



Rotherfield
Primary School

Head Chef and Food Educator

Newington Green and Rotherfield Primary Schools

**Closing date: Tuesday 4th January 2022 at noon, Job
reference: NG/RTH/905**

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Welcome letter from Executive Headteacher

Dear future Head Chef and Food Educator,

I am delighted that you are interested in joining the team here at Rotherfield and Newington Green as the Head Chef and Food Educator. This is a really exciting time for both schools as we move away from a catering contract model, to bring food under the school's control.

We have the following food vision for both schools and need someone like you to help us realise it!

Our Food Vision

We want food at both schools to be a central and important part of our whole school educational offer. We would like food linked to the curriculum, and topics we are learning, where possible. We want food staff to be part of the school, and part of the ethos of giving our children the best. As with educational staff, we will expect food based school staff to perform in line with the school values and ethos.

We want children, staff and parents to have a say in the menu offer, and for children to learn about food and nutrition through a healthy school food offer. We want pupils to know about where food comes from, food names, and try new foods in a nurturing environment. We want food to be cooked from scratch, locally sourced, seasonal and as ethical as possible.

We want children in our schools to:

- *All have the school meal*
- * LOVE the menu- which reflects what they want to eat, whilst educating them sensitively about new foods*
- * Know all the kitchen team by name, be excited to see them, and not scared to ask for more, less or what they want*
- *Have kitchen staff who listen to what they would like (Food council) and plan fun, nutritious, cooked from scratch menus*
- *A dining experience which ensures they can talk, share food and know what they are eating (labels, education)*
- *Have a high quality breakfast and after school offer which compliments the school day offer*
- *Develop the food cultures of the schools to ensure pupils understand the journey of food from farm to fork, how food reflects cultures, understanding nutrition and health*



We have given notice to our catering contract at Newington Green Primary School and in a cascade model hope to get the food provision and team secure before changing the provision at Rotherfield Primary. We are being supported in this change by Chefs in Schools, who are there to help us through this process of change. All staff at Newington Green will transfer to the schools payroll on 14/2/2022, and we will open an organisational change to move to a restaurant model of service from 1/3/2022. You will be crucial in helping to ensure meals are cooked and the kitchen well run in the initial weeks, and will work with the Executive Head, and Chefs in Schools to pick your team for the new staffing structure. We will expect you to secure changes at Newington Green, before working through a similar process at Rotherfield.

In this role you will be managed by Abi, our Executive Head across both schools. Abi has experience of TUPE and organisational change processes and will be leading the changes needed at both schools. What we need from our Head Chef is an ability to run the kitchens and work towards our food vision, giving the food knowledge required to support the personnel and systems changes.

This role encompasses designing menus with our children linked to their learning, costing menus, leading health and safety in the kitchens, leading the kitchen teams, linking food to the curriculum and putting the food culture front and centre of our schools. We want high quality offering for breakfast, lunch and after school care, working with our Clubs Manager to achieved this. We want the kitchens to be social hubs just like in our homes!

We are looking for someone who wants to develop the provision in both schools to be high quality and to fit our food vision. We can offer term time only working to suit family commitments, with a generous local government pension (around 22% employer contribution).

This pack provides some more detailed information and will hopefully give you a good insight into our ethos. Both schools are happy, and dynamic with high expectations of our pupils. We serve a diverse, inner London community and work with a wide range of partners.

We need staff who will thrive on a challenge, enjoy working as a team and who will not be scared of trying new ways of doing things. **To work in either school, you will need to be passionate about improving the life chances of pupils and their families. For our children an excellent holistic education, and enriching activities will make a defining difference in their lives - and it essential that we recruit staff who share our commitment.**



You will find both schools to have a friendly and committed staff who really believe in our children and their ability to positively affect children's lives. You can expect from us a school committed to your professional learning, and a supportive leadership team.

If you wish to have an informal chat on phone, or via video call, or a visit to either school setting to talk with Abi, please contact me via the school office.

Abi

Abi Misselbrook-Lovejoy
Executive Headteacher



Information about Newington Green and Rotherfield Primary Schools

Rotherfield Primary School: <http://www.rotherfieldprimaryschool.co.uk/>

Rotherfield is a vibrant, two form entry school, with Nursery, serving a diverse community in Islington. Rotherfield is situated just off Essex Road in Islington, with good transport links.

Rotherfield is a four storey Victorian building. In the corner of our playground we have kitchen garden beds and fruit trees making our fabulous 'edible garden'. The school has recently refurbished its EYFS playground, all classrooms, and hall spaces and also gets to use some greenspace land opposite the school as an extra playground and outside learning space.

We were rated good at our last inspection (February 2018) and are working hard to continuously improve. Rotherfield has an established partnership with another Islington School (Newington Green). Our Executive Head works across both schools, and we work closely in partnership with 24 other Islington Schools through a collaborative network called Futurezone. We love working together to improve things for our children!

