



# Information Pack For applicants:

## **Cook in Charge**

Bosvenna Way

Heamoor

Penzance

Cornwall

TR18 3JZ

Tel. 01736 364868

Email: [secretary@heamoor.cornwall.sch.uk](mailto:secretary@heamoor.cornwall.sch.uk)

website : [www.heamoorschool.co.uk](http://www.heamoorschool.co.uk)



## Welcome to our School

Welcome to Heamoor Community Primary School. Hopefully this Information Pack will provide you with an insight into our school, and offer some practical information which will be of use to you as a prospective candidate.

No two schools are ever the same; whilst the buildings may look similar the ethos and values of a school are almost always unique to that particular community of adults and children. We have a long & distinguished reputation for serving the Heamoor Community. We pride ourselves on being a true community school committed to the holistic development of every child in our care. Our ethos is reflected in our school aims:

- To provide a warm, friendly, caring environment where our children can develop self-confidence and increase their self-esteem
- To assist our children to reach their full potential academically, physically, socially, spiritually and morally by providing a nurturing and affirming ethos throughout the school.
- To provide a stimulating, cohesive curriculum which is appropriately differentiated to cater for each child's individual needs, abilities and skills
- To help the children to develop a sense of responsibility and tolerance towards others both within & beyond the school community and to have respect for the local and wider environment.

We want everyone in our school community, including staff, pupils, governors and parents, to feel a sense of pride, to feel happy and supported and to have ownership in what we achieve through our mutual endeavours and partnerships. To this end we are committed to working together to provide the best possible learning experience for the children in our care.

**Jodie Flynn, Headteacher**

# Our School

Heamoor Community Primary School has been in existence since 1901. In 1990, the school moved to its new site on Bosvenna Way where it lies in the heart of an established residential community. The school building is located on a generous site with extensive grounds including large playground spaces, a large school field, mature woodlands, a meadow and a range of wildlife habitats.

We are committed to the continuous development and improvement of our school accommodation. Our school benefits from a dedicated Foundation Stage Unit with a large outdoor learning environment. Our Key Stage 1 and 2 classes benefit from direct access into individual outside spaces as well as our playground, meadow and school field. Our children also enjoy a flexible seating approach in their classrooms which includes softer furnishings and different height tables, giving children the opportunity to be more independent, to take ownership of their learning and choose a work space that they feel most comfortable in.

In total we have 3 Infant classrooms and 4 Junior classrooms, as well as a school hall, a large (newly refurbished) library, dedicated intervention rooms, a sensory room, break out spaces and smaller (group) teaching spaces. We also have a 'Rainbow Room', (which is where our Learning Mentor is based), 'The Pod' which is an additional learning and nurture space, 'The Nook' which is where our Family champion is based, a kitchen, offices, two playgrounds, a meadow, a school field and a woodland area. All our classrooms have interactive whiteboards, and the school operates a wireless network and access to class sets of Chromebooks/iPads.

The school enjoys many strong and well-established partnerships within the local community including The National Trust, Trengwainton Gardens and Penwith PE Network. We are also foundation school and a founding member of the Penwith Education Trust (PET) which is a co-operative trust. We enjoy working with a range of teaching schools to support further development of our practice and the professional development of our staff. We place great emphasis on healthy living and have a comprehensive programme of school sport & extra-curricular activities, with a drive to provide outdoor learning experiences also. The school also enjoys taking an active part in all local community events such as St Piran's Day celebrations and Mazey Day Parade.

We are a family at Heamoor and enjoy the advantages of an enthusiastic & cohesive, happy staffing team. As a result, our pupils benefit, year on year, from a wide range of enrichment opportunities ranging from residential trips and whole-school productions to Art & Design projects within the local community.

The children are firmly at the centre of everything we do and therefore we are continually driven to offer our pupils the very best that we can possibly provide.



