



**North East  
Learning Trust**

**Assistant Cook**  
**Ashington Academy**  
Applicant information pack

# **Assistant Cook**

## **Required as soon as possible**

**Permanent**

**37 hours per week**

**Term Time plus 5 additional days**

**Grade 2 SCP4 – SCP6 (£25,185 - £25,989 per annum FTE)**

**Actual Salary £22,323 - £23,035 per annum**

Ashington Academy is part of the North East Learning Trust and are seeking to appoint an Assistant Cook to join our dedicated team

At Ashington Academy, we aim to provide opportunities to enable all students to learn and make lifelong friendships in a caring, supportive environment. In becoming successful learners, we want all our students to develop a love of learning, to recognise that learning is a lifelong activity and that the skills they acquire and develop are transferrable.

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
- Local Government Pension 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 qualification in catering (or equivalent)
- Have experience of catering.
- Be proactive and self-motivated.
- Have a flexible approach to work.

**Deadline: Noon on Monday 8<sup>th</sup> September 2025.**

Interviews will take place week commencing 8<sup>th</sup> September 2025.

**How to apply:** Application packs can be downloaded from our website.

Application forms should be returned to [kerry.gibson@ashingtonacademy.co.uk](mailto:kerry.gibson@ashingtonacademy.co.uk) or by post to Kerry Gibson, Support Services Manager, Ashington Academy, Green Lane, Ashington, NE63 8DH. 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:** Assistant Cook

**Responsible to:** Catering Manager

**Salary Band:** Grade 2

## Job Purpose:

- To generally support the Catering Manager and the catering and hospitality functions in providing a high-quality catering service for Ashington Academy students and staff.
- To undertake food preparation duties and cooking tasks, to serve meals and refreshments, to clean the kitchen and equipment.
- To act as assistant to and deputise for Cook/Catering Manager

## Duties and Responsibilities:

- To cook and prepare food as directed by the Cook/Catering Manager in accordance with agreed menus to ensure that meals are prepared at the appropriate times
- To prepare and clear the dining facilities as instructed by the Cook/Catering Manager in line with pre-agreed seating/serving plans
- To serve meals at appropriate times and in the appropriate quantities / manner in order to meet customers' needs and agreed catering standards
- To ensure that a high standard of hygiene is maintained in the kitchen
- Assist in the preparation & delivery of all menu items and hospitality events
- Assist with food preparation and cooking as required
- Prepare the counter to the standards laid down by the Cook (and or Catering Manager)
- Serve food and beverages at the specified times
- Operate any control systems as defined by the Catering Manager, completing necessary records
- Assist in ensuring counters are ready for break & lunch service and a daily staff briefing takes place
- Keep a check on stock levels and complete a monthly stock take. Support with the administration of this as and when required
- Maintain the daily menu boards as directed
- Assist with the washing-up of all light equipment in the servery and kitchen
- Collect and remove to the appropriate area all dirty prep equipment and any other light equipment
- Clean all aspects of the kitchen area & storerooms
- Ensure that all floor and wall surfaces are kept clean
- Ensure that the store area is kept clean and tidy
- Carry out deep clean as specified by the management
- Maintain competent hygiene standards
- Following company or competent policy in dealing with customer comments or complaints
- Comply with Health and Safety Regulations and Fire Policy. Report hazards to management.
- Assist the Cook in planning the menus, hospitality and events
- Keep the cooking area and equipment clean & hygienic
- Follow & implement the kitchen safety regulations (including all temperature checks of menu items and kitchen equipment)
- Ensure all deliveries are checked off and any discrepancies are reported





### **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

## Assistant Cook

	Essential	Desirable
Education/ training	NVQ level 2 in Catering. Food hygiene and allergen certificates. Knowledge of Health and Safety legislation relating to a catering environment. Trained in Manual Handling.	
Experience	Relevant experience of working in a catering environment, to include food preparation and cooking.	Experience within education sector
Aptitude and skills	Manual skills associated with food preparation and cooking. Ability to organise self and to work without supervision. Ability to organise and motivate a team. Customer care skills. A commitment to providing a quality service to customers. A commitment to undertake job related training and personal development. Basic Numeracy and Literacy skills.	
Personal qualities	Regular need to lift and carry items of moderate weight. Flexible approach to working times, which may occasionally be subject to variation. Flexible approach to nature of duties performed.	



### **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 check is 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.

