



Smithy Bridge Primary School

A FOUNDATION PRIMARY SCHOOL

Head teacher: Jane E George, B. Ed, M. Ed

Deputy Head teacher: Helen Johnson, B.A.(Hons), N.P.Q.H.



20.07.17

Dear Prospective Applicant,

Thank you for taking an interest in our busy, outstanding school. The position of Cook has become vacant owing to the previous incumbent taking early retirement after 28 years in post. This is an important position in our school and the successful candidate will be a strategic part of our team. Our high quality meals were mentioned in our last Ofsted report as being the best school meals in the country!

We are looking for somebody who will be able to manage our busy kitchen serving around 320 meals per day with 7 staff. The successful candidate will work closely with the school bursar in managing the kitchen budget. They will be expected to plan menus which fully meet the national nutritional standards and all hygiene standards.

Previous experience of managing people would be an advantage as the staff work different rotas and ensuring that everything is ready promptly at 12.00 is quite an achievement. Previous experience working in a kitchen preparing and serving food is essential.

We require efficiency, integrity, the ability to work hard and support others, flexibility in the post and openness to change. We also need somebody who can set up and run efficient systems and processes which serve the school well. We are a lively happy team totally dedicated to providing the best for the children in our care and we want to find the right person to carry out this position working with us to keep improving.

Yours faithfully,

Jane George
Head teacher