# Class Organisation

The school currently has **203** children on roll. These are organised into 7 classes in the following way:

CLASS	YEAR GROUP	TOTAL
RED	REC	30
ORANGE	1	29
YELLOW	2	29
GREEN	3	30
BLUE	4	28
INDIGO	5	27
VIOLET	6	30
	<b>Totals</b>	<b>203</b>

Amongst our highly skilled staff we also have a;

- SENDCO
- Business Manager
- Full time Learning Mentor who is also a Trauma Informed Schools Practitioner,
- Communication (ASD) Champion / Family Champion Team
- Mental Health Support worker
- Counsellor
- Peripatetic Music Teachers
- Music Teacher
- Funfit Lead
- Sports Leader
- Swimming leads.

# Ofsted Inspection Summary

**The school was last inspected by Ofsted in November 2021. Inspectors gave the following summary comments about the school;**

Heamoor Community Primary School continues to be a good school.

Heamoor is a warm and welcoming school. Staff share a determination to be inclusive, caring and nurturing so that every pupil feels valued. At the heart of the school is the Rainbow room. Pupils use this room if they feel anxious or sad. Trained staff provide support to pupils to deal with things that worry them.

Staff commit to ensuring that pupils achieve well. Improvements to the curriculum have enabled pupils to do this. Pupils are confident learners who are willing to work hard. Pupils, including those with special educational needs and/or disabilities (SEND), achieve well because staff provide tailored advice when necessary. Parents appreciate the school's care for their children. As one parent said, 'Staff go above and beyond to support my children and me.'

Pupils respond well to the high expectations that adults have of them. They behave respectfully in lessons and around the school. Pupils support each other during lessons and when playing in the playground. Pupils learn how to keep themselves safe. They understand what bullying is and what to do if bullying happens. They know that staff will deal with any problems if they occur.

**During the Inspection, we also received this following verbal feedback;**

## **Staff wellbeing**

- Staff feel that they are well looked after, particularly during Covid and the care and consideration for wellbeing stretched beyond the children and families to include all staff.
  - When school improvement work is undertaken, staff feel consulted and well supported to succeed.
  - School improvement projects are well researched and carefully tailored to the needs of the children and the school and staff feel that their time is well invested.
- Safeguarding**
- During an Ofsted inspection – Safeguarding can only be judged as 'effective' or 'not effective'.
  - In terms of safeguarding though, staff are well trained at all levels and there is a robust system in place.
  - Senior Leaders have the foresight to be outward looking and make good use of support and guidance available.
  - The attitude of the school is clear "our children are important to us and we will pursue it if they need support"
- Inclusion**
- The strong reputation the school has for inclusion is completely justified
  - Inclusion at Heamoor is 'not just a word it is an all-encompassing approach'
  - The inspector also shared that he felt that he had not seen it [inclusion] better anywhere else.

- The inspector reported that there is 'high praise' from parents for our SEND support. Parents shared that life is difficult having children with SEND so they cry out for support but they definitely get it here.

### **Curriculum**

- Early Reading is very effective led by a very strong and effective subject leader who manages it in a consistent way. Staff are trained well, highly skilled, well supported and deployed for the maximum impact to benefit the children.
- The priority of Reading is seen consistently throughout the school.
- EYFS is an integral part of the school and the curriculum is designed to ensure early skills and learning are built on effectively as the children move through the school.
- Our 'bespoke' curriculum is being developed well, it is well thought out and well organised.
- It is implemented well at all levels and consistency was seen in all (pupil) books and lessons.
- There are good quality resources in place and staff work together to develop the learning sequences.

