



**LADY LANE PARK
SCHOOL AND NURSERY**

Job Description

Lady Lane Park School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title	Assistant Cook
Remuneration	NLW
Working Hours	8:00am – 2:00 pm, Term Time
Responsible to	Cook – in – Charge
Start :	Sep 2025
Main Responsibilities:	<ul style="list-style-type: none"> • Able to cover effectively and safely when cook is absent, taking into consideration any allergies and dietary requirements etc. • Able to make/cook dishes appropriately and with appropriate knowledge of school meal requirements. • Assist cook with preparation of food. • Ensure high standards of food safety & hygiene along with current safe working practices. • Aware of current allergy procedures. • Support cook with meals and producing on time. • Assist with serving if required. • Supporting effectively in the kitchen and an active role in cleanliness in line with guidelines. • Wash and dry and dirty crockery/cutlery and baking items. • Loading and unloading dishwasher in order to clean and sanitise. • Assist with deliveries. • Help to set and sanitise tables if required. • Help to move tables and chairs if required. • Collect plates and dishes form dining room for washing. • Collect any refuse dining room. • Dispose of any waste appropriately throughout the day • Continue to keep kitchen areas and dining room clean throughout the day. • Liaise with cook regarding breaks.

	<ul style="list-style-type: none"> • Undergo any training when requested which may be in own time. • Assist in out of hours events – arts centre, summer fair, training days, extra cleaning days, • Familiar with modern catering equipment and procedures • Knowledge of food safety & hygiene • Familiar with H& S regulations • Knowledge of EHO visits and procedures including required documentation • Able to co-operate easily with pupils and staff and any visitors. • Helpful, willing with a can do and co-operative attitude. • Role model to pupils through a professional conduct • Co-operates with HT and DHT • Ideally 2 years' experience within a school kitchen environment • Friendly and approachable attitude but able to take criticism when required. • Ability to read, understand and comply with written instruction, record keeping and information returns: Procedures, COSHH information, Health & Safety information, Fire Safety information and Food Safety information, Stock Taking, Trading Information. • Able to prioritise, plan, schedule tasks, delegate etc in order to meet service deadlines and to ensure timely and accurate information returns that meet set deadlines. • Can use own initiative at all times.
Subject Knowledge & Understanding	<ul style="list-style-type: none"> • Familiarity with modern kitchen equipment • Up to date knowledge and understanding of Health and Safety regulations. • Knowledge of statutory requirements for food safety
Professional Standards & Development	<ul style="list-style-type: none"> • Receptive to the needs of the pupils, parents and staff. • Good interpersonal skills required. • Helpful and co-operative attitude. • To be a role model to pupils through personal presentation and professional conduct. • To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work. • To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety. • To establish effective working relationships with professional colleagues and associate staff.

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Person Specification

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	Essential	Desirable	Method of assessment
Experience:	<ul style="list-style-type: none"> • Experience of working safely with food • Previous experience of being a cook/chef • Must hold NVQ L2 in Food Preparation or equivalent e.g. City & Guilds 706/1&2 • Must hold NVQ L3 Food Hygiene Certificate 	<ul style="list-style-type: none"> • Experience of working in a busy kitchen environment, especially in school. 	Application Form Interview Professional references
Communication:	<ul style="list-style-type: none"> • Confident at communicating both verbally and in writing 		Application Form Interview
Personal competencies and qualities:	<ul style="list-style-type: none"> • To be committed to actively support the visions, aims and ethos of the school • Collaborative team player. • Open and reflective. • Self-motivated. • Professional and positive at all times. • An ability to strike a good professional rapport with students, staff and parents. • Friendly and approachable. 		Application Form Interview Professional references