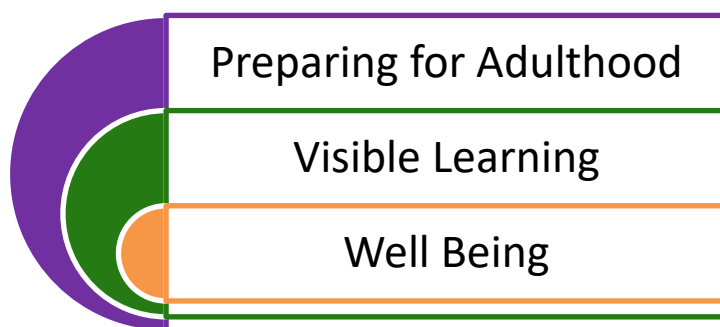


**Stormont House School Chef Educator Job Description**  
**Spot salary £25, 000 (Term time only)**

**Our vision**

**Achievement for all in a unique world-class school**

**Whole School Priorities 2020-23**



**This Job Description and Person Specification should be read in association with all other recruitment information and the priorities of the School Development Plan**

**What is this position directly responsible for?**

- To lead, innovate, motivate, and work with a team whose aim is to serve fresh, interesting and nutritious school meals within budget which meet Government, the School's standards at all times.
- To lead on developing a food and cookery curriculum for the whole school and food related projects for the school and have high aspirations for the future of food at school.

**Post responsibilities:**

**Part 1 Food Preparation, Quality & Standards**

1. To lead and work as part of a team preparing fresh food to meet the specified standards.
2. To prepare meals in accordance with an agreed seasonal 3-week menu cycle and to change this in accordance with the school food standards and allowing for allergen issues, ensuring full adherence to recipes, food presentation standards and portion control.
3. To understand the needs of those pupils with special dietary requirements and ensure they are catered for.
4. To work to deadlines to ensure meals are served promptly.
5. To ensure that meals are presented and served in an attractive way.
6. To ensure that work is carried out hygienically, safely, and tidily and at all times within the prevailing legislative framework.
7. To help promote school lunches and uptake through taster days, parent events, newsletters, theme days and other events and methods.
8. To support the school's emphasis on pupils' health and well-being. To support on projects such as an herb garden on the school site and food recycling projects.
9. On occasion, and with agreement, to lead on food preparation for special events, which may be outside normal hours.

10. To make regular contributions to breakfast club food and after school food provision within reasonable time constraints
11. To lead cooking classes for children
12. To liaise with school gardener on using school garden produce

## **Part 2 Administration**

13. To be responsible for the financial and administrative tasks associated with ordering food and sundries, including checking delivery notes and invoices.
14. To monitor, control and reduce waste and make recommendations to the School Business Manager for menu adjustments.
15. To provide management information including the breakdown of meal numbers and meal costs on a weekly basis and on request.
16. To record and monitor staff attendance and absences.
17. To conduct stock takes on a monthly basis and on request.
18. To report any complaints or incidents to the School Business Manager.

## **Part 3 Health & Safety**

19. To ensure that policies and procedures with regard to health and safety and hygiene are understood by all kitchen staff and adhered to at all times.
20. To ensure cleaning schedules are carried out.
21. To ensure all kitchen staff wear the correct uniform at all times.
22. To ensure all kitchen equipment is maintained in good condition and any faults are reported to the School Business Manager.

## **Part 4 Management**

23. To ensure there are sufficient staff at all times and to arrange appropriate cover where necessary and authorised.
24. To ensure all staff are trained in health, safety, and hygiene.
25. To ensure all staff are inducted, including fire evacuation procedures, first aid, safe use of equipment, dealing with children, etc.
26. To take all necessary steps to ensure the maximum security of kitchen supplies, equipment, and monies.

## **Part 5 Conduct**

27. Working positively with people of diverse backgrounds, characteristics and experiences to achieve the school Vision of 'Achievement for all in a unique, world-class school'.
28. To be familiar with all relevant School policies, rules and procedures and any changes to these.
29. To set a standard of behaviour to colleagues which is polite, honest, and friendly.
30. To deal with children in a polite, professional, and friendly manner at all times and to seek guidance where necessary from the School Business Manager and the Senior Leadership Team.

**General Duties and Responsibilities:**

1. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post.
2. Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review (following the first annual cycle) at the direction of the Business Manager.

**Hours of Work: Monday – Friday 6.30am – 2.30pm**

**Line Manager: School Business Manager**

**Other key accountabilities: Kitchen team**

***At a time of rapid educational change, job descriptions cannot be prescriptive. It may be that some alteration is necessary as circumstances dictate, and as new needs arise. Job descriptions are reviewed annually as part of the performance management process.***

Date of issue/ update: September 2022

**SELECTION CRITERIA for the post (E-Essential, D-Desirable)**

|                                     |   |          |
|-------------------------------------|---|----------|
| <b>Qualifications and training:</b> |   |          |
| 1.                                  | NVQ level 3 equivalent qualification or experience.   | <b>E</b> |
| 2.                                  | Chefs' qualification and Food hygiene training.   | <b>E</b> |
| <b>Experience:</b>                  |   |          |
|                                     | Working with children or young people.  | <b>D</b> |
| 3.                                  | Carrying out administrative tasks associated with orders and Financials.  | <b>D</b> |
| 4.                                  | Using information technology in terms of using a computer, basic admin software (Word and Excel) and willingness to learn the office systems and IT packages. | <b>D</b> |
| 5.                                  | Planning and managing tasks in a timely and effective manner and to work to specified deadlines.  | <b>E</b> |
| 6.                                  | Dealing with face-to-face and telephone interactions.   | <b>E</b> |
| 7.                                  | Working and collaborating within a team.  | <b>E</b> |
| <b>Knowledge:</b>                   |   |          |
| 8.                                  | Good oral and written communication skills.   | <b>D</b> |
| 9.                                  | Ability to respond quickly and effectively to issues that arise.  | <b>E</b> |
| 10.                                 | Ability to plan, organise and prioritise to meet deadlines.   | <b>E</b> |
| 11.                                 | Ability to use own initiative and act accordingly.  | <b>E</b> |
| 12.                                 | To have an understanding of and a commitment to Equal Opportunities issues within the workplace.  | <b>E</b> |
| 13.                                 | To have an understanding and commitment to the school's vision and policies.  | <b>E</b> |
| 14.                                 | Knowledge of Data Protection Legislation.   | <b>D</b> |
| <b>Skills:</b>                      |   |          |
| 15.                                 | Good OCT skills; working knowledge of Microsoft Windows applications including Word and Excel, ability to access web-based information.                       | <b>D</b> |
| 16.                                 | Excellent organisation skills.  | <b>E</b> |
| 17.                                 | Ability to administer financial systems and monitor budgetary information.  | <b>E</b> |

|     |  |          |
|-----|--|----------|
| 18. | Good interpersonal, organisational and communication skills.   | <b>E</b> |
| 19. | Ability to communicate effectively both orally and in writing staff at all levels and outside agencies.                      | <b>E</b> |
| 20. | Ability to share work and to work as part of a team.   | <b>E</b> |
| 21. | Ability to handle people at a variety of levels with politeness, sensitivity, tact, and the need to respect confidentiality. | <b>E</b> |
| 22. | Willingness to participate in development and training opportunities.  | <b>E</b> |
| 23. | Ability and willingness to work in a flexible manner.  | <b>E</b> |