### **Behaviour & Pupil wellbeing**

- Behaviour; the inspector reported that he had not seen any low-level behaviour issues despite the complex needs of some of our pupils.
- Children reported that feel safe and they trust the staff team to deal with any issues they might face effectively.
- The wider development of the curriculum; this is a strength of the school, it is vast and effective. The Rainbow room is a strong example of the additional support we have in place for our children.
- The welfare and well-being of the children and the staff is a high priority, the inspector spoke about the 'heart' of the school and the very sincere nurturing ethos we have. Leadership & Management / parent views
- The leadership approach of the Headteacher is 'a quiet, kind leadership' but not scared to hold anyone to account.
- Parents had high praise for the school, parents spoken to said that they feel well supported
- The inspector commented on how 'cohesive' our staff team is and told us that the staff enjoy working here and feel well led and really well supported by the leadership team.
- Parents were very positive about inclusion and value the tolerant and supportive approach we adopt as a school, particularly for our more complex needs and appreciate that the non-SEND children benefit from these approaches too. Parents can also see the benefit for the children in terms of them being exposed to these approaches as it supports them to develop their tolerance, life skills and understanding.

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***Please see our school website for a copy of our full report and letter to parents.***



# Kitchen Manager / Cook in Charge

**To commence:** ASAP

**Hours:** 25 hours (8.30am – 1.30pm)

**Salary:** Range from £24,413 - £26,596 (fte)

**Hourly Rate:** Range from £12.65 – 13.79



**Closing Date: Friday 12<sup>th</sup> December 2025 / Interview Date: Tuesday 16<sup>th</sup> December, 2025**

Heamoor Primary School is keen to appoint a dynamic, suitably experienced and highly motivated professional to manage the provision of meals in our school.

## About the Role

We have an exciting opportunity to join our friendly and caring school in the heart of the community of Heamoor. This post is an opportunity for the successful candidate to join the school at an exciting time and to develop the catering services and lunchtime experience for the children and staff. You will manage our catering provision, be responsible for the kitchen budget, develop menus and manage all food preparation.

The school is proud to be working in partnership with Educatering, our sole catering supplier. Through this collaboration, the Cook in Charge benefits not only from high-quality ingredients, but also from expert support in menu planning, nutritional standards, and food safety compliance. Educatering provides a range of resources and operational guidance, helping to ensure consistently high-quality, child-friendly meals. This enables the cook to focus on leading the kitchen team and creating a positive, welcoming dining experience for all pupils.

## What we can offer:

- A supportive school; one where children are put firmly at the heart of everything we do.
- A chance to thrive in an ambitious school, working in partnership with a Headteacher who is passionate and determined to continue the school's journey to excellence.
- Motivated and happy children who are keen to learn and are enthusiastic about school.
- A warm, friendly, caring working environment with dynamic, interested and enthused staff.
- Ongoing development opportunities to challenge and support you professionally
- Genuine value and support of staff well-being.

## We are looking for;

- Someone who has vision to develop the mealtime experience for our children, engage with them at a different level and enthuse them about the importance of healthy diet and mealtime etiquette;
- Someone who has excellent interpersonal skills with pupils and staff;
- An individual who has high standards and expectations of both themselves and others;
- Someone who is well organised, able to prioritise and willing to work hard as part of our school team;
- An individual who is supportive of and sympathetic to the ethos of the school;
- A person who will be responsible for the preparation and serving of food to children and staff in accordance with current food hygiene regulations;

