

Nursery Chef

Applicant Information Pack October 2026



Teesside High School
Education as it should be

NURSERY CHEF

We are seeking to employ a Chef who will work with our Catering Manager to ensure the delivery of a high quality and efficient catering service. The successful applicant will also provide a catering service throughout the year.

CONTRACT This is a permanent post working 9.00am until 4.30pm each day, whole time

SALARY £24,952.20

MAIN PURPOSE OF THE ROLE

- To assist in the planning, organising, operating and developing the school's catering service to ensure it meets the highest standards in terms of quality of food, service and safety.
- To ensure the school's outstanding reputation is upheld by the standard of its food quality and general catering service provision.

KEY RESPONSIBILITIES

- To assist the Chef Manager in all aspects of production and presentation of service, having regard for delivering acceptable standards of Health & Safety, hygiene, nutritional value, allergen control, HACCP adherence and customer satisfaction.
- To be responsible for preparing and serving food for Riverbank Nursery children.
- To oversee food production and assist in menu planning, portion control, and service to the highest standards.
- To ensure all catering operations are conducted according to appropriate food safety policies and procedures.
- To support the Chef Manager with the responsibility for the ordering of ingredients in order to produce nutritious meals and the ordering of other catering supplies to ensure a wide and varied offer to customers, catering for all dietary requirements.
- To control catering stock, minimising waste by good storage and stock rotation, and carry out periodic stock checks.
- To promote team working by being both a team leader and team member.
- To enforce kitchen procedures and train and guide staff appropriately.
- Use IT facilities as required to assist in the management of all aspects of catering provision.
- Undertake administrative duties in accordance with quality assurance procedures. To include record keeping to meet the highest health and safety and food hygiene standards are met.
- To operate flexibly ensuring hospitality is provided as and when required for functions including open evenings, parent evenings, governors meetings and celebrations.
- Supervise and deploy all catering staff to ensure the efficient organisation of the catering service.
- Promote teamwork and to motivate staff to ensure effective working relations and communication.
- Work collaboratively with colleagues across school.
- To be able to manage the kitchen operation in the absence of the Chef Manager.

OTHER DUTIES

- Ensure the security of the kitchen and its surroundings.
- Ensure cleaning on a daily basis to all catering and eating areas.
- To ensure that heavy duty kitchen equipment, light equipment, work areas, other facilities and general surroundings of the kitchen and dining areas are maintained to the standards required by the statutory, local authority and school health, safety and hygiene regulations and policies. Likewise ensure that catering staff use safe methods of work at all times.



- To continue personal development and participate in ongoing training as required and encourage and support staff with training and development needs.
- To undertake such other duties as required for the effective operation of the unit as are appropriate to the grade of the post.

HEALTH AND SAFETY

- Ensure adherence to all procedures related to Health and Safety and COSHH regulations with regard to food, equipment, materials and general safety.
- Ensure the safe operation of kitchen equipment at all times.
- Ensure that all kitchen areas are clean and free from hazards.
- Ensure that any defects are reported to the Chef Manager to be actioned.
- Undertake, record and monitor regular Risk Assessments.
- Adhere to the School's Health and safety and accident reporting procedure.
- Ensure that all catering personnel maintain high standards of cleanliness, personal hygiene and appearance by wearing correct uniform at all times.
- In addition to the duties outlined above, all employees are required to take care of their own and other people's health and safety.

GENERAL RESPONSIBILITIES

- Comply with, and assist with the development of, school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other professionals and agents of organisations beyond the school.
- Attend and participate in regular meetings as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the schools Health and Safety policy.

MISCELLANEOUS

- The school operates a No Smoking policy.
- Teesside High School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced Check.
- A voluntary contributory pension scheme is available.



PERSON SPECIFICATION

	Essential criteria	Measured
Experience	• Previous experience in working within a school environment • Hands on cooking experience using high quality produce • Delivering high volume catering of excellent quality • Menu creation and development	Application form and interview
Education and Training	• Good standard of education including English and Maths • Level 2 NVQ Diploma in Professional Cookery • Food Hygiene/Food safety qualifications • Basic COSHH award	Application form
Skills and knowledge	• Practical food preparation and cooking skills • Strong people management skills • Excellent interpersonal skills and ability to communicate effectively with key stakeholders at all levels to inspire confidence and form relationships quickly • Costing and budgetary management • Thorough understanding of health and safety, food safety and allergens • Strong planning and organisational skills including the ability to prioritise, multi task and meet deadlines • Good IT skills, being proficient in Microsoft Excel, Word and Outlook • Ability to use own initiative effectively	Application form and interview
Personal attributes	• Strong team player, flexible and co-operative • Enthusiastic, creative and innovative • Approachable • Excellent attention to detail to ensure the highest level of service • Ability to remain calm under pressure • Positive approach to learning in role and identifying own training needs as appropriate • Smart and professional appearance at all times	Application form and interview



THE APPLICATION PROCESS

For application forms and further details please contact the School on 01642 782095 or via info@teessidehigh.co.uk

The closing date for applications is Friday 30 October 2026, 9.00am, with interviews scheduled for w/c 2 November 2026.

Completed application and equal opportunities forms should be returned with a covering letter and CV to recruitment@teessidehigh.co.uk

If you wish to apply for this role, use your application letter to explain why you are interested in this and how you would fulfil the role required. Please also complete and return the school's application form, (including the names and contact details for two referees), and the Equal Opportunities form. We cannot accept applications without these. You may wish to include a supplementary CV, but this is not compulsory.

Safeguarding Policy

Teesside High School has a responsibility to protect and safeguard children and young adults. A copy of our Safeguarding Policy is attached as an essential part of our recruitment for this post. We ask that you are familiar with the essential messages in this document if you are called for interview. The School will refer to the Department for Education document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

