced meals in accordance with current legislative requirements.
- To be responsible for the operational management of all catering facilities within the school.
- To supervise the team of kitchen assistants including allocation of duties, tasks and rotas, maintaining discipline and monitoring attendance and timekeeping. To report any issues to the Support Services Manager.
- To ensure compliance with all relevant health and safety and food hygiene regulations including training the kitchen assistants and till operatives in the safe use of equipment.
- To ensure that kitchen equipment is regularly cleaned and maintained and that any defects or breakdowns are reported accordingly
- To order provisions and to be responsible for stock control of food, provision levels, materials and equipment
- To oversee, monitor and advise on portion control
- To manage the provision of food for complex dietary requirements including allergies as details in the Consumers Regulation (EU FIR) 2014
- To manage dietary requirements to meet cultural needs
- To complete and submit daily operational reports to monitor productivity and food costs
- To follow correct procedures for the storage and disposal of waste
- To be fully responsible for health and safety compliance, cleanliness and upholding high standards of serving safe food
- To maintain accurate, robust and relevant monitoring records (e.g temperature charts for fridges, freezers and routine probe tests for hot and cold foods) as required



- To ensure all cleaning systems are carried out routinely and effectively and that the cleaning rotas are signed off daily
- To present oneself as a role model to pupils in speech, dress, behaviour and attitude and to adhere to the Trust's Code of Conduct.

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.



Person Specification

Cook in Charge

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> NVQ Level 2/3 in Catering Certificate in Food Hygiene 	<ul style="list-style-type: none"> First Aid Certificate
Experience	<ul style="list-style-type: none"> Experience in working in kitchen/catering services Some knowledge of Health and Safety procedures in a catering environment 	<ul style="list-style-type: none"> COSHH regulations and safe working practices Experience within the education sector
Aptitude and skills	<ul style="list-style-type: none"> Ability to order stock, control budget and plan menus Ability to work methodically Excellent organisational skills Excellent communication skills Ability to manage and motivate staff Ability to use cleaning products to comply with Health and Safety guidelines Demonstrate knowledge of high standards in kitchen cleanliness Good IT skills 	
Personal qualities	<ul style="list-style-type: none"> Ability to work on own initiative as well as working in a team Ability to work under pressure to meet deadlines Ability to adjust working hours to meet service demands as required Ability to perform physical tasks on a regular basis 	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.