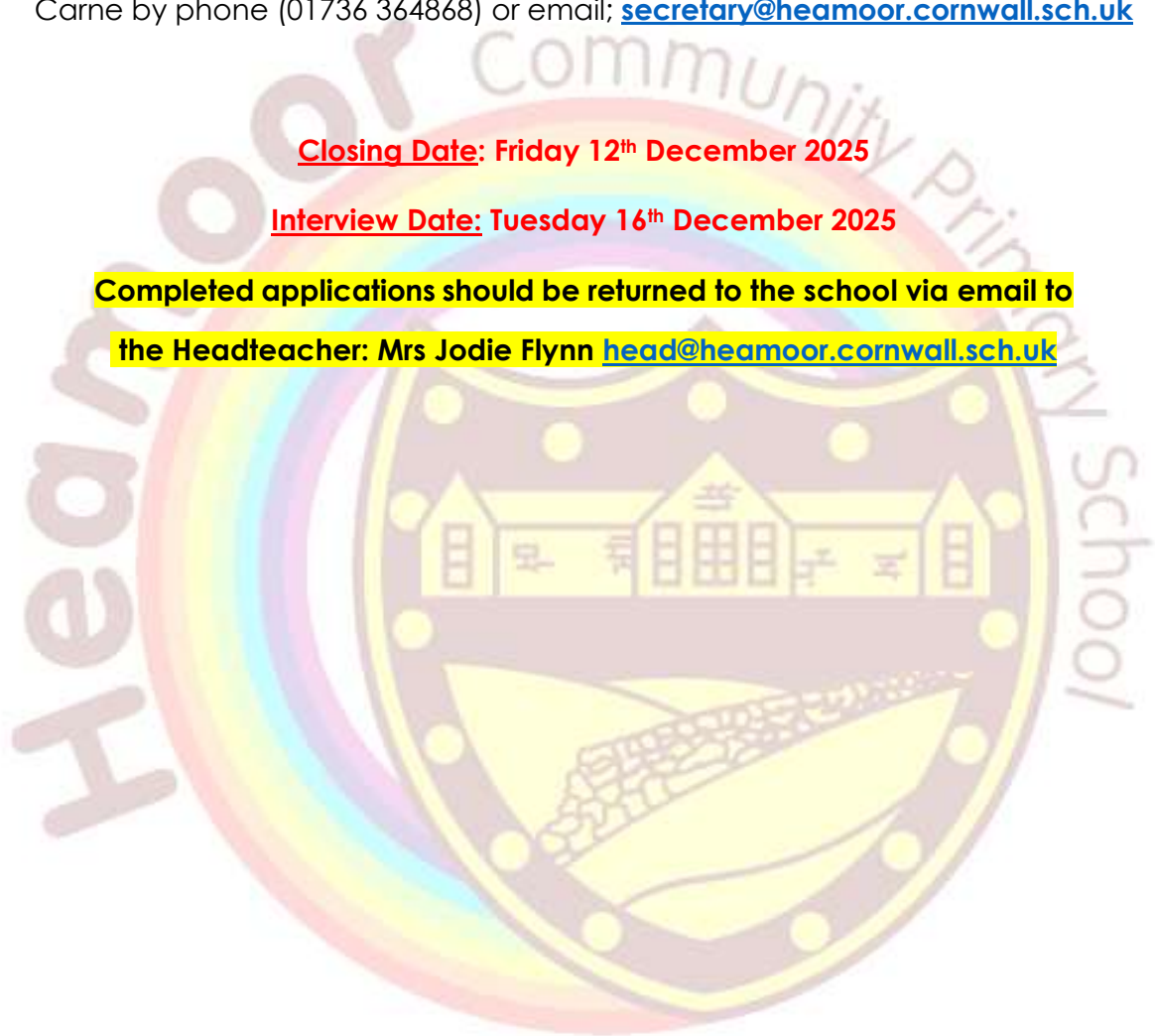
- Someone who is able to plan menus giving due consideration to nutritional and dietary requirements;
- An individual who maintains a high standard of hygiene and cleaning within the kitchen, food preparation and storage areas;
- Someone who is aware of the Health and Safety implications of the role and able to adhere to any requirements of the School Health and Safety Policy;
- A person who is willing to take part in and/or provide relevant training;
- Someone who is willing to be involved in supporting the food education elements of the curriculum across the school;
- Someone who is able to work on their own initiative.