We have the following staff working across both schools: Home School Worker, Music Specialist, Clubs Manager, Premises Manager, Spanish Specialist, Business Manager, Executive Head and a Computing Specialist.

Our classes have bespoke storage, new furniture and upgraded IT capacity. We have a specialist storage area for teaching resources and staff work area where they can plan and be near resources to select them for lessons. We are also lucky to benefit from a computing space and an art/music studio! We are redeveloping our playground during summer 2021, and the quality of the learning environment will be excellent inside and out!

<http://futurezone.org.uk/>

The very best way to find out if Rotherfield is right for you is to come and visit us! This will give you a real sense of what it would be like to work here. Our Executive Headteacher or Head of School are always delighted to show candidates around and talk informally about posts available.

Why do staff work here?

Ciara

I came to Rotherfield as an NQT about 10 years ago and think so highly of the place that I have not wanted to leave!

The school's location in the dynamic borough of Islington means that it is an interesting and diverse area to live and work in.

In my time at Rotherfield, I have been able to develop professionally through leading a range of subjects including Music, PE and Maths; ultimately becoming part of the Senior Leadership Team as an Assistant Head.

The school has a very special community feel, and has become a home away from home for me. There is great parental involvement through the Friends of Rotherfield; a friendly and hard-working staff and a supportive governing body who really care about the school.

Most of all, the children are wonderful and I consider it a privilege to work at Rotherfield Primary School.



Janet



As part of the Subject Specialist Team, I teach Spanish from Reception to Year 6 across the partnership. Teaching every child in two schools every week requires a lot of energy and meticulous organisation but I love the variety this model offers, delivering my subject across the age range, adapting language and activities to each cognitive stage. As a subject specialist, I'm expected to design and deliver a creative curriculum which complements and enriches that of each main school.

I'm supported in this by research-led teaching and learning CPD and we're encouraged to challenge our thinking and practice. The buildings and outside spaces in each school have very distinct architectural styles but both have been modernised to create great spaces in which to teach and learn.

When I started the role, I was struck by the children's growth mindset. I love working with such enthusiastic learners. They amaze me every day!



Newington Green Primary School www.newingtongreen.co.uk

Newington Green is a vibrant, two form entry school, with Nursery and two year old provision, serving a diverse community in Islington. The majority of pupils are of minority ethnic origin with Turkish, Somalian and Bengali being the largest ethnic groups in the school. The school has approximately 40% free school meals entitlement and over 25 languages spoken as first languages in the homes of its pupils.

We were rated good at our last inspection (March 2017) and are working hard to continuously improve.

The school had a multimillion pound refurbishment to the main, and 2 subsidiary buildings. The quality of the learning and working environment is now exceptional. Classrooms have bespoke storage, we have a cookery suite, performance hall, gym hall, dining hall, art studio, Spanish Studio, Music Studio, Parent hub, conference suite and group rooms for each year group. All of our playgrounds have also been redeveloped and the quality of the spaces is fantastic for learning and playing.

We have a large kitchen onsite, with an additional room that has cooking facilities for staff and children. We have growing beds for vegetables and want to further develop our food provision.

On our website you will find many of our school policies. In particular the Learning Policy, Behaviour Policy and Marking and Feedback Policy will help give you an idea of how we work and our expectations here.

In 2016 we began a partnership with Rotherfield Primary School. In this partnership we share staff and resources with the aim of securing the best provision for our pupils. We have the following shared staff across both schools: Home School Worker, Premises Manager, Clubs Manager, Art Specialist, Spanish Specialist, Business Manager, Executive Head and a Computing Specialist.

We work closely in partnership with 24 other Islington Schools through a collaborative network called Futurezone. We love working together to improve things for our children!

The very best way to find out if Newington Green is right for you is to come and visit us! This will give you a real sense of what it would be like to work here. Our Executive Headteacher or Head of School will always be delighted to show candidates around and talk informally about posts available.

Advert

The Executive Headteacher and Governors at Rotherfield and Newington Green Primary Schools are looking to appoint **a Head Chef and Food Educator.**

The role of Head Chef/Food Educator will have a major impact on the children's lives through ensuring that children get a high quality food offering throughout the day at school, and learn about nutrition which will set them up for life.

We want candidates who want to make our food vision come to life!

Our Food Vision

We want food at both schools to be a central and important part of our whole school educational offer. We would like food linked to the curriculum, and topics we are learning, where possible. We want food staff to be part of the school, and part of the ethos of giving our children the best. As with educational staff, we will expect food based school staff to perform in line with the school values and ethos.

