



Candidate Information Pack

Trainee School Cook

Closing Date for Applications: Monday 9th February 2026







Acre View
Primary School

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Welcome From Our Head Teacher

Dear Candidate,

I am delighted that you are interested in joining our organisation in the role of School Cook. I hope that this information pack gives you a flavour of the role and of the school.

It gives me great pleasure to introduce you to Acre View Primary School. Acre View Primary School is a new school in the beautiful village of Lydiate in Sefton. We will cater for primary aged children with a range of complex Special Educational Needs and Disabilities. We will support pupils with social and communication difficulties; Autistic Spectrum Condition; ADHD; PDA; SEMH; related learning and emotional, sensory and motor needs, across a range of cognitive abilities.

As a team, we are driven to inspire and motivate pupils, ensuring they are equipped with knowledge, skills and experiences which will help them achieve their goals and ultimately reach their full potential. We understand that each child and young person is different and has individual needs. Therefore we tailor teaching, learning and therapeutic interventions - making activities accessible so pupils can flourish and thrive.

We offer you the highest training opportunities within a team of fantastically skilled members of staff who put children first and foremost. Our pupil centred approach can be intensive yet rewarding, we are a real team with mutually supportive members who listen to and learn from each other.

This exciting opportunity of starting at 'day one' allows the successful candidate to be a part of a positive and highly effective team,

If you are an effective School Domestic who is considering applying to for this essential role, please email our HR Department at schooloffice@acre-view.co.uk to arrange a discussion with myself with regards to the role and to receive the information pack and application form.

With warm regards,

Liz Wynne

Head Teacher of Acre View Primary School



About Our New School

Our dedicated staff will be committed to supporting children towards making outstanding social, emotional and academic progress.

At Acre View Primary School, the well-being of children is at the heart of what we do, our aim is to support children becoming happy, confident and safe.

This means we focus on ensuring pupils are healthy, aspiring, nurtured, responsible, respected and included.

We work hard to foster positive relationships and to promote a calm and caring environment, in order for our children to achieve their potential, to be healthy and to live fulfilling lives.

Our high aspirations for our children are soundly reflected within the caring, organised and effective ethos which will be led from the top. This includes a dynamic vision for the set up and development of the new school.

- ✓ Learning to be **understanding** and **responsible**;
- ✓ **Including all**;
- ✓ **Being friendly, fair** and **respectful**;
- ✓ **Being engaged** and **resilient** learners.



Role Overview & Application Process



Acre View
Primary School

We are seeking to appoint a talented Trainee School Cook

Closing date for applicants: Monday 9th February 2026

Salary: £18,196.80 - £20,872.80 (pt 12 – pt 16)

Contract Type: Permanent, 30 hours, term time only (44.6 weeks)

Role Overview:

You will be part of a team that provides appealing, nutritious and well balanced meals to a high standard for all school users, achieving high levels of Food Hygiene and Health & Safety standards at all time.

Essential attributes and skills required:

- Flexibility
- Reliability
- Teamwork
- Excellent customer service
- Able to work under pressure
- Able to show initiative

Application Process:

An application form can be completed online via <https://form.jotform.com/230594201621345> and further information can be downloaded from the charity website. Should you have any questions please get in touch by contacting schooloffice@acre-view.co.uk. **The School does not accept CVs.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to rigorous recruitment & online checks. Acre View Primary School is an exempt employer as defined in the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and as such, we have a lawful basis for requesting an enhanced DBS disclosure certificate for all employees.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible

EMPLOYEE BENEFITS



Looking after you and your health

- All employees are enrolled (free of charge) into our **Healthcare Scheme** – provided by Benenden Healthcare. From day 1 of your employment, and through your Benenden membership, you can:
 - ✓ Get access to and **talk to a GP 24/7** and a **24/7 mental health helpline**
 - ✓ Get **care planning and social care advice**
- ... And after 6 months of employment and membership of Benenden, you can:
 - ✓ Get access to **medical diagnostics** (when the wait on the NHS is over 3 weeks)
 - ✓ Get support with **medical treatment and surgery** (when the wait on the NHS is over 3 weeks)
 - ✓ Get access to **physiotherapy** and **mental health counselling support**

Looking after you and your family in the difficult times

- All employees are enrolled (free of charge) into our **Group Life Assurance Scheme** – provided by Unum. After 6 months of employment, and through Unum, if you were to die unexpectedly your nominated beneficiary would receive up to **4 x your annual salary**.

Saving for the future

- All non-teaching staff are eligible (and will be automatically enrolled) to join the School's **Private Pension Scheme**, after 3 months of employment.
- The School will match your contributions (like for like) to your private pension up to **7%** of your annual salary.

