



Future Education – School Cook Job Description

Position:	School Cook
Department/Service:	Future Education
Job status:	Permanent
Hours of work:	08:00 – 13:00 <i>(start/finish time could be adapted)</i>
Working pattern:	Mon- Fri Term Time +2
Location:	Norwich
Pension:	Access to Company Pension Scheme
Salary:	£14 000 (tbc)
Application Deadline:	29 th April 2025 <i>(early applications encouraged FE reserve the right to close the application process early)</i>
Expected start date:	asap
Provisional interview date:	tbc

Vision statement:

Our vision is of vibrant and strong communities where everybody can live independent, safe and happy

About Future Projects: Future Projects is a Charity active in helping children and adults to address severe and multiple deprivation by providing high quality, community-based services which promote education, health, skills, employment, wellbeing and life chances. We aim to help people in difficult situations build on their strengths and capabilities, and develop the confidence, skills, and resilience to take control and transform their lives.

About Future Education: Our nurturing, caring and vibrant school supports students to meet their full potential, academically and as individual young adults, preparing them to take the next step towards realising their aspirations with hope and confidence.

Many young people come to us after struggling to find an educational option that meets their needs. At Future Education, they find a secure place to learn and hope for the future.

Future Education is a positive choice for young people and their families, many of whom are looking for:

- A place for that is nurturing and small with a bespoke curriculum that is designed around their individual social, emotional, behavioural and learning needs.
- A place that provides an 'educational home' for those who may have found themselves 'educationally homeless' through a wide range of circumstances.

A place for those who have experienced hurt or trauma where they can find hope, healing and wholeness as well as finish their education in an environment that understands the impact of trauma on learning and behaviour.

You can find out more about the school here: www.futureeducation.org.uk



Context and purpose of the job:

We are looking for an enthusiastic and skilled cook to work in a school environment specifically for vulnerable young people at our school in Norwich. You will be required to plan menus that provide delicious, well-balanced and nutritional meals, work to a budget, order/receive supplies, and maintain high standards of hygiene by adhering to company policies & procedures including HACCP & COSHH.

Experience of home baking would be especially desirable. It is essential to have the ability to interact with young people within the school building strong relationships quickly. The successful candidate should ideally possess a food hygiene certificate.

Here at Future Education all of our young people have SEMH (Social, Emotional and Mental Health) needs along with associated behavioural difficulties, and many have additional special educational needs such as speech, language and communication difficulties, autistic spectrum disorder (ASD) and attention deficit and hyperactive disorders (ADHD). Building strong positive relationships with our students is fundamental for all staff who work in our school in all roles. This post in particular, will involve much contact with students - an understanding and interest in our ethos and strategies for working with our students will be essential.

We are looking for a kind, compassionate and resilient person to fulfil a vital role in our school. The right personal qualities are especially important in working within our environment.

School Cook – Personal profile:

We are looking for a colleague who:

- Is a great cook and able to produce delicious, nutritious meals and snacks.
- Is able to plan menus within a budget and efficiently make and manage orders.
- Ideally has experience of working in a school environment working with SEND students and will understand the challenges facing our students.
- Is able to manage a kitchen area with frequent visits from students and staff
- Possesses a food hygiene certificate and follow the guidelines outlined in 'Food Safety for Better Business – caterers Edition'
- Can work in an efficient and organised manner with a meticulous eye for detail
- Has a good literacy and numeracy skills, and possesses excellent communication skills.
- Is an excellent team player and able to accept and respond to advice given in order to provide the best possible experience for our students.
- Able to quickly make excellent relationships with both staff and students.
- Will be flexible, reliable and positive and looking to make a real difference in the lives of young people.



Job Description:

Key Deliverables:

The key deliverables outline the priority tasks and responsibilities of this post, against which the post-holder will be held to account.

