

**Princess Frederica**



**CE VA Primary School**

College Road, London, NW10 5TP  
Phone: 0208 969 7756 Fax: 0208 964 5372

Headteacher – Mr A Richards  
Email: [admin@princessfrederica.brent.sch.uk](mailto:admin@princessfrederica.brent.sch.uk)

## Introduction

Dear Candidate

I am delighted that you are interested in the position of School Chef at Princess Frederica CE VA Primary School. The purpose of this pack is to give you a flavour of our school and this post. I hope that this helps you to understand the opportunity we offer and encourages you to commit the time necessary to write a meaningful application.

Princess Frederica is a school that is very much at the heart of its community. The staff care deeply about the education and welfare of the children in our school and we constantly strive to ensure that they receive the best possible experience of school life including healthy dinners. Our pupils are enthusiastic, polite and committed to working hard.

We are constantly looking to improve and are focussed on providing excellence for all. The successful applicant will join a team committed to providing our pupils with the most nutritious and healthy food, using fresh ingredients.

Visits to the school are warmly encouraged. Please e-mail directly on [admin@princessfrederica.brent.sch.uk](mailto:admin@princessfrederica.brent.sch.uk) with contact details or call 02089 697756.

The enclosed Job Description summarises the main responsibilities of the post. To apply, please complete the application form (we do not accept CVs).

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.

Please return the application form electronically to [finance@princessfrederica.com](mailto:finance@princessfrederica.com)

Once your application is received it will have the front cover and section 10: Confidential Information removed for shortlisting purposes. Any candidates with a disability, who meets the person specification, will be offered an interview.

Thank you for your interest in this post. I look forward to reading your application.

Yours sincerely

Anthony Richards

Head Teacher



**Person Specification for School Chef**

Criteria	Essential	Desirable	Assessment
Experience	Previous catering experience in a similar environment Practical experience within all areas of a kitchen Supervisory experience gained within a busy kitchen		
Qualifications	Level 1 Certificate in Food Preparation and Cooking. Level 2 Award in Food Safety in Catering (often known as a food hygiene certificate) Level 2 Certificate in Hospitality and Catering Principles (Food Production and Cooking/Kitchen Services) Level 3 Award in Supervising Food Safety in Catering.		Certificates or other proof of qualification
Specialist Knowledge	Proven working knowledge of balanced menus Allergen Management Menu Costing Stock Taking		
Skills / Abilities	Organise effectively and efficiently the sections in the kitchens Have an ability to lead a team, but also work collaboratively within that team, to use initiative and to work under pressure		
Personal Attributes / Competencies	Excellent people skills with the ability to engage with staff, parents and pupils Effective communicator both verbally and in writing. A commitment to safeguarding and protecting children and young people. Able to work flexibly to meet the requirements of the post		

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## Job Description

Post: School Chef

Hours of work: Mon – Thur 7.30am to 3.30pm and Friday 7.30am – 3pm

Reports to: School Business Manager

Pay Scale 6, point 19 – Pay Scale PO1, point 31. Full-time salary £25,927 - £ 35,336. Actual pro rata salary is £22,176 - £30,224 per annum plus London Weighting. Subject to experience.

### Summary of the Job

Provide an efficient catering service to pupils and staff as appropriate, organising appropriate menus and maintaining stock levels, ensuring compliance with relevant Health and Safety and hygiene regulations. Provide menu choices which adhere to Government Guidelines through School Food Trust Nutritional Analysis/Standards.

### Outline of Main Duties

1. Help in planning meals within nutritional and dietary guidelines, including portion control, ensuring meals are cooked and serviced in a timely manner following safe food hygiene standards, to provide well balanced meals at designated times providing adequate choice.
2. Be responsible for checking all stock and advising School Business Manager of what needs to be ordered on a weekly basis. Controlling and correctly storing deliveries and provisions.
3. Direct the day to day work of the kitchen team
4. Ensure Health and Safety and food hygiene procedures are adhered to at all times and that defects to equipment and premises are reported appropriately to maintain a safe working environment.
5. Carry out regular checks of kitchen equipment e.g. ovens, brat pan, mixers, utensils, work surfaces in accordance with specified procedures to ensure all equipment is hygienic and safe working order and complies with relevant regulations. Notify School Business Manager if equipment is not working/faulty.
7. Ensure the security of the kitchen and storerooms is maintained at all times to provide a safe working environment.
9. Lead/assist with the cooking, serving of meals and cleaning of kitchen area, as appropriate, in order to provide an effective service.
10. Comply with Health and Safety, Fire Regulations and other County policies.
11. Have Right to Work in the UK and be willing to have an Enhanced DBS check.
12. Have relevant certifications in Food Hygiene eg
  - Level 1 Certificate in Food Preparation and Cooking.
  - Level 2 Award in Food Safety in Catering (often known as a food hygiene certificate)
  - Level 2 Certificate in Hospitality and Catering Principles (Food Production and Cooking/Kitchen Services)
  - Level 3 Award in Supervising Food Safety in Catering.

This job description is not a comprehensive definition of the post and the post holder will be expected to undertake any other tasks commensurate with the duties and responsibilities of the post.