We want children, staff and parents to have a say in the menu offer, and for children to learn about food and nutrition through a healthy school food offer. We want pupils to know about where food comes from, food names, and try new foods in a nurturing environment. We want food to be cooked from scratch, locally sourced, seasonal and as ethical as possible.

We want children in our schools to:

- *All have the school meal*
- * LOVE the menu- which reflects what they want to eat, whilst educating them sensitively about new foods*
- * Know all the kitchen team by name, be excited to see them, and not scared to ask for more, less or what they want*



**Have kitchen staff who listen to what they would like (Food council) and plan fun, nutritious, cooked from scratch menus*

**A dining experience which ensures they can talk, share food and know what they are eating (labels, education)*

**Have a high quality breakfast and after school offer which compliments the school day offer*

**Develop the food cultures of the schools to ensure pupils understand the journey of food from farm to fork, how food reflects cultures, understanding nutrition and health*

We want you if you can...

Lead on developing, implementing and continuously improving the food vision for Rotherfield and Newington Green Primary Schools working closely with Senior Leadership and the kitchen teams.

Work with the school and Chefs in School to manage the change from a contract catering model to high quality in house school food provision. chefsinschools.org.uk

Lead on innovation, menu development, cost control and compliance within the prevailing legislation governing school food.

Lead on kitchen premises health and safety, food and equipment procurement, and continuous CPD for the kitchen teams.

Utilise staff across 2 schools to support the food vision of the 2 schools, managing them to ensure a transparent and clear delegation of responsibilities.

Lead on developing a food culture in line with our food vision including a food and cookery curriculum for the whole school and food related projects for the school and have high aspirations for the future of food for both schools.

- **Salary:** £34,689 to £35,949. NJC scale S02(points 27 to 29). 35 hours per week, working all year round. There may be flexibility to work term time only in discussion with the schools, to match caring commitments. As an Islington employee the school pays into the Local Government Pension Scheme at around 22% of your salary- an excellent benefit for staff.
- **Closing date for applications:** Tuesday 4th January 2022 at noon. We reserve the right to interview and appoint before the closing date if a suitable candidate is found.
- **Interview/selection dates:** Planned for week beginning 10th January 2022 unless we appoint before closing date.

Please apply online at www.islington.gov.uk/jobs. If you need any assistance, please contact Schools HR at schoolsrecruitment@islington.gov.uk quoting reference **NG/RTH/905**.

Newington Green and Rotherfield Primary Schools are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check will be required. Also, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to declare.

Job Description

- **Post Title: Head Chef and Food Educator**
- **Grade: SO2**
- **Reporting to: Executive Head Teacher / Partnership Business Manager**



PURPOSE OF THE JOB

To lead on developing, implementing and continuously improving the food vision for Rotherfield and Newington Green Primary Schools working closely with Senior Leadership and the kitchen teams. To lead on innovation, menu development, cost control and compliance within the prevailing legislation governing school food.

To lead on kitchen premises health and safety, food and equipment procurement, and continuous CPD for the kitchen teams. To utilise staff across 2 schools to support the food vision of the 2 schools. To performance manage the kitchen teams, ensuring transparent and clear delegation of responsibilities. To ensure kitchen staff are part of the whole school staff in all schools.

To lead on developing a food culture in line with our food vision including a food and cookery curriculum for the whole school and food related projects for the school and have high aspirations for the future of food for both schools.

Our Food Vision

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Safeguarding:

Rotherfield and Newington Green Primary Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and conform to the safeguarding requirements. The post holder will require a satisfactory enhanced DBS check.

Equal Opportunities:

Rotherfield and Newington Green Primary Schools are equal opportunities employers and it is expected that all staff will comply with the schools policy on equal opportunities.

Food Preparation, Quality & Standards:

- a) To inspire and lead both kitchen teams in the preparation of fresh healthy food to meet the specified standards, imparting your passion for fresh, quality food.
- b) To write a seasonal menu cycle, engaging with pupils, parents and staff to shape this, at all in times in accordance with the school food standards.
- c) To ensure that accurate records of all of the legally defined allergens are kept and available for customers to view if required.
- d) To understand the needs of those pupils with special dietary requirements and ensure they are catered for.
- e) To work to deadlines to ensure meals are served promptly.
- f) To ensure that meals are presented and served in an attractive way.
- g) To ensure that work is carried out hygienically, safely and tidily and at all times within the prevailing legislative framework, i.e. HACCP.
- h) To help promote school lunches and uptake through taster days, parent events, newsletters, theme days and other events and methods.
- i) To support the school's emphasis on pupils' health and well-being. To lead and support on projects such as growing food on site and food recycling projects.
- j) To lead on income generation, working with the Partnership Business Manager, including third party hire, functions, fundraising dinners etc.

Cooking Curriculum:

- To develop a structure for cooking lessons that support the curriculum aims and support the wider school ethos of healthy eating for both schools.
- To deliver cooking lessons, teaching pupils about food and developing a whole school food culture.

