



# Cook Supervisor

Gainsborough Primary School is a one-form entry Primary School located in the heart of Hackney Wick. We are a Federation of eight schools called Primary Advantage. We believe our schools can gain many benefits from working collaboratively and can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of good quality education and the improvement of life chances for pupils in the community beyond that of our own schools. Teachers, support staff, school leaders and Governors have added expertise in working alongside colleagues to improve provision and outcomes for pupils.

The Cook Supervisor will be responsible for the delivery of mealtime services for the Gainsborough community which ranges from 9 months to 11 year olds. This will include the delivery and service of lunchtime meals for all pupils and an evening meal for our preschool and wraparound care pupils.

You will be expected to work in accordance with the required standards and statutory regulations to ensure the efficient and economic use of all allocated resources. You will be responsible for the planning and delivery of a varied menu that considers the dietary requirements of our pupils; this will include management of orders and costing exercises to ensure best value is achieved.

The successful candidate will effectively manage the catering team to ensure the smooth operation of the kitchen. An essential part of this role will be the maintenance of due diligence procedures and the management of all associated paperwork.

## ***The successful candidate will:***

- *be highly motivated*
- *be a good team player and work flexibly in a busy working environment*
- *be able to work on their own initiative and to follow instructions from their line manager*
- *be passionate about providing high quality, nutritious foods each day*
- *follow Health & Safety guidelines at all times*
- *play an active role in all aspects of the role including preparation, delivery, maintenance and cleanliness of the schools kitchen and delivery service areas*

## ***In return, we can offer:***

- *wonderful and keen children*
- *a professional and supportive work environment*
- *fantastic professional development and tailored support programmes*
- *unique and rewarding career progression opportunities*

Visits are warmly welcomed and encouraged. For queries in regards to this post, or to return your applications, please contact our Cluster Finance and Admin Manager, Nikki Lawrence, at [finance@gainsborough.hackney.sch.uk](mailto:finance@gainsborough.hackney.sch.uk)

Start Date: September 2024  
Hours: **35 hours per week (8.30am to 4.30pm with a 1 hour break) term-time only plus four additional weeks to be worked during holiday closure periods.**  
Closing Date: 11.30pm Sunday 11th August 2024  
Interviews: to be confirmed  
Scale: 5, points 12-15 £29,504.38-£31,588.24 pro rata  
(£31,716-£33,204 FTE based on working 36 hours across 52 weeks of the year)

For more information about our school, please visit our website at [www.gainsborough.hackney.sch.uk](http://www.gainsborough.hackney.sch.uk)  
Successful candidates will be required to apply for an enhanced Criminal Record Check via DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

***Primary Advantage Federation – Schools Achieving More Together***

St John & St James, Holy Trinity, St John the Baptist, St Matthias CE Primary, Springfield, Morningside, Gainsborough and De Beauvoir