



RESPECT ASPIRATION DETERMINATION INDEPENDENCE



MESSAGE FROM THE CEO

Welcome to the Achieve and Learn Trust

“Ensuring the best outcomes for children and young people”

**Achieve
+ Learn
Trust.**
Better, together.

Our Vision

At the heart of the Trust's vision is a belief that students deserve the best educational experience with aspirational curriculum provision and enrichment opportunities. We strive for personal and academic achievement within a safe, inclusive and enriched learning environment: opening minds, opening doors to learning opportunities and opening up pathways to successful futures.

Our Aims

Our aim is to ensure that all schools within the Trust aspire to be 'Outstanding' and, with our support, hold a minimum of a 'Good Provider' rating from Ofsted.

Our Future

We have an appetite for continuous improvement and development, with an overall ambition of expanding the Trust to develop a local partnership of schools, covering both primary and secondary phases. This will enable us to foster true partnership and collaborative work that both supports and challenges member schools.



Ms Kim Earle, CEO
Achieve and Learn Trust

MESSAGE FROM THE HEADTEACHER

Welcome to Reddish Vale High School

‘Positively Changing Lives - through personal growth academic excellence’

I am very proud as Acting Headteacher to welcome and introduce you to Reddish Vale High School (RVHS). Our school is emerging from a turbulent time of late and has already gone through an exciting period of transition and improvement. Through values driven leadership, which is underpinned by dedicated teaching and support staff, the school is on an exciting pathway in ensuring that all its learners are enabled in realising their full potential. This is my mission. Here at RVHS, we are dedicated to ensuring our vision to **‘Positively Changing Lives - through personal growth academic excellence’** becomes a reality for the entire school community.

High quality, committed staff, provide a positive, disciplined and nurturing environment that inspires a passion for learning so that every learner progresses and can thrive. Our learners are encouraged to achieve their best personally, academically and socially. As a result, we are seeing improved levels of academic attainment and progress throughout the school. High expectations and standards are driven through teamwork and underpinned through the school's core values of; Respect, Aspiration, Determination and Independence.

This provides only a brief introduction to our school community and a flavour of our ethos and values.

We are experiencing a period of significant growth and investment, allowing us to further enhance our school facilities, teaching resources, and staff development programs. As part of our continued growth and commitment to providing the best possible education for our students, we are seeking to appoint a number of talented and motivated individuals to join our dedicated team. Thank you for your interest in Reddish Vale High School, the learners, staff and I, look forward to welcoming you.



Mr Darren Moroney,
Headteacher
Reddish Vale High School

ROLE OVERVIEW

School Cook

CONTRACT TERM:

Permanent, – term time, plus 1 week
(39 weeks in total)

HOURS:

36.25 hours per week (07:00 – 15:00)

PAY SCALE:

NJC Band 2 Points 4-5
(Actual Salary £21,662 - £22,004)

LOCATION:

Reddish Vale High School, Reddish
Vale Road, Stockport SK5 7HD

START DATE:

ASAP

If you would like to apply to be part of our school at this exciting time, please visit the 'Job Vacancies' page on our school websites - [Reddish Vale High School](#) where you will find an application form and more information about our school.

Please send your completed application form to recruitment@reddish.stockport.sc.h.uk

This is a great opportunity for an enthusiastic and passionate School Cook to join the catering team at Reddish Vale High School. We are looking to recruit a School Cook who is passionate about both great food and great service. Someone who will support the team in our kitchen and strictly uphold good working practices to maintain the highest standards of hygiene and safety.

Reddish Vale High School is part of the Achieve and Learn Trust, which expressed simply, the trust is committed to personal growth and academic excellence for all pupils. At Reddish Vale High School, committed staff provide a positive and nurturing environment that inspires a passion for learning, so that every pupil progresses and thrives. Our pupils are encouraged to achieve to their best personally, academically, physically and socially.

Ideally you will have experience of working within a high-volume food business and will be used to cooking with fresh ingredients. Alternatively, you might simply have a strong passion for cooking and feel that you could add value in a role like this. Either way you will need to enjoy working in a busy kitchen and enjoy rolling up your sleeves to be very much hands on. A qualification to NVQ level 3 standard would be desirable but not essential.

The successful candidate will demonstrate the following:

- Able to deliver a high standard of customer service
- Pro-active with the ability to act on your own initiative
- Commitment, flexibility and enthusiasm
- Excellent interpersonal and communication skills

In return we can offer:

- A friendly, supportive and hugely talented whole staff team
- Outstanding and supportive leadership at all levels
- An inclusive learning ethos

JOB DESCRIPTION

JOB TITLE: SCHOOL COOK

JOB PURPOSE: To assist and contribute to the delivery of a safe, healthy and quality school catering service under the direction of the Catering Manager.

ACCOUNTABLE TO: Catering Manager

Duties and Responsibilities:

The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Duties and Responsibilities:

- Assist the Catering Manager and Supervisor with food planning, preparation, cooking duties and all other catering services within the school kitchen.
- Prepare specified home-cooked meals in accordance with the menus provided, with agreed recipes and ingredients and accurately timed for specific service times.
- Support the Catering Manager and Supervisor with designing new meals which are both nutritionally balanced and cost effective.
- The tending of food on stoves, beating, mixing, blending, checking, testing, stirring and the loading and unloading of cooking vessels.
- Check all meals ready to be served for quality, quantity and appearance.
- Prepare equipment, weighing, mixing, rolling and operating kitchen machinery.
- Be customer focused at all times, by being approachable and exceeding expectations in delivering customer needs.
- Manage and control all food to include receiving and checking stock, checking equipment and materials are used correctly.
- Ensure that routine data is collected as required and that all daily checks, including temperature control during production, preparation, service and storage are carried out effectively.
- Ensure waste is controlled with regard to preparation and cooking.
- Maintain the highest standard of health, hygiene and safety.