For further information or to arrange a visit, please contact the school secretary, Rebecca Carne by phone (01736 364868) or email; [secretary@heamoor.cornwall.sch.uk](mailto:secretary@heamoor.cornwall.sch.uk)

**Closing Date: Friday 12<sup>th</sup> December 2025**

**Interview Date: Tuesday 16<sup>th</sup> December 2025**

**Completed applications should be returned to the school via email to  
the Headteacher: Mrs Jodie Flynn [head@heamoor.cornwall.sch.uk](mailto:head@heamoor.cornwall.sch.uk)**





# JOB DESCRIPTION

**Job Title:** Cook-in-Charge

**Grade:** E

**Responsible to:** Headteacher

**Direct Supervisory Responsibility:** Kitchen/Catering Assistants, Cooks, Servery Assistants,

**Indirect Supervisory Responsibility:** None

**Important Functional Relationships:** Internal: Headteacher, teachers, support staff, pupils.

External: Suppliers of Goods and Services, LEA representatives, Governors, visitors to the School.

## **Main Purpose of Job:**

To organise, supervise and provide a quality catering service for the school.

## **Main Duties and Responsibilities**

1. To be responsible for the preparation, cooking and service of food ensuring that efficient and economic use is made of all resources and the highest standards of hygiene and food safety are maintained.
2. To plan, operate and control the production and service of food related duties
3. To devise menus to ensure a variety of meals are served in the school which cater for different dietary requirements as appropriate.
4. To take responsibility for the standard of cleanliness, safety and hygiene of the premises and equipment and operate within the guidelines of the Health and Safety and Hygiene Regulations. To ensure all Catering staff receive the relevant food safety and hygiene training and hold up-to-date Basic Food Hygiene certificates.

5. To order all food goods and other commodities required from the recognised suppliers in accordance with the catering requirements of the school and to the agreed school catering budget.
6. To operate and control food stocks to including maintaining stock records and ensuring the correct completion and submission of all appropriate returns and records.
7. To assess and adjust in conjunction with the headteacher, the levels of staffing within the School catering team so as to ensure an efficient catering service which fulfils the School's catering requirements.
8. To ensure the correct cash handling and accounting procedures are adhered to by all catering staff with regard to receipt of payments for food and drinks from students and visitors to the School.
9. To organise, control and assist with School catering functions at the direction of the Headteacher. To arrange for appropriate invoices to be made in respect of catering functions and services made available to users of the School's premises and facilities.
10. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
11. To maintain confidentiality of information acquired in the course of undertaking duties for the School.
12. To be responsible for your own continuing self-development, undertaking training as appropriate.
13. To undertake other duties appropriate to the grading of the post as required.

# PERSON SPECIFICATION

**Job Title:** Cook in Charge

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b><u>Relevant Experience</u></b>	<p>Good practical knowledge, skills and experience of catering work.</p> <p>Previous experience of working on their own initiatives, managing time effectively and prioritising work.</p>	Experience of catering in a school environment.	<p>Application form.</p> <p>Interview.</p>
<b><u>Education &amp; Training</u></b>	<p>Attainment of GCSE qualifications in Maths and English (or an equivalent level of numeracy and literacy skills).</p> <p>Attainment of NVQ level 3 in a catering or related field, or equivalent qualification (in a related field).</p>		<p>Application form.</p> <p>Interview.</p>
<b><u>Special Knowledge &amp; Skills</u></b>	<p>Basic food hygiene and safety certificate.</p> <p>Knowledge of food hygiene procedures.</p> <p>Good communication, team working and staff supervisory skills.</p> <p>Able to plan menus giving due consideration to nutritional and dietary requirements;</p>	<p>Advanced food hygiene certificate.</p> <p>Knowledge of cash handling procedures.</p>	<p>Application form.</p> <p>Interview.</p>
<b><u>Any Additional Factors</u></b>	<p>Self-motivated &amp; enthusiastic.</p> <p>Able to undertake physically demanding work.</p> <p>Comfortable with children and young people.</p>	Able to support the food education elements of the curriculum across the school;	Interview.



	<p>Acceptance of different attitudes.</p> <p>Patient, friendly and polite approach with excellent interpersonal skills.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p> <p>An individual who has high standards and expectations of both themselves and others;</p>		
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