Building your capability

- From day 1 of your employment you will be supported with your
 - **Continuous Professional Development**, with a focus on supporting you
 - to build your personal levels of capability; helping you to become the
 - **best version of you that you can be.**

Person Specification



Trainee School Cook

Acre View Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Basic Food Hygiene Certificate Level 2 NVQ 2 or equivalent, or experience in relevant discipline 	<ul style="list-style-type: none"> Level 3 Food Hygiene Certificate Allergen awareness qualification Proficiency using IT systems – Microsoft Excel, Outlook, Word etc. 	<ul style="list-style-type: none"> Application Form Production of Academic Certificates
Experience	<ul style="list-style-type: none"> Hands on cooking experience in a commercial catering environment Established experience of working as a Chef using fresh ingredients, with excellent craft skills Demonstrating initiative and team work 	<ul style="list-style-type: none"> Working in industry (restaurant/café) 	<ul style="list-style-type: none"> Application Form
Skills and Knowledge	<ul style="list-style-type: none"> Ability to prepare, work with and cook fresh ingredients to a high standard, including a quality presentation Ability to work in all areas of a kitchen and must have knowledge of main meals Working knowledge of policies/codes of practice and awareness of relevant legislation To have sound knowledge of standards of a catering environment 	<ul style="list-style-type: none"> Demonstrate sound knowledge of ingredients Knowledge of allergens and relevant legislation 	<ul style="list-style-type: none"> Application Form Interview

Person Specification (Cont.)



Acre View Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Personal Competencies and Qualities	<ul style="list-style-type: none"> • Excellent interpersonal and customer care skills • Ability to establish rapport and respectful and trusting relationships with others • Work constructively as part of a team, understanding school rules and responsibilities and your own position within these • Ability to empathise with pupils, parents and colleagues 	<ul style="list-style-type: none"> • Flexibility with working hours to support the operational needs of the school • Understand the role of others working in and with the school 	<ul style="list-style-type: none"> • Application Form • Interview • Professional References



Job Description

Trainee School Cook

Acre View Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of The Role:

Alongside the School Cook, the Trainee School Cook will create, prepare or cook appealing, nutritious, and well balanced menu choices to a high standard for all school users, achieving high levels of Food Hygiene and Health & Safety standards at all times.

The Trainee School Cook will support the on-site catering team with the delivery of food service to pupils and staff, supporting the preparation and delivery on a daily basis. The Assistant Chef will also support the maintenance of the kitchen, ensuring hygiene levels are maintained and stock is stored and replenished as required. The Trainee School Cook will have sound knowledge of COSHH and SFBB recording systems.

The Trainee School Cook will assist in the day to day running of the kitchen, across all areas. This will include preparing a range of main dishes hot and cold, cakes, sandwiches and snacks and, on occasion, buffets for coffee mornings and meetings. The Trainee School Cook must demonstrate sufficient experience, competence and professionalism in fresh food preparation; to be able to work unsupervised at times and must have the ability to work independently in the absence of the Trainee School Cook whilst they are working in other sites 1 to 2 days a week.

Line Management Responsibility To:

School Cook

Main Duties and Responsibilities:

Responsibilities:

- Safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact
- The following of all school's policies and procedures

Food Preparation:

- Proactively contribute towards the design of the full school menu each half term in collaboration with the School Chef
- Prepare, cook and present food ready for service on a daily basis across all areas of the kitchen (hot main meals, salads, side dishes, desserts and sweets)
- Ensure the full school menu and food choices are nutritionally balanced and comply with the 'School Food Standards for Nutrition'
- Ensure food is made from fresh, seasonal ingredients that are locally sourced
- Ensure food options cater for a range of dietary needs and tastes, with 'something for everyone'. Dairy free, gluten free and vegan options
- To monitor food levels during various service periods

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Trainee School Cook

Acre View Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main Duties and Responsibilities:

Stock Control:

- Monitor food stock and place orders
- Ensure food stock is always adequate for the number of covers that need to be served each day
- To ensure, when necessary, that all products are checked on delivery and stored in the appropriate areas

General:

- To be responsible for a high standard of food provision ensuring food is tasty and looks appealing
- To assist the wider team, as and when requested
- To be a positive contributor within the Catering Team
- Ensure sound knowledge of the Food to be served daily, together with the appropriate garnish, portion sizes and allergen information
- To comply with school policies of quality and standards in a catering environment and as directed by the SFBB
- To be a positive role model within the team and report any discord or frustrations within the team to management to help find a solution
- To assist and advise the School Chef of any needs or requirements
- To support and assist the School Chef in preparing, cooking and delivery of taster foods during school functions
- Maintain Health & Safety and Hygiene standards in line with the current legislation
- Adhere to appropriate customer service on dealing with comments or complaints – ensure that the School Chef is made aware
- Ensure that personal appearance, including uniform and footwear are of the highest possible standard at all times



Job Description

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Main Duties and Responsibilities:

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. The job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title





Acre View Primary School
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The information in this brochure is correct at the time of publication. Subject to change. E&OE

