



# WILDMOOR HEATH SCHOOL



Proud to be part of the

**GREENSHAW**  
LEARNING TRUST

**RECRUITMENT PACK**

Wildmoor Heath School,  
Lower Broadmoor Road,  
Crowthorne,  
Berkshire, RG45 7HD

Telephone: 01344 772034

Email: [secretary@wildmoorheath.org.uk](mailto:secretary@wildmoorheath.org.uk)



Dear Candidate,

Thank you for your interest in the role of School Cook at Wildmoor Heath Primary School. We are delighted you are considering joining our team.

Wildmoor Heath Primary School is a successful, inclusive school at the heart of its local community. Our outstanding location, with the beautiful Wildmoor Heath Nature Reserve on our doorstep, provides regular opportunities for outdoor learning and environmental education. On site, our pupils also benefit from Wildwood Forest School and our Growing Garden raised-bed area, which help bring learning to life.

At Wildmoor, we are committed to providing an exceptional and inclusive education within a nurturing environment, where every child is encouraged and supported to achieve their very best. Our vision is to develop the whole child—helping pupils to grow into confident, resilient and articulate individuals, who are also caring and responsible members of their community.

We are proud of our dedicated staff team, our strong partnerships with families and the wide range of enriching opportunities we offer our pupils. Together, we create an ambitious, supportive culture where children and adults alike can thrive. We have excellent links with local secondary schools, including Wellington College and Edgbarrow School, as well as with other schools within our trust.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Wildmoor Heath School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information by phoning 01344 772034 or emailing [secretary@wildmoorheath.org.uk](mailto:secretary@wildmoorheath.org.uk).

If you are an enthusiastic cook who shares our values and is passionate about making a real difference, we would love to hear from you. We look forward to receiving applications from candidates whose personal qualities, values and experiences align with our own.

Yours sincerely

David Marsh  
Regional Catering Manager (SE & Berkshire)

## ABOUT OUR SCHOOL

Wildmoor Heath Primary School is a thriving, welcoming school at the heart of its community. We are proud of the strong partnerships we build with families, recognising that a close relationship between home and school is key to nurturing confident, responsible young citizens who make a positive contribution to the world around them. Pupil leadership is an important part of our ethos. Children are given many opportunities to take on roles of responsibility, helping them to develop independence, confidence and a sense of service. These include:

- Head Boy/Girl and Deputies (Year 6)
- House Captains (Year 6)
- Reading Ambassadors/Librarians (Year 6)
- Computing Ambassadors (Year 6)
- School Council (Years 1–6)
- Eco, Kindness, Music and Diversity Ambassadors (Years 1–6)

Our curriculum is built on the National Curriculum, with carefully mapped progression across all subjects to ensure a coherent and systematic development of knowledge and skills throughout each child's seven-year journey with us. Beyond this, our Curriculum Enrichment Areas offer pupils memorable and meaningful experiences that extend their learning and personal growth. These are:

- Environment
- Opportunities
- Community
- Communication
- Wellbeing

Our core values, chosen collectively by staff, pupils and parents, are woven through every aspect of school life and guide the way we learn, work and grow together:

- Respect
- Independence
- Resilience
- Honesty

We are proud of our highly experienced and dedicated staff team, who work collaboratively to inspire, challenge and support our pupils. Through their expertise, commitment and care, every child has the opportunity to achieve their best and take pride in their learning and achievements.

# TERMS AND CONDITIONS

## CONTRACT

12 months Maternity Cover, to start as soon as possible.

## SALARY

Scale BG-I Scale Points 9-13. Salary £27,983 - £29,793 (FTE) £22,270-£23,711 (actual).

## HOURS OF WORK

35 Hours per week Monday to Friday term time (Paid overtime will be required on some Inset Days – to be advised).

## PLACE OF WORK

Based at Wildmoor Heath School but may be required to work or travel to other schools within the Catering area.

## PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>.
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

## PROBATION PERIOD

New employees are required to complete a six-month probationary period.

## STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.



# JOB DESCRIPTION

<b>Post:</b>	School Cook
<b>Responsible to:</b>	Regional Catering Manager

## ROLE OVERVIEW

This role is based at Wildmoor Heath School in Crowthorne, but occasional travel may be required to local schools in the area. This role is a solo assignment.

The School Cook is a crucial member of the school's food services team responsible for preparing and serving nutritious and appealing meals to students and staff. This role involves menu planning, food preparation, adherence to safety and sanitation standards, and collaboration with other staff to ensure the smooth operation of the school kitchen.

You will manage to work in line with the food service and food quality set up by the Regional Catering Manager at Greenshaw Learning Trust to deliver this standard to both students and staff by thinking differently, taking risks and being passionate about food provision in order to deliver taste, freshness, value for money and variety.

