



Smithy Bridge Primary School  
A FOUNDATION PRIMARY SCHOOL

Headteacher: Jane E George, B. Ed, M. Ed  
Deputy Headteacher: Mark Brown, B.Sc. PGCE



Person Specification

Post: Cook

Grade: 5 APT & C Scale point 22 - 25

Note to Applicants

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- The *Essential Criteria* are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job
- The *Desirable Criteria* are used to help decide between candidates who meet ALL the essential criteria.
- The *How Identified* column shows how the school will obtain the necessary information about you.
- If the How Identified column says the Application form next to an Essential Criteria or Desirable Criteria, you **MUST** include in your application enough information to show how you meet these criteria. You should include examples from your paid or voluntary work.

ATTRIBUTES	ESSENTIAL	How identified	DESIRABLE	How identified
Qualifications and Experience	<ul style="list-style-type: none"> <li>• NVQ Level 2</li> <li>• Basic Food Hygiene Certificate</li> <li>• Experience in planning healthy, nutritionally balanced meals</li> <li>• Relevant experience cooking</li> </ul>	Application form. Interview, Checking certificates	<ul style="list-style-type: none"> <li>• Experience of dealing with members of the public</li> <li>• Experience in the supervision of staff</li> <li>• Be prepared to gain Intermediate Food Hygiene Certificate</li> <li>• Experience in menu planning, costing and experience in Food Service techniques</li> </ul>	Application form, References Checking certificates
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of food storage and stock control</li> <li>• Knowledge of Healthy Nutritional balanced meals</li> <li>• Ability to communicate with people confidently</li> <li>• Ability to promote ethos and be a role model to encourage positive attitudes</li> <li>• Ability to organise staff and materials</li> <li>• Good verbal, written and numeracy skills</li> <li>• Ability to respond to written instructions</li> <li>• Good customer care and interpersonal</li> </ul>	Application form & Interview	<ul style="list-style-type: none"> <li>• Knowledge of Quality Assurance Procedures</li> <li>• Experience of working with children in an education setting</li> <li>• Knowledge of recipes and methods of production</li> <li>• Knowledge of HACCPs and COSHH</li> <li>• Knowledge of National Nutritional Standards</li> </ul>	Application form & Interview

	<p>skills with the ability to converse at ease with stakeholders and to provide information in accurate spoken English</p> <ul style="list-style-type: none"> <li>• Basic ICT skills</li> </ul>			
Special working conditions	<ul style="list-style-type: none"> <li>• Must be prepared to attend meetings and training courses as required (incl, out of school hours)</li> <li>• Must be prepared to support curriculum work in the school</li> <li>• Lifting and carrying equipment as required</li> <li>• Professional appearance and manner</li> </ul>	Application form & Interview	Own transport	Application Form

**\*\*Successful applicant must have an enhanced DBS which will be processed by the school before commencement of the role.**