

# Toyndbee School

Bodycoats Road  
Chandlers Ford  
Eastleigh  
Hampshire  
SO53 2PL

Appointment of  
Cook

**Contact Details:**

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## **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 Toynbee 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.

## Toyndbee 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 3 weeks 37 hours per week 6:30am – 2:30pm each day	<b>Role Profile</b>	

### Responsible to:

This person is line managed by the Catering Manager.

### Job Purpose:

To deputise and support the Catering Manager to provide a high-quality catering service which supports the wellbeing of pupils and staff. This includes meeting school catering and health and safety standards.

### Duties and Responsibilities:

#### Meal planning and provision

- Oversee the provision of high-quality school meals in line with government guidelines and legislation on school nutrition standards
- Plan varied and nutritious menus in advance
- Negotiate best-value contracts with authorised suppliers to ensure the cost effectiveness of the catering service
- Manage food stocks to prevent shortages or excess supply and adhere to the catering budget
- Cater to special dietary requirements and ensure that allergy information is effectively communicated and labelled
- Prepare the required number of food products, following specified menus;
- Ensure portion control and nutritional standards are met;
- Prepare cooking ingredients;
- Cook food ensuring all meals are ready on time;
- Maintain food at the correct temperature;
- Produce a range of food to ensure different dietary requirements are met;
- Prepare food for ad-hoc functions during evenings, weekends or school holidays;

## Staff Management

- Supervise and deploy catering staff to ensure efficiency and high-quality food provision
- Prepare and manage the duty rota, delegate tasks appropriately to staff, and ensure the smooth running of the team
- Carry out performance development duties and make sure all staff in the team have relevant, required training
- Promote morale and wellbeing among the catering staff
- Assist in the recruitment and selection of catering staff
- Carry out induction and training for new staff members

## Health and Safety

- Ensure compliance with school catering standards legislation and the school's food safety policy, health and safety policy, and allergens policy
- Ensure that the kitchen and dining area are kept clean and hygienic
- Ensure that kitchen equipment is used safely and according to operating manuals
- Ensure that kitchen and catering equipment is maintained according to the maintenance schedule
- Arrange for all necessary repairs to be carried out to ensure the safe running of kitchen equipment and remove any faulty equipment pending repairs. Where repair or replacement exceeds the agreed budget, discuss this with line manager
- Ensure that catering staff are adhering to proper hygiene procedures, including wearing the correct uniform
- Record all accidents and incidents

## Safeguarding:

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, the Prevent duty guidance) and our safeguarding and child protection policies
- Work with the designated safeguarding lead to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

The person undertaking the role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher.

## 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>○ Line management and supervisory experience</li> <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> <li>• Experience of writing and presenting reports (e.g. financial reports, incident reports)</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 leadership and teamwork skills</li> <li>• Strong customer service skills</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Sensitivity and understanding, to help build good relationships with colleagues, pupils and staff</li> <li>• Commitment to promoting the ethos and values of the school</li> <li>• Commitment to maintaining confidentiality</li> <li>• Commitment to safeguarding pupil wellbeing and equality</li> <li>• Resilient, positive, forward looking and enthusiastic about making a difference to children and young people</li> </ul>

## Letter from the Headteacher

Dear Candidate,

I am delighted that you are considering applying to be Deputy Catering Manager at Toynbee 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 Toynbee 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.

Toynbee 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 Toynbee, 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