Quarrydale Academy

Aspire. Believe. Succeed

Job Description

1. Title of Post

Cook 1

2. Name of Employee

3. Salary

Grade 1, scp 1-2

£17,364 - £17,711 per annum. Pro rata for 11.25 hours per week and term time only (38 weeks) plus 3 days.

Actual Salary £4,393 - £4,481

4. Accountable and Responsible To:

Responsible to the Head Teacher through the Academy's Line Management (see staff handbook)

5. Main Purpose of the Job

Assisting the Headteacher and the Kitchen Manager in the preparation and provision of school meals to pupils (and staff) during the lunchtime break.

6. Responsible for the Following Key Tasks:

The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

Key duties and responsibilities:

1. Ensure that the overall arrangement for children to dine promotes an orderly and pleasant meals service, assisting the Kitchen Manager with the preparation and cooking of school meals.

2. Service of meals and washing up after meals.

3. Ensure that any spillage is removed quickly; trays are not left in dangerous positions, and are wiped where necessary.

4. Supervise return of used trays, crockery and cutlery by the children.

5. Kitchen cleaning and cleaning of equipment.

6. Assist in the preparation and cleaning of the dining area, including movement of furniture as

appropriate.

7. Deal with children's behaviour and report any serious incidents to the Head Teacher or senior member of staff

8. Where required, to assist with the collection of dinner money, operating the till for the sale of food.

9. Maintenance of health & safety in the kitchen.

10. Assist the other members of the Academy community with the promotion and implementation of healthy eating.

11. Assist with any extra catering required by the Academy other than the school meal.

All staff:

12. Be aware of and comply with the Academy policy and procedures.

13. Comply with the requirements of Data Protection and other legislation specifically relating to personal records.

14. Contribute towards the priorities identified in Academy Improvement Plan and the overall ethos/aims of the Academy.

15. Comply with relevant improvement processes to support the continuous development of staff and Academy.

16. To participate in appropriate staff meetings and training sessions where required, as identified by the Headteacher.

17. Seek win-win solutions.

18. Be a positive voice for the Academy in the community.

19. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

Health and Safety:

20. Comply with all statutory requirements in relation to Health & Safety and be aware and comply with the Academy's Health & Safety policy.

21. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions. Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility.

22. Co-operate with the Academy on all issues to do with Healthy, Safety and Welfare.

Continuing Professional Learning:

23. Actively engage and seek opportunities to improve own professional learning.

24. Undertake professional development necessary as identified in Academy Improvement Plan, performance management reviews or as a result of developments.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature should be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the Headteacher who may involve Governors.

7. Further Statement

Employees are expected to maintain high standards of customer care, to uphold Academy policies and health and safety standards and to participate in training activities necessary to their post.

Employees are expected to be courteous and provide a welcoming environment for visitors and telephone callers.

The Academy will endeavour to make necessary reasonable adjustments to the job and working environment to enable employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is effective from 1 July 2019. The contents have been agreed in consultation with the post-holder/s and the Academy.