



Northern
Lights

LEARNING TRUST

LEAD COOK

ST PETER'S ELWICK CE PRIMARY SCHOOL

APPLICATION PACK



Northern Lights



We are a Multi-Academy Trust currently comprising ten schools – primary and secondary – and over 4,200 children and young people in an area stretching from Teesside through to Wearside.



We are a Teaching School Hub, one of 87 DfE centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice and offer evidence-based professional development for early years practitioners.

OUR SCHOOLS



Benedict Biscop CE Academy
Sunderland



Dame Dorothy Primary School
Sunderland



Grange Primary School
Hartlepool



Hart Primary School
Hartlepool



Holley Park Academy
Washington, Sunderland



Ian Ramsey CE Academy
Stockton-on-Tees



St Aidan's CE Academy
Darlington



St. Helen's Primary School
Hartlepool



St. Peter's Elwick CE Primary School,
Hartlepool



Venerable Bede CE Academy
Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic – that is really important to us – but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

– Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust



Welcome from the CEO

Thank you for your interest in the position of Lead Cook within Northern Lights Learning Trust.

We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 7 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4200 pupils and employ over 600 members of staff and serve a diverse range of schools and communities. Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi-Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours faithfully

Jo Heaton

Chief Executive Officer



Head of School Welcome

Thank you for expressing your interest in the position of Lead Cook at St Peter's Elwick CE Primary School, where it is my privilege to serve as Head of School.

St. Peter's Elwick Church of England Primary is a small, rural school on the outskirts of Hartlepool, with a vision to give all the opportunity to be who God created them to be and have fullness of life. We are an inclusive, welcoming school for all faiths and none and it is an enormous privilege to serve our wonderful pupils and committed parents.

In our school you will find pupils who are keen to learn and to support the wider life of school and beyond through our range of leadership opportunities. Both Ofsted (March 2023) and SIAMS (March 2022) praised our pupils for their 'exemplary behaviour'. We are a high performing school who strive to identify the unique gifts given to each of our children and staff members and support them in making the best use of these to serve others.

As a member of staff here, you would join a team of caring and hard-working professionals who go the extra mile to support our children and one another. Similarly, you would receive high quality professional development and support as part of Northern Lights Learning Trust – there's always someone who can help or who you can learn from!

Yours sincerely

Vikki Wilson

Head of School

LEAD COOK

Permanent position required for as soon as possible

St Peter's Elwick CE Primary School

SCP 12-15; £28,598 - £30,024 FTE

25 hours, Term time only plus 5 days (INSET)

We are looking for a dedicated Lead Cook to join our dedicated and friendly team here at St Peter's Elwick CE Primary School. The role will be based at St. Peter's and will have oversight of ordering and support for the kitchen at Hart Primary School. Be part of our community and help fuel young minds with healthy food and a smile!

The successful candidate should:

- Demonstrate high expectations of yourself and others.
- Enjoy working collaboratively, being innovative and creative
- Have the skills and knowledge to ensure the school is a safe environment
- Have an excellent understanding when dealing with children and adults
- Keep calm under pressure whilst maintaining confidentiality
- Have an enthusiasm which would allow you to be supportive of the Trust and school's ethos.

If so, we would really welcome your application

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation
- The opportunity to work as part of a growing Trust and shape this role
- Continuous professional development
- A range of Trust initiatives that improve wellbeing. Current initiatives include an annual wellbeing day.
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme

Employee welfare package through Education Mutual including:

- 24-hour GP access
- Nurse support service
- Mental health services, including stress management, mental health first aid training and bereavement support
- Free Flu vaccinations
- Counselling Services
- Physiotherapy
- Financial wellbeing coaching
- Maternity and Paternity support
- Menopause support
- Access to useful wellbeing resources
- Cycle to work scheme
- Lifestyle savings including discounts on shops, food and drink and days out

Details of the school can be found on the school website

<https://www.hartelwickfederation.org.uk/elwick/>

CLOSING DATE:

Applications must be received by: 12th September 2025 at 9am

Short Listing will take place on: w/c 15th September 2025

Interviews will take place on: w/c 15th September 2025

HOW TO APPLY:

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to recruitment@nllt.co.uk or by post to St Peter's Elwick CE Primary School, North Lane, Elwick, Hartlepool, TS27 3EG.

