

Dr Thomlinson C of E Middle School

School Cook

Recruitment Pack



The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

Our values

Everything we do is based around the values that we hold dear:

- **Innovation:** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation:** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect:** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence:** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

About Dr Thomlinson C of E Middle School

Welcome to Dr Thomlinson C of E Middle School. We are proud of being a Church school at the heart of the local community – a place where everyone is safe, respected and encouraged to develop resilience and self-belief.

Our aim is to build upon our successes whilst valuing our heritage, to ensure that our students are well prepared to succeed in the twenty first century.

Dr Thomlinson Church of England Middle School is situated in the beautiful rural setting of Rothbury on the edge of Northumberland National Park and provides for 232 children from Years 5–8.

Our school's mission is to provide a broad, balanced and relevant education which caters for the whole child in a secure and caring Christian environment.

As individuals and as a community it is our aim to do our best and we are very proud of the high achievement of our pupils. In July 2022 Ofsted judged the school as continuing to be Good.

Our strong ethos strives to ensure each child achieves their very best; academically – through a knowledge rich, focused and sequenced curriculum (that has the scope and ambition of the national curriculum); culturally – through both the work in our classrooms and an extensive programme of extracurricular activities and visits; spiritually – through an ethos of interdependence that flows through the life of both our school and wider community.

The broad content of our curriculum is enriched by covering a wide range of subjects, talents and future careers. We realise that in order for our children to be leaders in tomorrow's world they will need to demonstrate positivity, teamwork and a belief that everyone can improve through dedication and hard work.

Success, progress and celebration are very much at the heart of what we do; we look forward to sharing this ever-evolving learning journey with you.

Liam Murtagh
Headteacher



Job Advert

Dr Thomlinson C of E Middle School
Part of the Cheviot Learning Trust
Headteacher: Liam Murtagh

Job Title: School Cook
Hours: 32 hours per week, term time only, 5 days
Working pattern: Normally Monday to Friday, with occasional evening and weekend work required.
Payscale: £24,562 – £26,008 (FTE £29,346 – £31,074)

Start date: 29th Sept 2025
Closing date: 19th September 2025
Interviews: 23th September 2025

We are looking for a well-organised, enthusiastic cook to join our school facilities team and run the catering service at Dr Thomlinson Middle, who also support Thropton First and Harbottle First schools. The successful candidate will be able to manage all aspects of a school kitchen, working within the regulations of Safer Food Better Business and food allergens; prepare and deliver a tasty, balanced diet on a rolling menu whilst working within a set budget; ensuring compliance with hygiene and health and safety legislation for the kitchen and two serveries.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for an interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed.

Full details on protected convictions and information about which convictions must be declared during job

applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. [This policy](#) outlines the Trust's approach to the recruitment of ex-offenders.

Further details and an application form are available by accessing the job vacancies section of the [trust website](#).

Completing an Application Form: Application forms can be downloaded from the school [website](#).

If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google

If you don't have a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the app

Completed applications should be returned directly to the school by email to info@pchs.cheviotlt.co.uk.

If you require assistance or have any questions, please reach out using the contact details provided below:

01669 620287
www.dtms.cheviotlt.co.uk
info@dtms.cheviotlt.co.uk

Address: Dr Thomlinson C of E Middle School,
Rothbury, Morpeth, Northumberland NE65 7RJ

Job Description

Responsible to: Catering Manager/Partnership Supervisor

Job purpose: To assist Catering Manager in the provision of, (or provide, in smaller establishments), Catering Services in a range of County Council or other contracted establishments.

Duties and key result area, carried out in accordance with the specification for Catering Services, the Catering Operations Manual and normally under the general direction of a senior colleague, these include, but are not restricted to:

- Preparation, cooking and service of food and beverages accommodating any special dietary requirements and following agreed menus.
- Packing of meals for transport to other locations where appropriate.
- Transportation of meals and goods between kitchen and service points throughout the site as necessary.
- Control of an area of the servery.
- Washing up, setting up and clearing away equipment and tables.
- Reconciliation and security of monies relating to the service including till operation and cashless operation.
- Contribute to the catering provision at special events as required.
- Ensure equipment is fit for purpose and properly maintained.
- Assisting with the operation of vending services where necessary.
- Assist Catering Manager to achieve set financial and business development targets, ensuring that the kitchen resources are used effectively and efficiently at all times.
- Operational control of the kitchen, when the Catering Manager, if applicable, is undertaking other organisational duties.
- Ensure compliance with Hygiene, Health and Safety legislation, financial regulations and County Council policy and procedures at all times.
- Checking the kitchen at the end of the day.
- To cover in the absence of the Catering Manager, if applicable.
- Attend training as and when required.
- May be required to provide cover at other sites and any other duties appropriate to the nature, level of the post and grade
- Cleaning of the kitchen, surrounding area and equipment.
- Receipt and safe storage of goods, stock control, stocktaking and completion of monitoring sheets reporting any discrepancies to the catering manager.
- Assisting with the administration, collection.

Finance: Shared responsibility for the collection and security of monies relating to the service including till or cashless operation.

Physical: Shared responsibility for the careful use of equipment.

Clients: To provide a catering service to internal or external clients.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Person Specification

Key to assessment methods (a) application, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation (o) other case studies/visits

SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSMENT
Knowledge / Qualifications	<p>Basic food hygiene certificate.</p> <p>Knowledge of the full range of tasks together with the operation of associated tools and equipment.</p> <p>Knowledge of Health and Safety legislation relating to a catering environment.</p> <p>Trained in Manual Handling.</p>	<p>Working towards or completed a Nationally recognised qualification e.g. City and Guilds 706/1, City and Guilds 706/2, or NVQ Level 2 Food Preparation and Cooking.</p> <p>Intermediate Food Hygiene Certificate.</p>	(a) (r)
Experience	<p>Relevant experience of working in a catering environment to include food preparation and cooking.</p>	<p>Cooking experience in a catering establishment.</p> <p>Experience in meeting work related targets.</p> <p>Experience in managing a team.</p> <p>Experience of completing paperwork and administration tasks.</p>	(a) (r)
Skills and competencies	<p>Manual skills associated with food preparation and cooking.</p> <p>Basic numeracy and literacy skills.</p> <p>Physical skills related to the work.</p> <p>Customer care skills.</p>	<p>Ability to organise self and to work without supervision.</p>	(a) (l) (r)

Skills and competencies	A commitment to undertake job-related training and personal development.		
Physical, mental and emotional demands	<p>Regular need to lift and carry items of moderate weight.</p> <p>Ability to work in a commercial kitchen environment.</p> <p>Regular need to lift and carry items of a moderate weight.</p> <p>Flexible approach to work times which may occasionally be subject to variation.</p> <p>Flexible approach to nature of duties performed.</p> <p>Post holder may sometimes be required to undertake duties of lower graded staff.</p>		(a) (l) (r)
Other		<p>Driving licence</p> <p>Access to a motor vehicle for your own use</p>	



Contact us

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