- Support with day to day cleaning, as well as, specialised cleaning of kitchen equipment, work surfaces, kitchen floors and storage areas, under the highest hygiene controls.
- Operate the school's cashless catering till system, ensuring the correct price is charged for all items purchased.
- Assist in the receipt and safe storage of deliveries.
- Removal of kitchen waste to designated refuse collection areas
- Actively assist in supporting our five-star food hygiene rating.
- Attend any relevant training sessions to ensure that you are fully equipped to perform your role effectively.
- Ensure all tasks are carried out with due regard to the appropriate policies and procedures i.e. Health and Safety, Food Hygiene, Food Standards, Allergens, Risk Assessments etc.
- Maintain confidentiality of information acquired in the course of undertaking duties for the school.

General Requirements

All staff are expected to:

- Work towards and support the academy vision and current objectives outlined in the Academy Improvement Plan.
- Contribute to the school's programme of extra-curricular activities e.g helping at Open Evening.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the Trust's School's Equality Objectives to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers and colleagues.
- Adhere to policies and circulars.
- To undertake any other duties commensurate with the grading of the post as directed by the Headteacher.

PERSON SPECIFICATION

SCHOOL COOK

	METHOD OF ASSESSMENT	ESSENTIAL / DESIRABLE
1. Qualifications/Training etc.		
Level 2 Food Hygiene Certificate (or willingness to obtain this qualification within 6 months of starting in post)	A/C/I	Essential
Food Allergen Certificate (or willingness to obtain this qualification within 6 months of starting in post)	A/C/I	Essential
Good level of spoken and written communication	A/C/I	Essential
2. Experience		
Previous experience of creating and preparing homemade meals suitable for a secondary school environment.	A/I	Essential
3. Knowledge		
Working knowledge of current food hygiene and health and safety legislation.	A/I	Essential
Awareness of healthy eating issues, nutrition and food allergens.	A/I	Essential
4. Skills, Abilities and Attitude		
Good customer care skills	A/I	Essential
Excellent interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy.	A/I	Essential
Honesty, energy, stamina and enthusiasm.	A/I	Essential
Flexibility in working hours and a positive attitude and ability to work under pressure.	A/I	Essential
An enjoyment of working with and being in the company of young people.	A/I	Essential
Professional but approachable demeanour in relating to all members of the academy community.	A/I	Essential
Required to wear uniform / protective clothing as issued.	A/I	Essential

5. Desirable		
Level 2 Food Hygiene Certificate	A/I/C	Desirable
Food Allergen Certificate	A/I/C	Desirable
NVQ Level 1 / 2 in Catering and Hospitality	A/I/C	Desirable
Previous experience of delivering a catering service in a high-volume environment.	A/I	Desirable
Experience of working in a school environment.	A/I	Desirable
Familiarity with the Healthy Schools Programme.	A/I	Desirable
Knowledge of “Keeping Children Safe in Education” and safeguarding issues	A/I	Desirable

*** Method of Assessment**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation.



ADDITIONAL INFORMATION

BENEFITS

- ❖ An engaging, creative and welcoming environment.
- ❖ Holiday entitlement of 26 days, plus Bank Holidays, increasing to 31 days after five years of service.
- ❖ Membership of Greater Manchester Pension Scheme, with excellent employer contributions.
- ❖ Free on-site parking.
- ❖ On-site canteen facilities.
- ❖ Staff room with free refreshments.
- ❖ Employee Assistance Programme.
- ❖ Occupational Health and Counselling services available.
- ❖ Supported by a talented, highly motivated, committed and professional team of colleagues.
- ❖ Active and supportive Governing Bodies and Senior Leadership Teams.
- ❖ CPD opportunities for all staff.
- ❖ A great place to work.

APPOINTMENT TERMS

The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We fully support staff professional development and expect staff to be proactive in this area.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications we receive, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

If your application is successful, employment with the Trust is conditional upon the completion a DBS Disclosure Application, receipt of two satisfactory employment references and a satisfactory pre-placement medical assessment. Any criminal record information that is disclosed to the Trust will be handled in the strictest confidence. Persons barred from working with children will not be considered for this post.

The Achieve and Learn Trust is committed to Equity and Equality of Opportunity and welcomes applications from all sections of the community.

CONTRACTUAL MATTERS

- ❖ The successful candidate will be expected to take up the appointment as soon as possible.
- ❖ The position will be based at Reddish Vale High School, Stockport.
- ❖ The post is based on 36.25 hours per week. The post is a salaried position and overtime is not paid unless due to exceptional circumstances.
- ❖ All our schools operate a no-smoking policy on the whole of its sites.

Thank you for your interest in a position within the Achieve and Learn Trust. We believe that applying for a new role should always be seen as a two-way process, you have to be right for us, but the school also has to be right for you. So, if you are interested and would like any more information about the role or our Trust, please email recruitment@reddish.stockport.sch.uk.