

ST. JOHN'S CATHOLIC PRIMARY SCHOOL



Headteacher: *Miss D Maudsley*
Chair of Governors: *J McNeill*

**FOUNTAINS ROAD
KIRKDALE**

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March 2024

External Advert

Job Title: School Cook

Employer: St John's Catholic Primary School

Job Type: Facilities

Job Phase: Primary

NOR: 511

Grade: Grade 4, Point 14

Actual Salary: £14.48 per hour

Contract Type: 1 Year Fixed Term, subject to three month probationary period

Contract Term: Part time – 30 hours per week

Location: Liverpool

Start Date: As soon as possible

Closing Date: Friday 12th of April 2024 at 12pm

About the School

We are extremely proud of our school which has a very strong community spirit. We offer a warm, welcoming and inclusive setting where children are encouraged to enjoy learning and to develop their full potential. Our dedicated staff have high expectations and are committed and highly motivated. The children are eager to learn, are proud of their school and have excellent attitudes and behaviour.

Personal Qualities and Skills

We are looking for someone who is a very positive, highly motivated, hardworking individual who enjoys working with children.

You will be a flexible individual and have a positive 'can do' attitude.

You will have a real passion for cooking and take pride in the quality and presentation of the meals which you cook.

You will have the character and ability to remain calm, meet deadlines and be able to work under pressure in a very busy kitchen (delivering over 250 meals on average per day)

You will also have the character and ability to foster good relationships with, and amongst, the school Catering Team, as well as with school staff and pupils.

About the Role

The successful applicant will:

- Be responsible to the Area Catering Manager for food production, control of staff, stock and to ensure that all equipment relating to the operation of the kitchen is correctly maintained and serviced by the appropriate section.
- Ensure the effective, smooth and efficient running of a very busy school kitchen, exercising appropriate budgetary and financial controls relating to the day to day operation of the kitchen.
- Ensure a high standard of food preparation and cooking of school meals in accordance with menus provided by Food for Thought.
- Be responsible for the supervision of the kitchen staff, including general staff development and welfare.
- Know, understand and implement the appropriate Discipline, Sickness, Health and Safety Procedures and Food Hygiene Regulations and other relevant enactment's.
- Be able to complete to a high standard, the initial certification and processing of all appropriate kitchen paperwork to comply with deadlines, e.g. timesheets, stock books, temperature recording etc.
- Undertake the ordering, control and security of all food and non-food items and equipment.
- Take positive action to maintain an optimum delivery of service which will include liaison with Head teachers, Governors, parents and pupils, to meet the needs of the establishment.
- Contribute, as appropriate, to the achievement of the Catering Services strategic goals.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

How to Apply

Application packs are available from the school. Please contact Miss R Byrne on 0151 922 1924 / 3106 or r.byrne@stjohnsprimaryschool.com

Visits to the school are most welcome; please contact the school if you would like to arrange a visit. Please contact Miss R Byrne on 0151 922 1924 / 3106 or r.byrne@stjohnsprimaryschool.com

Closing date: Friday 12th of April at 12pm

Interviews: TBC

St John's Catholic Primary School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment.

It is a criminal offence for someone who is disqualified to knowingly seek or accept work (or continue to work) in a 'regulated activity position'. Therefore, in addition to interviews applicants will be required to undertake pre-employment checks which will include References, Health, Right to Work in UK, Overseas Criminal Checks, Enhanced DBS and Barred List checks and if applicable a check under the DfE Childcare Disqualification Regulations 2009.

Keeping Children Safe in Education states the need for schools to conduct an "online search as part of their due diligence on the shortlisted candidates." The purpose of the **online check** is to help identify any incidents or issues that have happened, and are publicly available online, which the school / setting might want to explore with the applicant at interview, to establish their suitability to work with children. The online check forms are one part of the school's pre-employment checks process.

