

# Prudhoe Community High School Chef/Catering Manager Recruitment Pack



# The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

## The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

## Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

## Our values

Everything we do is based around the values that we hold dear:

- **Innovation:** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation:** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect:** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence:** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

# About Prudhoe Community High School

Prudhoe Community High School is a very hardworking and caring school which draws students from 100 square miles around Prudhoe.

We are a 13-19 high school with 777 students on roll including post 16 provision for 200 students. We are a small school, with an excellent reputation within the area for our excellent examination results (both Year 11 and post 16) and our pastoral care for our students. Further information about our school can be found on our [website](#).

In 2016, our new school building opened. We have an environment set up to support learning for all students with new Fitness Suite, 3G pitches, Engineering, Learning Resource Centre and many more outstanding facilities across the school. In September 2023 Tyne Community Learning Trust merged with the 3 Rivers Learning Trust to become the Cheviot Learning Trust consisting of 2 high schools, 5 middle schools and 11 first schools.

One of the most exciting projects we have been working on across the MAT is the development of an 'all through' curriculum from reception through to Year 13 for each subject area. Our Subject Leaders work closely with colleagues in other schools in the Trust to ensure effective sequencing and structure of the curriculum.

We work closely with our parents/carers and directly consult via a parent/carers group which meets half termly. There are opportunities to submit views via regular questionnaires for staff, students and parents/carers. We are part of the Cheviot Learning Trust.

## **We want our young people to:**

- Strive for excellence wherever and however they can
- Develop their values and learn to live by them
- Participate actively

## **We shall:**

- Strive for excellence
- Create a hardworking and caring, safe and stimulating community
- Work in partnership with our parents and carers and local, national and international organisations to enrich our outcomes

We are in the fortunate position of having moved to our brand new purpose built 'under one roof' school in September 2016. We have a brand new 3G pitch and sports facilities. This is a school where students will be challenged to work hard and give their best. We are a happy and caring school where individual needs are met and where every individual student matters.

## **About Prudhoe:**

Prudhoe (population 19,000) lies in the southern part of Northumberland only 12 miles west of Newcastle. The area includes attractive rural countryside with dormitory villages, some industry along the Tyne Valley, and there is a wide range of good quality housing available. Prudhoe is close to the Northumberland National Park, yet enjoys easy access by road and rail to the urban amenities of the Tynedale conurbation.

# Job Advert

**Prudhoe Community High School**  
**Part of the Cheviot Learning Trust**  
**Headteacher:** Mrs Annmarie Moore

**Job Title:** Chef/Catering Manager

**Terms:** Permanent Job Share

15 hours per week (Wed & Thurs) term time + 3 additional days

**Pay:** Band 5 points 12-17 (£8,893-£10,731 pro rata)

Full time equivalent £28,598 to £31,022

**Closing date:** 12 noon on Monday 13th October 2025

**Interviews:** to be confirmed

We are looking for an enthusiastic, qualified Chef/Catering Manager to join and manage our existing team of catering staff on Wednesdays and Thursdays to start as soon as possible. You must have the ability to manage and produce outstanding food, have a passion for food and an eye for detail. Excellent customer service and an innovative approach will be at the heart of everything you deliver to ensure all students, staff and visitors have a great experience. The successful candidate will have the ability to plan menus to excite and interest students in taking up school lunches. You will need to be well organised, smart and confident, with good communication skills and a genuine interest in the Hospitality Industry.

The successful candidate will have the drive and ambition to further develop the catering service provided and will also have experience of cooking and catering for large groups of people. We have a relatively new school boasting a commercial kitchen and a team of catering assistants to support. A uniform will be provided. An ability to be flexible and work under your own initiative is essential. Hours will be 7.00am - 3.00pm Wednesday and Thursday term time.

The Catering team consists of Chef/Catering Manager (Monday, Tuesday and Friday), 1 Assistant Cook, + 3 Catering Assistants..

The facilities include: A new state of the art kitchen, including Williams walk in fridge and freezer, Tefcolol blast freeze, a Unox Steamer Combi oven, a Rationale Oven , 2 x Falcon Commercial ovens, 1 x Falcon fryer, 2 x Falcon Commercial ovens and hobs, Moffat hot cupboard, Moffat hot servicer, 2 x Moffat chill units, 1 x Commercial toaster, 3 x Floor chill benches, 1 Ecomax plus dishwasher, LGE Vent Fan extraction unit, Civica Cashless catering system. The new school has the luxury of having a dedicated dining hall to serve food at breakfast service, morning break and lunch.

This contract is term time only + 3 days, to be agreed with the line manager. We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974.



## Job Advert continued

If you are invited for an interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. An online search will be carried out on shortlisted candidates, prior to interview. The Trust Safeguarding and [Child Protection Policies](#) and Employment of Ex-Offenders Policy can be found [here](#).

