

# Toyndbee School

Bodycoats Road  
Chandlers Ford  
Eastleigh  
Hampshire  
S053 2PL

## Appointment of Cook

### Contact Details:

**Tel:** 023 80269026

**Email:** [recruitment@toyndbee.hants.sch.uk](mailto:recruitment@toyndbee.hants.sch.uk)

**Website:** [www.toyndbee.hants.sch.uk/recruitment](http://www.toyndbee.hants.sch.uk/recruitment)

## **Application Details**

I have enclosed with this pack the following details:

- Overview of Catering at Toynbee School
- A job description/role profile
- Letter from the Headteacher

An application form (support staff) is available to download from Toynbee School website. See link: [www.toynbee.hants.sch.uk/recruitment](http://www.toynbee.hants.sch.uk/recruitment)

## **Employment Checks**

Employment checks will be undertaken to establish positive outcomes in the following areas dependent upon role:

1. Personal Identity
2. Right to Work in the UK
3. Police check/Enhanced Level Disclosure and Barring Service Check
4. Employment History
5. Qualifications
6. Health
7. References

## **Equal Opportunities Statement**

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.

Launched in September 2025, 'The Kitchen' at Toyndbee School, our in house catering service for pupils, staff and visitors. Our vision is to vibrant, sustainable main meals and on the go experience to support health and wellbeing for our pupils, staff and visitors. We commit to serving high-quality, locally sourced 'farm to fork' meals that promote health, celebrate variety, and respect the planet. We strive to provide outstanding value for money while ensuring every stakeholder — especially the most vulnerable — enjoy the best meal of their day in a welcoming, supportive environment. With the freedom to innovate and adapt, we will cultivate a dining culture that fosters well-being, community, and a lifelong love of good food.

## 1. Providing Higher Quality Food — 'Farm to Fork'

- Source fresh, local, and seasonal ingredients directly from trusted suppliers.
- Prioritise minimally processed foods to ensure meals are nutritious and wholesome.
- Build relationships with local suppliers to support the community and ensure food traceability.

## 2. Commitment to Sustainability

- Reduce food waste through careful menu planning and portion control.
- Use eco-friendly packaging and eliminate single-use plastics where possible.
- Design menus with sustainability in mind, including plant-based options and lower-carbon ingredients.
- Promote environmental education by highlighting sustainable food practices to pupils.

## 3. Delivering Value for Money

- Control costs more effectively by removing third-party profit margins.
- Reinvest savings into improving meal quality, kitchen facilities, and staff training.
- Offer affordable, high-quality meals without compromising on portion size or nutritional value.

## 4. Offering Greater Variety

- Create diverse menus that cater to a range of tastes, cultural preferences, and dietary needs.
- Regularly refresh menu options based on pupil feedback and seasonal availability.
- Provide themed food days or special menus to keep dining experiences exciting and engaging.

## 5. Freedom & Flexibility

- Maintain full control over menu design, portion sizes, and service style.
- Adapt quickly to changing needs, dietary requirements, or feedback without third-party restrictions.
- Foster creativity in the kitchen, allowing the Catering team to experiment and innovate with dishes.

## 6. Providing the Best Meal of the Day for Our Most Vulnerable Pupils

- Ensure that every pupil, especially those facing food insecurity, receives a nutritious, filling meal.
- Design menus to maximise essential nutrients, supporting pupils' physical and mental well-being.
- Create a welcoming dining environment where all pupils feel cared for and valued.

## Toynebee School Job Description

<b>Post</b>	Cook	<b>Current Post Holder</b>	New post
<b>Allowance/ Scale</b>	Grade C	<b>Date Reviewed</b>	January 2026
<b>Working Pattern:</b>	Term time plus 1 weeks 30 hours per week 6:30am – 2:30pm each day	<b>Role Profile</b>	

### Responsible to:

This person is line managed by the Catering Manager.

## Person Specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Level 3 Food Safety (or NVQ equivalent)</li> <li>• GCSE or equivalent level in English and maths</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working at a management level in an industrial kitchen or catering establishment including:                             <ul style="list-style-type: none"> <li>○ Experience of menu planning and pricing</li> <li>○ Experience of recording and managing stock</li> </ul> </li> <li>• Experience working with young people</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Wide knowledge of culinary production and strong culinary skills</li> <li>• Knowledge of legislative requirements for:                             <ul style="list-style-type: none"> <li>○ Working in industrial cooking</li> <li>○ School catering</li> </ul> </li> <li>• An understanding of the routines and challenges of catering in a school environment</li> <li>• Good literacy and numeracy skills</li> <li>• Good organisational skills</li> <li>• Ability to multitask and work effectively in a stressful environment</li> <li>• Strong customer service skills</li> </ul>

## Personal qualities

- Sensitivity and understanding, to help build good relationships with colleagues, pupils and staff
- Commitment to promoting the ethos and values of the school
- Commitment to maintaining confidentiality
- Commitment to safeguarding pupil wellbeing and equality
- Resilient, positive, forward-looking and enthusiastic about making a difference to children and young people

## Letter from the Headteacher

Dear Candidate,

I am delighted that you are considering applying to be Cook at Toyndbee School. We are proud to be a holistic and inclusive school that promotes the highest expectations of our pupils. It is an exciting time in our development as a school and we are determined to further improve on our journey to become "outstanding". We are proud of our successful OFSTED inspections in 2015, 2019 and 2024; however, we are never complacent and know that there is always more we can do to improve Toyndbee for pupils, staff and the wider community. Our pupils know that they are at the centre of all we do and as a result they play a significant role in shaping the school's improvement.

Toyndbee is a friendly school with a strong reputation in the local neighbourhood for excellent results and delivering on its 'Personal Best ethos'. Our parents have described the school as "a gem in Chandler's Ford", and our pupils' aspirations and dreams for their future are the central focus of our work here. We believe that only through full participation in school life can our pupils become the most incredible person they can be. We want them to thrive and develop their potential through every opportunity offered to them, both within and beyond the classroom. Our pupils can enjoy exceptional teaching, with friendly and respectful support alongside some of the best extra-curricular provision the County has to offer.

Our academic curriculum is traditional and there is plenty of choice for all pupils' talents to be recognised. We pride ourselves on finding flexibility for individuals' needs and whilst this is provided for across the schools' academic and extra-curricular activities, it is especially evident in our Visually Impaired Resource Centre that supports VI pupils across Hampshire and beyond.

When pupils join Toyndbee, they are put into one of four houses and it is through our House System that pupils are given the chance to earn rewards, achievement points and enter inter-house competitions, which both reinforce and celebrate the gifts and talents of our pupils.



Alongside the impressive exam results our pupils achieve; we want them to grasp every opportunity to learn a new skill or participate in an event which stretches and enriches them. We believe that opportunities taken open doors and develop the whole person. None of this could be achieved without our excellent Guidance Support Team who enable our pupils to flourish and grow in confidence and ability during their time with us.

If you are ready for the next challenge in your career, and would like to be part of this dynamic, exciting journey, we look forward to receiving your application.

Yours sincerely,

Matthew Longden  
Headteacher