Administration:

- To undertake financial and administrative tasks associated with ordering food and sundries, including ensuring all recipes are costed.
- To monitor, control and reduce waste and work with the kitchen teams and pupil representatives to reduce waste wherever possible.
- To regularly review and negotiate with Suppliers to ensure that the schools are paying the best price for food and sundry purchases.
- To train and develop the kitchen teams on culinary standards in both schools.
- To conduct stock takes on a monthly basis and on request.
- To report any complaints or incidents to the relevant staff.
- To lead on income generation, working with the School Business Manager, including third party hire, functions, fundraising dinners etc.

Health & Safety

- To ensure that policies and procedures with regard to health and safety and hygiene are understood by all kitchen staff and adhered to at all times.
- To ensure cleaning schedules are carried out.
- To ensure all kitchen equipment is maintained in good condition and any faults are reported to the relevant School.

Management:

- To arrange appropriate staffing cover where necessary and authorised.
- To take all necessary steps to ensure the maximum security of kitchen supplies, equipment and monies.
- To manage the performance of the kitchen team, with guidance from the Executive Head, undertaking appraisal and management functions within the schools policies.
- To ensure the culture of management mirrors that of the school- is positive, but firm, follows policies etc
- Lead and motivate the kitchen team in each school to build highly effective teams so that our kitchens are the heart of our schools.
- To use technology well (be Microsoft proficient) to communicate with your teams, ordering, cost control etc.



Conduct:

- To be familiar with all relevant school policies, rules and procedures and any changes to these, i.e. leaving and entering from the correct school entrance and exit.
- To set a standard of behaviour to colleagues which is polite, honest and friendly and observant of the values of the schools.
- To deal with children in a polite, professional and friendly manner at all times and to seek guidance where necessary from the relevant School Staff.
- To take joint responsibility for promoting and safeguarding the welfare of children.

General:

Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post.

Person Specification

EDUCATION & EXPERIENCE

- E1. Level 3 certificate in food Hygiene (or L2 and willing to train to L3).
- E2. NVQ in food preparation and cooking (or L2 and willing to train to L3).

EXPERIENCE

- E3. Experience of leading a kitchen team
- E4. Experience of planning, ordering food and costing menus
- E5. Use Microsoft and other technological tools proficiently enough to communicate, order and manager the role

KNOWLEDGE

- E6. Good understanding of multiple cooking methods and an understanding of correct cooking procedures such as blanching, searing, grilling, steaming browning, sautéing
- E7. Understand the needs of pupils with special dietary requirements and allergens
- E8. Awareness of required cooking temperatures and log these if necessary
- E9. Understand how to provide continuing professional development to the kitchen team in both schools, so that improvements in provision can be made
- E10. Work with the team on recipes and menu ideas taking account of children's requests and curriculum planning
- E11. Communicate knowledge of food preparation and produce
- E12. Liaise with co-workers regarding world cuisines and new skills
- E13. Identify fresh fish, meat and produce



- E14. Identify kitchen equipment and know its use
- E15. Use technology to communicate with your team, stakeholders and undertake your job tasks

How to apply

Application Deadline

Completed application forms must be received by **Tuesday 4th January 2022 at noon**. We reserve the right to interview and appoint before the closing date if a suitable candidate is found.

Please note that we only accept online application forms. CVs, hard copy or late applications will not be accepted.

To apply

Please apply online at www.islington.gov.uk/jobs. If you need any assistance, please contact Schools HR at schoolsrecruitment@islington.gov.uk quoting reference **NG/RTH/905**.

Contact

To find out more about the role, please contact either school office to arrange a time (Rotherfield – **020 7226 6620** / Newington Green - **020 7254 3092**).

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications, skills, abilities and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are available as attachment within the online job listing. Please refer to those before submitting your application.

Shortlisting and selection procedure

The shortlisting and selection will be made by a panel of senior leaders. Shortlisted candidates will be notified immediately after shortlisting has taken place and will be provided with further information on the selection process.

We are planning the selection process to take place for week beginning **10th January 2022** unless we appoint before closing date. The selection process may have a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for interview.

Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

Newington Green Primary School

Matthias Road, London, N16 8NP

Tel: 020 7254 3092

Email: admin@newingtongreen.co.uk

www.newingtongreen.co.uk

Executive Headteacher: Abi Misselbrook-Lovejoy

Head of School: Mairead McDonnell

Rotherfield Primary School

Rotherfield Street, London, N1 3EE

Tel: 020 7226 6620

Email: admin@rotherfield.islington.sch.uk

www.rotherfieldprimaryschool.co.uk

Executive Headteacher: Abi Misselbrook-Lovejoy

Head of School: Joanna Jones