

ADDITIONAL INFORMATION SHEET

Additional information for Cook

You will have received Cook F job description and person specification. This is a generic role in use throughout the organisation and therefore Barnardo's uses generic job descriptions and person specifications when advertising for such roles.

When completing your application form, please refer to the skills, knowledge and experience required as detailed in the **Person Specification** and also any further information included in the **Additional information Sheet**. This should be done with an understanding of the context of the service described.

History of Service

High Close School is a non-maintained special school offering a day provision for young people with complex social, emotional and mental health needs. We wish to engage young people with a positive learning environment that leads to raised attendance and academic levels. We help our students become more academically and emotionally resilient and aim to help give them a better future.

We see every pupil as an individual and strive to nurture happiness, a feeling of safety, confidence and enjoyment within our school environment. Pupils are fully supported and encouraged to help them get the best from themselves.

We are hugely proud of our school and the environment we have created. We aim to offer the very best to our pupils so that they can fulfil their potential whilst growing in confidence and maturity. We hope to equip them with the skills and tools necessary to make a full and positive contribution to society.

We believe that every child and young person can grow to enjoy education and achieve their goals regardless of any problems they have previously had at school. Ultimately, we believe in children, and we work hard to help them realise and have belief in their own potential.

Objectives of Service

- We put young people first, treating them fairly
- We help young people feel safe
- We will make the school the best place we can for young people to learn in
- We will use experts from outside our school to support our young people
- We will help young people make ambitious plans for their futures

Our Ethos and Values

High Close School delivers Barnardo's values by:

- We are ambitious for young people
- We are proud of what we can achieve together
- We are confident we are making a difference
- We show professional kindness
- We understand trauma and support young people, families and colleagues
- We listen to families and work together and with others to solve problems

- We teach in small classes with teachers who love their subjects and want to share their knowledge
- We offer therapeutic support to maximise academic learning and promote social and emotional well-being
- Everyone is responsible for high quality practice

Initial Specific Responsibilities

General

- Ensure compliance with food safety regulation & health & safety procedures
- Required to complete a level 2 Food Hygiene certification
- A positive, flexible and reliable approach to work
- Preparing and Clearing the dining room when food service is provided
- To provide support for other domestic roles across campus if necessary
- Any other duties commensurate with the grading as required.

This Job Description and Person Specification reflect the duties of the post as they exist at this time and may be subject to change based on the needs of the Department Programme. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

Health & Safety

Follow safe systems of work at all times in accordance with your responsibilities as an employee of Barnardo's in line with Health and Safety and Fire policies and procedures. Inform the line manager of any defects in Health and Safety arrangements in the workplace or in workplace activities, so that remedial action can be taken to prevent an accident or ill health.

Cook

Job Title: Cook

Please note: Applicants must demonstrate in their application form that they currently use the skills outlined below or have used them previously in employment, education, training, volunteering etc.

Education/Knowledge

- Ability to organise own work and priorities.
- A well-developed written command of English Language.
- Knowledge of IT

Experience

- Experience of working in a fast-paced environment and the ability to multi-task.
- Experience in a catering kitchen or school food service environment is desirable.
- Experience of working as part of a team to provide an efficient catering service.
- Experience in organisation & time management skills
- Experience in maintaining high standards of food hygiene & kitchen cleanliness
- Good understanding of food hygiene & safety regulations

Skills/Abilities

- Ability to maintain strict confidentiality.
- Ability to work effectively as a member of a team and on own initiative.
- Ability to deal with interruptions at times for visitors, staff and young people.
- Ability to communicate effectively with staff, young people and visitors.
- Ability to maintain all dietary requirements
- Ability to manage food storage & rotation in line with current guidelines
- Ability to monitor stock levels & assist with ordering
- Ability to support special events as required
- Ability to maintain accurate records relating to food temperatures, allergens & cleaning schedules