**Completing an Application Form:** Application forms can be downloaded from the [Trust website](#).

### If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google Document

### If you don't have a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the application form in Microsoft Word

Visits prior to submitting an application are welcome. Please contact 01661 832486 to arrange an

appointment. Completed applications should be returned directly to the school by email to [c.collings@pchs.cheviotlt.co.uk](mailto:c.collings@pchs.cheviotlt.co.uk).

**If you require assistance or have any questions, please reach out using the contact details provided below:**

Telephone: 01661 832 486

<https://pchs.cheviotlt.co.uk>

[info@pchs.cheviotlt.co.uk](mailto:info@pchs.cheviotlt.co.uk)



# Job Description (SG36)

**Job title:** Chef/Catering Manager ( part time Job share Wednesday and Thursday)

**Hours:** 15 hours per week

**Responsible to:** Headteacher/Business Manager

**Band:** Band 5

## **Job Summary:**

To manage the provision of catering services and kitchen staff within a school setting, under the general direction of a senior colleague.

## **Duties and key result areas:**

Carried out in accordance with the national and local standards for school meals/food, school policies/procedures and normally under the general direction of a senior colleague, these include, but are not restricted to:

- Managing and contributing to the preparation, cooking and service of food and beverages accommodating any special dietary requirements and following agreed menus.
- Managing and contributing to the packing of meals for transport to other locations where appropriate.
- Managing and contributing to the transportation of meals and goods between kitchen and service points throughout the site as necessary.
- Managing and contributing to the washing up, setting up and clearing away equipment and tables
- Managing and contributing to the cleaning of the kitchen, surrounding area and equipment.
- Managing and contributing to the receipt and safe storage of goods, stock control, stocktaking and completion of monitoring sheets.
- Managing and contributing to the catering provision at special event as required.
- Managing the administration, collection, reconciliation and security of monies relating to the service including till operation and management of cashless systems and appropriate paperwork.
- Ensure equipment is fit for purpose and properly maintained.
- Responsible for the security of the kitchen.
- Responsible for the operation of vending services where necessary.
- Work to achieve set financial and business development targets, ensuring that the kitchen resources are used effectively and efficiently at all times.
- Managing all staff in the kitchen including the recruitment, selection, training, appraisal and other related human resource activities.
- Regular communication with the client and other stakeholders in order to maintain good working relationships.
- Ensure self and catering staff comply with Hygiene, Health and Safety legislation, financial regulations and School policy and procedures at all times
- Attend training as and when required.
- May be required to provide cover at other sites and any other duties appropriate to the nature, level of the post and grade.

## Job Description Continued

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

## Person Specification

Key to assessment methods (a) application, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation (o) other case studies/visits

SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSMENT
<b>Knowledge / Qualifications</b>	<p>Intermediate Food Hygiene Certificate Nationally recognised qualification e.g. City and Guilds 706/1, City and Guilds 706/2, or NVQ Level 2 Food Preparation and Cooking.</p> <p>NVQ Level 3 Food Preparation and Cooking or equivalent.</p> <p>Extensive Knowledge of the full range of tasks together with the operation of associated tools and equipment.</p> <p>Knowledge of Health and Safety legislation relating to a catering environment.</p> <p>Trained in Manual Handling.</p>	<p>ONC/OND or equivalent in a Catering discipline.</p> <p>NVQ4 in Supervision</p> <p>Advanced Food Hygiene Certificate.</p>	(a) (l) (r)
<b>Experience</b>	<p>Relevant experience of working in a catering environment to include food preparation and cooking.</p> <p>Experience in meeting work related targets.</p> <p>Experience in managing a team.</p> <p>Experience of completing paperwork and administration tasks associated with the operation of a commercial establishment.</p>	<p>Experience of planning, running or working at large catering events.</p> <p>Experience of coaching and training other members of kitchen staff.</p>	(a) (l) (r)
<b>Skills and competencies</b>	<p>Manual skills associated with food preparation and cooking.</p> <p>Ability to organise self and to work without supervision.</p>		(a) (l) (r)

	<p>Ability to organise and motivate a team. Customer care skills.</p> <p>A commitment to providing a quality service to customers.</p> <p>A commitment to undertake job related training and personal development. Basic Numeracy and Literacy skills.</p>		
<p>Physical, mental and emotional demands</p>	<p>Regular need to lift and carry items of a moderate weight</p> <p>Ability to work in a commercial kitchen environment.</p> <p>Regularly need to lift and carry items of moderate weight.</p> <p>Flexible approach to working times, which may occasionally be subject to variation.</p> <p>Flexible approach to the nature of duties performed.</p> <p>Post holder may sometimes be required to undertake duties of lower graded staff members.</p>		<p>(a) (l) (r)</p>



**Contact us**

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