Legalities: Know, understand and use the guidelines 'Food Safety for Better Business – caterers Edition'

Food prep/serving: plan, prepare and serve delicious meals to students lunch times, snacks at breaktime and breakfasts where needed

Safety: adhere to all health and safety, food hygiene, and risk management controls including awareness of allergens in the course of daily duties

Recording: maintain accurate records relating to the post, including but not limited to food temperature checks, cleaning records, chemical records, risk assessments, and orders.

Stock control: undertake stock review and control, ensuring that adequate food and resources are in place and available for use

Cleaning: clean and keep clean the school's kitchen, break and cleaning areas

Detailed duties and responsibilities:

Plan menus that provide delicious, well-balanced and nutritional meals – one two course meal each day

Make a selection of sandwiches daily

Make breakfast for students who would like it and toast/snacks for breaktimes

Make and prepare packed lunches for school events, trips, early closing, examinations etc

Work to a budget,

Order and receive supplies,

Dynamic risk assessments to maintain safety in kitchen areas

Maintain high standards of hygiene by adhering to company policies & procedures

Seek to provide healthy options and to promote healthy eating within the school environment, acting as a role model for students

Encourage students to contribute to cleaning up; place plates and cups in the dishwasher, leaving the lunchroom in a safe and clean environment.

Check fridges in both kitchens regularly and dispose of any out of date food safely

Clearly label all food once it has been opened/defrosted

Purchase supplies and foodstuffs from local shops as required

Over time, be willing and able to support student learning in the kitchen area and to supervise their participation in meal preparation.



Any other such duties as may be required commensurate with the scope and nature of the post

This role profile is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments in the service.

Contacts: The post holder will work closely with the Business Manager, Leadership team, staff and support staff within the school. The role will likely involve contact with parents, carers and visiting professional staff such as Educational Psychologists or Social Workers, as well as School Governors.

Supervision: The post holder will report directly to the Business Manager

Health and safety/Safeguarding: Future Education is committed to safeguarding and promoting the welfare of children and young people and expects all volunteers and employees to share this commitment. All adults employed by Future Education are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. This post is considered a 'Regulated Activity'.

The post holder must be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection, safeguarding and child protection; and report all concerns to the appropriate person in accordance with relevant policies.

- The Charity's Designated Safeguarding Lead for Children is: Jane MacLennan –Deputy Headteacher at Future Education: j.maclennan@futureeducation.org.uk 01603 251 310
- The Charity's Designated Safeguarding Lead for Adults is: Grace Richardson – Support Services Manager: g.richardson@futureeducation.org.uk 01603 250 505

Future Education will provide a programme of induction and training to include Health & Safety and Safeguarding, and will make external training available as required.

Equalities: The post holder must be aware of, support and promote equality and diversity in all its forms, and ensure that students have equality of access to the service. Future Education is an equal opportunities employer and a disability confident employer.

Disclosure of Criminal Convictions / Cautions: Because Future Education offers education to people under the age of 18 all positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974. You are therefore not entitled to withhold information about any convictions/cautions, etc. including those which for other purposes are 'spent' under the provision of the Act.

Police Checks: All employees/volunteers are required to undertake a full DBS disclosure check prior to commencing employment. The successful applicant will be required to complete a disclosure form for the School to undertake a criminal record check to confirm the existence and/or nature of any record of criminal convictions or other relevant information.

Additional Information: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Head Teacher to undertake work of a similar level that is not specified in this job description.



The nature of our school means that the likelihood of violence and aggression, and risky behaviours from pupils toward each other and toward staff is relatively high, and whilst the school has in place a comprehensive range of risk management and safety control measures it is not possible to completely eliminate such risks.

Future Education encourages a positive attitude and approach at all times, promoting an atmosphere in which young people can raise their self-esteem and develop high expectations for themselves.

The post holder is required to contribute to and support the overall aims and ethos of the charity.

Application Guidance

When completing your application form, please refer directly to the **Context and Purpose of the Job** and **Personal Profile** sections of the job description.

Please include relevant details of your training, experience, knowledge and skills in relation to these sections. Applications will be shortlisted for interview on the basis of this.

Future Education Independent Special School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.