## MAIN DUTIES AND RESPONSIBILITIES

- Preparation and cooking of school meals as per recipe guidance.
- To serve the meals produced in a friendly and efficient way ensuring standards are adhered to.
- Responsibility for the cleaning of kitchen equipment and catering areas including washing up.
- Attend training courses and meetings as required.
- Ensure hygiene and health and safety standards are met at all times.
- Ensure all food and consumables are ordered in a timely manner to ensure smooth running of the Kitchen. Training for our Online Ordering system Pelican Pi.
- Prepare simple Monthly reports for the Regional Catering Manager such as Sales Sheets and Stocktaking along with Production Sheets - Training will be provided.

## MENU PLANNING AND PREPARATION

- Plan and prepare well-balanced, nutritious meals for students and staff according to established menu guidelines.
- Collaborate with the School and Regional Catering Manager to accommodate dietary restrictions and preferences.
- Monitor food stock and ensure proper storage and handling of ingredients.

## COOKING AND PREPARATION

- Execute cooking processes, including baking, grilling, boiling etc to prepare meals according to recipes and standards.
- Pay attention to food presentation, ensuring that meals are visually appealing and appetising.
- Adjust recipes and portion sizes to meet fluctuations in the number of meals required.

## **KITCHEN MANAGEMENT**

- Kitchen management needs are met and that enough stock is available to operate properly.
- Maintain a clean and organised kitchen environment, adhering to all health and safety regulations.
- Make sure the kitchen equipment is cleaned regularly in line with policies and procedures.
- Collaborate with the catering manager to ensure the kitchen operates efficiently and meets food safe and cleaning standards.

## **COLLABORATION WITH THE SCHOOL TEAM**

- Work closely with the School Team to ensure all Catering Requirements are met and indeed exceeded.
- Provide guidance and support to the School for Catering Matters.
- Communicate effectively with the team to address any operational challenges.

## **COMPLIANCE AND RECORD-KEEPING**

- Ensure compliance with food safety regulations and hygiene standards using the online Food Alert Software.
- Keep accurate records of food temperatures, food production levels, and other relevant documentation.
- Participate in regular training sessions to stay updated on food safety practices and regulations.

## **CUSTOMER SERVICE**

- Interact with students and staff in a friendly and professional manner.
- Address any special dietary requests or concerns from students and staff.
- Attend feedback and strive to enhance the overall dining experience.
- Other Job Requirements.
- You may be required to carry out additional duties, as the Leadership Group may reasonably request from time to time.
- To play a full part in promoting healthy eating as part of the Food for Life scheme and Green Kitchen scheme.
- To be responsible for promoting and safeguarding the welfare of children and young people for those you have responsibility for and for those whom you come into contact with.
- To comply with the school's Health & Safety Policy and undertake risk assessments as appropriate.
- To work within the school's Equality and Diversity Policy.

## **SAFEGUARDING CHILDREN**

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

## **SPECIAL NOTES ON CONDITIONS**

There may be occasions when the attendance outside of your normal working hours is necessary to fulfil this role therefore flexibility is required.

*This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.*



# PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
<b>Qualifications and training</b>		
City & Guilds 706 1 & 2 or equivalent		•
Level 2 Food hygiene & safety or equivalent	•	
Intermediate Certificate in Nutrition & Health		•
Diploma in Food Hygiene & Safety or equivalent		•
Diploma in Nutrition & Health or equivalent		•
Driving Licence		•
<b>Experience and knowledge</b>		
Experience of catering within a school is an advantage.	•	
Sound knowledge of HACCP & COSHH	•	
Knowledge of food intolerances, specific diet regimes and allergies is essential.	•	
Proven experience of catering for large numbers.	•	
Proven track record/experience of working with fresh food.	•	
Experience in Menu & Recipe development		•
Knowledge of current culinary trends.	•	
Experience of managing a team		•
<b>Skills and abilities</b>		
A real foodie who has exceptional management, organisational and inter- personal skills.	•	
A passion for delivering great food and attention to detail ensuring that every dish leaves the diner satisfied.	•	
Display a creative and confident approach to his or her cooking.	•	
Ability to thrive in a pressure-cooker, high-volume environment.	•	
IT skills in accordance with business requirements		•
Good financial awareness.		•
Ability to lead and present to groups		•
Ability to proactively assess, evaluate, review, report and develop		•
The ability to drive between schools in the local area (This is not a regular requirement)		•
<b>Personal</b>		
A strong character who is able to organise, motivate yourself to succeed	•	
A passion and desire to drive things forward.	•	
The confidence to take risks and do things differently	•	
Commitment to working within the School's Safeguarding Policy and Procedures.	•	
Commitment to high standards and expectations.	•	
High levels of professional integrity	•	
Flexibility to undertake any role within the department.	•	

# THE RECRUITMENT PROCESS

## APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 5th January 2026. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

## INTERVIEW PROCESS

Interviews will be held on 13th January 2026 Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

## TAKING UP POST

The successful applicant will take up the post as soon as possible.



## FURTHER INFORMATION

Thank you for your interest in working at Yate Academy as part of Greenshaw Learning Trust.

Should you need any further information, please contact  
NAME AND EMAIL ADDRESS



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