

# CANIDATE PACK

Cook Supervisor



Start date:  
ASAP

Location:  
Tile Barn Road, St  
Leonard's-on-Sea,  
TN38 9QU

Part of

# Our Mission

Passionate about potential, we promise to realise the unique talents and abilities of the children and young people entrusted to London South East Academies Trust.

Ambitious for every child, we will work tirelessly to ensure that progression and their 'next step' is always in reach. We recognise and respect the diversity and strength that our different schools bring to our community, within the school and beyond.

Our mission is to create a network of outstanding schools that:

- Promote excellence
- Celebrate diversity
- Enable personal development and achievement
- Foster social value in their communities





# Our Vision

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools
- Maximise the strength of our diversity
- In areas of social and economic deprivation we will improve the life chances of children and young people
- We will actively challenge social inequality
- Create a diverse network of high performing schools



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The Trust's commitment to improving outcomes for some of the most vulnerable children in Surrey has been impressive and continues to make a significant difference enabling these boys to achieve and thrive.

”

*Maria Dawes - CEO, Schools Alliance for Excellence*

# Job Description

**Job Title: Cook Supervisor**

**Salary: H10 on the LSEAT Harmonised Payscale**

**Contact Type: Term Time Only**

**Reporting To: Head Chef**

## About our vacancy

We are looking for a Cook Supervisor to join our team. This is a permanent position, with an immediate start date.

We are seeking to appoint a Cook Supervisor who is:

- Passionate about delivering high-quality food and maintaining excellent kitchen standards.
- An experienced and skilled cook with knowledge of food safety, hygiene, and kitchen operations.
- Able to lead by example, promoting a positive and professional working environment.
- Equipped with strong interpersonal and communication skills, able to work effectively with colleagues and management.
- A resilient and organised individual, committed to continuous improvement and maintaining high standards under pressure.
- Someone who enjoys working collaboratively to ensure efficient service and a positive dining experience for all.

We are the newly commissioned Alternative Provision in East Sussex for pupils who have been permanently excluded from school or are at high risk of permanent exclusion.

Our school is based across three sites: this post is for our Hastings site.

We are looking for enthusiastic, kind, caring, resilient and dedicated people to join our team.

We will offer induction training for new staff and provide ongoing CPD for our team in order to ensure we are at the forefront of educational thinking, with the children at the heart of all we do.

We are committed to safeguarding children; successful applicants will be required to undertake an enhanced DBS check.



# Job Description

## Main Purpose of the Job

- Orders, prepares, cooks and serves food to Trust standards
- Supervises and trains staff, who are allocated to the establishment
- Acts as on site 'ambassador' for the school when relating to client, staff and customers

## Key Responsibilities of the Job Holder

- Delivers agreed menus to achieve and maintain budgeted food costs
- Orders supplies ensuring they are properly issued, used and accounted for
- Carries out weekly stocktake and food rotation procedures, minimising wastage of foodstuffs
- Allocates duties to establishment staff and supervises their work, giving instruction and advice when necessary
- Personally prepares dishes and participates in all other activities taking place in the kitchen
- Ensures that dishes are produced to the required standards of quality and attractiveness before serving
- Maintains records relating to food production activities and supplies information as required
- Ensure minimum food wastage
- Ensure temperature records and monitoring is completed on a daily basis
- Ensure area(s) under control are cleaned as per cleaning schedule
- Safe operation of catering equipment
- Prepare and participate in special functions (which may be outside normal working hours) and 'theme days' (and dishes) as required
- Attends training sessions as required
- Complies with all statutory and Trust health and safety practices and procedures, including manual handling
- Adheres to all company rules, regulations, policies, procedures and provisions of contract
- As and when required, carries out additional tasks concerned with the operation of the establishment
- Provide service in conjunction with company Trust ethos and expectations



# General Requirements

- Take on any additional responsibilities which might, from time to time, be determined.
- Safeguarding: Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.
- Equity, Diversity and Inclusion: Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.
- Health and Safety: Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

STARS Values: Consistently model and promote the our STARS values, contributing positively to our culture and reputation. Sustainability: Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices. This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

# What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.



  
LONDON  
SOUTH EAST  
ACADEMIES  
TRUST

# Our Values

## **SUCCESS**

Success is for all. We create a culture of continuous improvement, encouraging all learners and staff to strive to be better, and succeed.

## **TEAMWORK**

We work together to maximise the talent and abilities of all, with our learners central to every choice we make.

## **ACHIEVEMENT**

We have ambition for our learners and staff so that they can achieve and exceed with courage, resilience and determination, realising their own unique potential

## **RESPECT**

We empower our learners and our staff to be respectful, to value diversity and to maximise this as a talent and strength.

## **SERVICE**

Our purpose is to serve our learners and our communities. Leaders at every level serve with integrity, ensuring our learners achieve and progress in society.

Attributes	Essentials	Desirable	Evidence
Education, Training and Qualifications	<ul style="list-style-type: none"> <li>• NVQ level 1,2 and working towards 3</li> </ul>		

Attributes	Essentials	Desirable	Evidence
Experience and knowledge	<ul style="list-style-type: none"> <li>• Working with hazardous substances</li> <li>• Use of equipment that requires specialist training</li> <li>• Use of equipment that requires specialist training</li> </ul>		

Attributes	Essentials	Desirable	Evidence
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Good interpersonal and customer facing skills</li> <li>• Flexible approach to work</li> <li>• Good attention to detail</li> <li>• Good team working skills and ability to work with minimal supervision and under pressure</li> <li>• Good work ethic, reliable and punctual</li> <li>• Personal cleanliness</li> <li>• Ability to use own initiative</li> <li>• Ability to walk and stand for long periods of time</li> <li>• Ability to work in varying room temperatures</li> <li>• Contact with hot substances, ovens and hot plates</li> </ul>		

# How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form please contact:

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