Applications will only be considered on receipt of an application form, CV's and other forms of application will not be accepted. For further information, please contact our central team on 0191 594 7033 (option 2).

JOB DESCRIPTION

Post: Lead Cook

Responsible to: Head of School

Salary band: SCP 12-15

Start date: As soon as possible

OVERALL RESPONSIBILITY

To lead the preparation and delivery of high-quality, nutritious meals for pupils and staff, ensuring compliance with food hygiene and health & safety standards. The Lead Cook will supervise kitchen staff and manage daily kitchen operations.

The lead cook will complete all relevant administration, purchasing, stock control, staff rotas and financial processes in accordance with trust procedures, for St. Peter's Elwick and Hart Primary School.

Key Responsibilities

- Prepare and cook meals in line with school menus and dietary requirements.
- Supervise and coordinate kitchen staff, including rotas and task delegation.
- Ensure all meals are prepared safely, hygienically, and to a high standard.
- Maintain cleanliness and organisation of the kitchen and food storage areas.
- Monitor and manage food stock, ordering supplies for both schools in line with Trust processes.
- Ensure compliance with food hygiene, health & safety, and allergen regulations including HACCP & COSHH
- Maintain accurate records (e.g., temperature logs and cleaning schedules).
- Train and support kitchen assistants and new staff.
- Support school events, theme days and menu creation, as required.
- To ensure the preparation, presentation and service are carried out effectively to comply with Trust standards
- To attend meetings as required by the Head or Central Team.
- To promptly identify any working hazards or substandard equipment, reporting in line with Trust requirements.
- To conduct audits to ensure compliance of policies, procedures, nutritional guidelines and quality control.
- To identify and create necessary risk assessments, dietary requirements, and safe systems of work.

PERSON SPECIFICATION

LEAD COOK

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	1. Completed application form		Application E1
QUALIFICATIONS	1. Level 2 Food Hygiene Certificate (or willingness to obtain) 2. Level 2 Certificate in Hospitality and Catering Principles (Food Production and Cooking/Kitchen Services) or willingness to obtain.	1. First Aid qualification 2. Allergy Awareness Course	Application E1, D1, D2
EXPERIENCE	1. Experience in a catering environment, ideally in schools or similar settings.		Application E1
APTITUDE AND SKILLS	1. Good standard of personal hygiene 2. Can work in a pressurised environment 3. Ability to give clear instructions and use equipment safely 4. Ability to lead a team and work collaboratively 5. Can work independently and use initiative	1. Budget awareness 2. Basic IT for stock ordering/menu planning 3. Experience with special dietary needs (e.g. allergies, Religious diets)	Application E1,E2,E3,E4, E5 D1,D2,D3 Interview E1,E2,E3,E4, E5 D1,D2,D3
PERSONAL QUALITIES TO INCLUDE	1. Be flexible 2. To hold integrity, honesty, confidentiality, reliability and		Application E1, E2, E3, E4 Interview

	teamwork in high regard 3. Good communication and interpersonal skills 4. Positive attitude and leadership qualities		E1, E2, E3, E4
OTHER	1. Have the ability to meet the physical demands of the role 2. Recommendation on from both referees 3. Fully enhanced DBS clearance with children's barred list check 4. Ability to travel between both schools, where required.		Application E1 References E2 Enhanced DBS certificate E3

References:

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so on the application form. Please contact us to discuss further if you do not consent.

DBS:

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Please note: a DBS check is mandatory for this role and will be completed for all shortlisted candidates to enable an immediate start date.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Safeguarding:

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. To fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

Pre-employment occupational health:

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

Equal opportunities:

Northern Lights Learning Trust are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.