



St Paul's Steiner School

Job Title:	School Cook
Reports to:	School Business Manager
Salary:	From £15.69 per hour inclusive of holidays
Hours:	30 hours per week over 36.2 weeks per annum (Monday – Friday 9.00am to 3.00pm) – Term time is 35 weeks and Inset days are 1.2 weeks
Start date:	September 2025

The role at times requires additional hours on occasions to fulfil the requirements of the post.

Our mission is to educate the whole child in a healthy and balanced manner, developing the physical, emotional and intellectual capacities of each child through an age-appropriate curriculum. The Steiner philosophy looks to support both teacher and child in their development with a holistic intention. The school as a whole is seen as a community and works in strong partnership with parents.

Job Purpose:

- To provide a high-quality catering service which supports the wellbeing of pupils and staff. This includes meeting school catering and health and safety standards.

Duties & Responsibilities

Meal planning and provision

- Oversee the provision of high-quality school meals in line with government guidelines and legislation on school nutrition standards
- Plan varied and nutritious menus in advance
- Negotiate best-value contracts with authorised suppliers to ensure the cost effectiveness of the catering service
- Manage food stocks to prevent shortages or excess supply and adhere to the catering budget
- Cater to special dietary requirements and ensure that allergy information is effectively communicated and labelled
- Ensure consistency in food standards across the school
- Regular communication with staff for ordering, change of menus, allergies and any other issues that may arise

Health and safety

- Ensure compliance with school catering standards legislation and the school's food safety policy, health and safety policy, and allergens policy
- Be familiar and have good understanding of The Food Safety and Hygiene (England) Regulation 2013 and The Food and Safety Act 1990
- Ensure that the kitchen and dining area are kept clean and hygienic
- Ensure that kitchen equipment is used safely and according to operating manuals including using the school dishwasher
- Ensure that kitchen and catering equipment is maintained according to the maintenance schedule
- Arrange for all necessary repairs to be communicated to Facilities Manager to ensure the safe running of kitchen equipment and remove any faulty equipment pending repairs. Where repair or replacement exceeds the agreed budget, discuss this with School Business Manager
- Record all accidents and incidents
Working according to the guidelines and standards set by the Inspector from the London Borough of Islington
- Keep up-to-date with all relevant trainings

- Regularly update the Safe Food Better Business (SFBB) pack including cross-contamination, cleaning, chilling, cooking and management
- Ensure food preparation surfaces are properly cleaned and disinfected according to the standards set out by the Food Standards Agency

Teamwork/ School Community

- Works co-operatively at all times with colleagues, volunteers and any other members of our community.
- Attends the weekly meetings as necessary

Compliance and Safeguarding

- Stays up to date and familiar with the School’ policies and procedures and ensure adherence of Statutory obligations (e.g. Health & Safety, safeguarding and child protection)
- Liaises with other agencies e.g. Islington and other safety regulators
- At all times, respect professional confidentiality with regards to information about children, parents and other Teachers and staff at the School.
- Prepared to attend training courses in First Aid, SEN, Child protection etc. as deemed necessary to work with children
- Ability to work on own initiative and as part of a team, recognising each member’s individualities while also showing willingness to compromise and adapt according to the demands of the situation.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Level 3 Food Safety (or NVQ equivalent) • GCSE or equivalent level in English and maths
Experience	<ul style="list-style-type: none"> • Experience of working at a management level in an industrial kitchen or catering establishment including: <ul style="list-style-type: none"> • Line management and supervisory experience • Experience of menu planning and pricing • Experience of recording and managing stock • Experience working with young people • Experience of writing and presenting reports (e.g. financial reports, incident reports)
Skills and knowledge	<ul style="list-style-type: none"> • Wide knowledge of culinary production and strong culinary skills • Knowledge of legislative requirements for: <ul style="list-style-type: none"> ◦ Working in industrial cooking ◦ School catering • An understanding of the routines and challenges of catering in a school environment • Good literacy and numeracy skills • Good organisational skills • Ability to multitask and work effectively in a stressful environment • Strong leadership and teamwork skills • Strong customer service skills • Good communication skills

Personal qualities	<ul style="list-style-type: none">• Sensitivity and understanding, to help build good relationships with colleagues, pupils and staff• Commitment to promoting the ethos and values of the school• Commitment to maintaining confidentiality• Commitment to safeguarding pupil wellbeing and equality• Resilient, positive, forward looking and enthusiastic about making a difference to children and young people
---------------------------	---

This job description may be amended at any time in consultation with the postholder. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the School Cook will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or Line Manager.

Notes

St Paul's Steiner School is committed to equality of opportunity. We encourage applications from individuals of any of the many BAME backgrounds.

St Paul's Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The offer of this post is subject to statutory clearance by Disclosure and barring Service and Teacher's prohibition list check. The appointment will be subject to two satisfactory references, one of which must be from the candidate's most recent employer.