 LUCTON SCHOOL

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| **Job Description****Our whole group 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:****Remuneration:****Hours:****Responsible to:****Start Date:**  | Head Chef – Fixed Term Based on experience40 hours between Mon to Sunday (rotation basis) Head Immediate Start Available  |
| **Job Purpose:** | The Head Cook is responsible for overseeing the preparation and delivery of nutritious, high-quality meals to pupils and staff. This role includes menu creation, catering team management, stock control, regulatory compliance, and ensuring the catering service reflects the school’s nurturing, safety-focused environment. |
| **Main Responsibilities:** | **Menu Planning & Cooking*** Design creative balanced weekly menus that meet nutritional guidelines and satisfy various dietary needs—including allergies and cultural preferences.
* Lead cooking operations daily to ensure meals are consistently high in quality, presentation, and taste.

**Team Leadership & Management*** Manage, supervise, mentor, and coordinate the whole catering team,
* Organise work rotas, oversee performance, support training, and foster a collaborative team environment.

**Procurement & Stock Control*** Manage food ordering and relationships with suppliers, aiming for cost-effectiveness and freshness.
* Maintain accurate stock records and perform regular inventory checks to minimise waste.

**Health, Safety & Hygiene Compliance*** Enforce strict food safety, hygiene, and cleaning standards in accordance with legal and school policies (e.g., Food Safety Act, allergen regulations).
* Keep detailed compliance records, including cleaning schedules, temperature logs, and allergen management
* Ensure the kitchen and dining areas remain clean, safe, and well-organised at all times

**Special Events & Functions*** Lead catering for school events, ranging from parents’ evenings to themed functions or summer camps, ensuring meals are well-planned, costed, and professionally delivered

**Safeguarding & School Integration*** Maintain a safeguarding-rich environment and act as a role model in conduct and professional appearance.
* Support wider school activities when needed, promoting positive rapport with pupils, staff, and parents
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| **Person Specification** **Lucton Preparatory School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** |
|  | **Essential** | **Desirable** | **Method of Assessment**  |
| **Experience:** | Basic skills / induction Experience of working safely with food | Previous Kitchen experienceHealth & Safety trainingFirst Aider | Application Form |
| **Skills:** | Flexibility to deal with the varied requests made on a daily basisGood interpersonal and communication skills with the ability to relate to children and adultsAbility to work as part of a small team and on own initiative |  | Interview |
| **Personal competencies and qualities:** | Good level of physical fitness, including the ability to lift and carry equipment from place to placePleasant and friendly mannerResponsible and reliableCommitment to achieving high standards of cleanliness and hygieneReliability with good timekeepingWillingness to undertake training  |  | Application FormInterviewProfessional references |