

CROWN WOOD SCHOOL

RECRUITMENT PACK



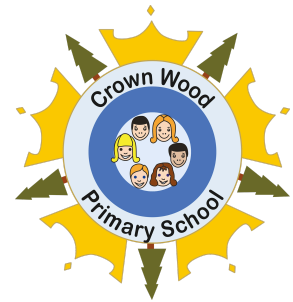
Proud to be part of the

GREENSHAW
LEARNING TRUST

Crown Wood Primary School,
Opladen Way, Crown Wood,
Bracknell RG12 0PE

Telephone: 01344 485448

Email: clare.clifford@crownwoodprimary.co.uk



Dear candidate

Thank you for your interest in the role of Assistant Cook at Crown Wood Primary School. 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.

Crown Wood Primary 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 from our School HR team: clare.clifford@crownwoodprimary.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Kath Ralley

Kath Ralley
Headteacher

ABOUT OUR SCHOOL

At Crown Wood Primary School, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Crown Wood a better chance of success than if they attended any other school in the country.

Ambition, excellence and pride run through all aspects of school life.

Ambition

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

Excellence

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

Pride

We are 'fiercely' proud of ourselves, our school, our community and our Trust. We hold our heads high and feel a sense of togetherness and joy in our school.

Dare to DREAM
Determination – **R**esponsibility – **E**veryone
Together
Aspiration & **A**chievement – **M**utual Respect

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

- Salary calculated in line with NJC pay scale, points 04-05, FTE £25,914 - £26,312 per annum.
- Actual salary £17,677 - £17,949 per annum.

HOURS OF WORK

Part time, 30 hours per week, Monday – Friday, 08.45-15.15 with 30 min unpaid lunch break, term time only. A flexible approach to working hours is required in accordance with operational requirements.

DEPARTMENT STRUCTURE

The school kitchen team is made up of the Catering Manager, Assistant Cook & 3 - 4 Catering Assistants..

PLACE OF WORK

Crown Wood Primary School, Opladen Way, Bracknell RG12 0PE.

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.

HOLIDAY ENTITLEMENT

- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

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

Post:	Assistant Cook
Responsible to:	Line manager - Catering Manager
Responsible for:	n/a

ROLE OVERVIEW

- The Assistant Cook is an integral 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 kitchen 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 and under the day to day guidance of the School Catering Manager 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

- Assist in preparation and cooking of school meals as per recipe guidance.
- Assist with the service and presentation of food and beverages.
- Assist with the cleaning of kitchen equipment and catering areas.
- Attend training courses and meetings as required.
- Ensure hygiene and health and safety standards are met at all times.
- Assist in the Ordering Process so that all food and consumables are ordered in a timely manner to ensure smooth running of the Kitchen via online ordering system Pelican Pi - training will be provided
- Assist in preparing Monthly reports for the Regional Catering Manager such as sales sheets and stocktaking along with production sheets - training will be provided

COOKING AND PRESENTATION

- Execute cooking processes, including baking, grilling and boiling 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 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 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.

STAFF DEVELOPMENT

- To continue personal development in the relevant areas.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.

PHYSICAL EFFORT

- There may be some lifting and movement of resources/food and equipment but the Site Manager is available for heavier, specialist and distance movement.

ADDITIONAL DUTIES & RESPONSIBILITIES

- You may be required to carry out additional duties, as the Catering Manager 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 comply with the school's Health & Safety Policy, and undertake risk assessments as appropriate.
- To work within the school's Equality and Diversity Policy.
- To participate in the school's professional learning programme as agreed.
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust 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.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

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
Qualifications and training		
Good numeracy/literacy skills	x	
Production Chef Level 2 Apprenticeship or willing to undertake	x	
Level 2 Food Hygiene training completed or willing to undertake	x	
Willingness to undertake training as required	x	
Health & Safety, COSHH, Manual Handling training completed or willing to undertake	x	
Knowledge of food intolerances, specific diet regimes and allergies	x	
Skills and experience		
Experience of catering within a busy kitchen	x	
Experience of catering within a school		x
Experience of catering for large numbers	x	
A passion for creating and delivering great food to a high standard	x	
An ability to react quickly to changing priorities	x	
Experience of working with stock levels	x	
Personal attributes		
Demonstrable passion for culinary trends: Exhibits a deep understanding of current food movements, seasonal ingredients and industry innovations.	x	
Demonstrates a creative and confident approach to cooking.	x	
Demonstrates an ability to thrive in a high pressure, high volume environment	x	
Flexibility to undertake any role within the department	x	
Able to establish good working relationships with a wide range of people	x	
Ability to work on own initiative and as part of a team	x	
A willingness to become involved in all aspects of school life.	x	
Committed to the safeguarding of children.	x	

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 Thursday 23rd April 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 Thursday 30th April 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.

Please ensure you bring your Right to Work documents e.g. passport and qualification certificates as appropriate.

TAKING UP POST

The successful applicant will take up the post 5th May 2026 or as soon as possible.



GREENSHAW
LEARNING TRUST



ORU Sutton,
7 Throwley Way,
Sutton SM1 4AF



020 3988 0218



info@greenshawlearningtrust.co.uk



www.greenshawlearningtrust.co.uk



Crown Wood Primary School,
Opladen Way,
Bracknell RG12 0PE



01344 485448



secretary@crownwoodprimary.co.uk



www.crownwoodschool.com