



Gladesmore Community School



Head of Kitchen Information Pack

Head of Kitchen

Salary: SO1 [Salary Range: £37391 to £38390 pa)

Term Time – 36 hours per week

Gladesmore Community School is seeking an experienced, organised and committed Head of Kitchen to manage the day-to-day operation of our in-house catering service, reporting to the Senior Leadership Team.

The successful candidate will supervise the kitchen and Glade Diner staff, coordinate food preparation and service, and ensure that students and staff receive healthy, high-quality meals through an efficient, welcoming and inclusive service.

The postholder will be responsible for maintaining excellent standards of food safety, hygiene and allergen control. They will ensure that all required checks and records are completed accurately and that the kitchen is prepared for internal audits, external inspections and Environmental Health Officer visits.

Key responsibilities include:

- Supervising and organising the catering team during food preparation and service
- Allocating duties and ensuring staff work safely, efficiently and to the required standard
- Overseeing the preparation and service of meals and snacks across all catering service areas
- Maintaining robust HACCP, food-safety, hygiene and allergen-management procedures
- Ensuring allergen information, food labels, menus and pricing are accurate and up to date
- Meeting dietary, religious and allergen requirements
- Monitoring food quality, presentation, availability and portion control throughout service
- Planning menus and identifying the food, materials, staffing and equipment required
- Forecasting food requirements and placing accurate and timely orders
- Monitoring stock levels, usage, pricing and food waste
- Comparing suppliers on price, quality, reliability and suitability to secure best value for the school
- Obtaining quotations and recommending alternative products or suppliers where savings or service improvements can be achieved
- Maintaining effective supplier relationships and resolving issues with deliveries, quality or availability
- Checking deliveries against orders and ensuring goods are safely stored and accurately recorded
- Managing expenditure and income within agreed budgets and procedures
- Maintaining accurate temperature checks, cleaning schedules, delivery records and other required compliance documentation
- Preparing for internal audits, external inspections and Environmental Health Officer visits
- Ensuring catering equipment is used safely, cleaned and maintained, and reporting repair or replacement requirements
- Supporting school events, open evenings, community events and themed catering activities
- Implementing agreed service improvements and reporting progress to SLT

About you

Applicants should have:

- Substantial experience of working in a busy catering environment
- Experience of supervising and organising catering staff
- Strong practical food preparation, cooking and presentation skills
- An appropriate food-safety qualification
- A good working knowledge of HACCP, food hygiene and allergen requirements
- Experience of food ordering, stock control and checking deliveries
- Good commercial awareness and the ability to compare suppliers and secure value for money
- Experience of managing costs, monitoring budgets and reducing food waste
- Strong organisational, communication and record-keeping skills
- The ability to remain calm and make sound decisions during busy service periods
- A professional and respectful approach to working with students, colleagues, suppliers and visitors
- Competent digital skills for ordering, maintaining records and preparing reports

Experience of working in school, contract or high-volume catering would be an advantage.

This is an excellent opportunity for a capable and dependable catering professional who takes pride in maintaining high standards and providing a positive service for young people.

Applications must be submitted through the Gladesmore Community School application form.

Closing date: Monday 16 November 2026

Interview Date: Week commencing 23 November 2026

Gladesmore Community School is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced Disclosure and Barring Service check, satisfactory references and all other required safer-recruitment and pre-employment checks.

We welcome applications from all suitably qualified candidates and are committed to equality, diversity and inclusion.

Shortlisted candidates will be required to bring in a copy of their photo ID and most recent DBS certificate on the day of the interview.

Gladesmore Community School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an Enhanced Disclosure via the Disclosure and Barring Scheme, confirmation of qualifications, experience checks and satisfactory references. An online check of publicly available information will be completed to assess shortlisted candidate's suitability to work with our children.

Message from the Headteacher

I am delighted to introduce myself as the Headteacher of Gladesmore Community School. I am incredibly excited to have been appointed to lead this wonderful school and am ambitious to provide our community with the highest quality learning environment.

Thank you for considering the post of Head of Kitchen. At Gladesmore, we have a very clear and simple vision:

To provide an outstanding all-round education where our pupils make impressive progress in a positive, friendly, community atmosphere.

Gladesmore is an outstanding school with an inspiring "family" atmosphere. We are deeply committed to our REACH values of Respect, Enthusiasm, Aspiration, Cooperation, and Hard work. To thrive here, you will need energy, resilience and drive. We look to appoint staff who are ambitious for our children and are committed to promoting their life chances.

I hope that, having looked at the information available, if you think the post might be suitable you will decide to make an application. This information provides a clear picture of the school and an idea of what it will mean to become a member of our staff. If you have enquiries regarding this post please contact Mrs Naidoo, Executive Officer, and we will endeavour to answer your questions.

Staff at Gladesmore are committed to our vision; it is to provide an outstanding all-round education where our pupils make impressive progress in a positive, friendly, family community atmosphere.

We look forward to you joining the Gladesmore family and playing a key role in our future success.

If you would like to join our exciting enterprise, you will need energy and drive as well as the commitment to the principle of equality of opportunity.

I look forward to hearing from you.

Yours sincerely,

Paul Bernard
Headteacher



About the School

Gladesmore Community School is a mixed 11-16 comprehensive school situated in the urban area of South Tottenham, London, bordering the edge of Stamford Hill and adjacent to Markfield Park which backs onto the River Lea. Seven Sisters Tube Station, Tottenham Hale tube, bus and train terminus and South Tottenham Railway Station are all within a short walking distance. The school serves a community of high economic disadvantage; typically, over 50% of our pupils are eligible for free school meals.

School Population

The school has nine forms of entry. It has an impressive reputation locally and is enormously oversubscribed currently with a roll of 1250. In recent years the school has taken an annual bulge class into all year groups. Numerous staff members choose to send their own children to Gladesmore.

We have a wide diversity of ethnic, linguistic and religious backgrounds in the school and this provides a tremendously rich culture. We delight in the fact that there are over 55 languages spoken by pupils. Our largest ethnic groups are of African, Caribbean or Turkish heritage. As a community comprehensive school, our intake consists of a broad ability range including children with special educational needs and very able, gifted and talented pupils.

Visitors are invariably impressed with our calm, happy and positive family atmosphere in the school. Pupils are respectful and well behaved. There is a wonderful ethos in the school enjoyed by all and it enables children to make excellent all-round progress.

Working relationships between the staff and pupils and between the staff are exceptional. This is one of the reasons why staff turnover is remarkably low. The pupils are a delight to work with and are highly appreciative of the efforts made by staff. Our children really enjoy school and are proud to be part of the Gladesmore family; attendance for instance, is the best in the region and is consistently well above the national average.

Leadership

There is a very clear and simple vision for the school and the Gladesmore Ethos Statement is articulated through the simple term REACH, which promotes our key values and stands for: **R**espect; **E**nthusiasm; **A**spiration; **C**ooperation; and **H**ard work. REACH to be a Star!

Our school motto was written and selected by pupils: **Dream, REACH, Achieve.**

We have simple but ambitious goals for the school. All faculty and year group teams draw up their own development plans to focus on continued improvement. All staff are encouraged to help shape our development and pupils make a significant contribution to this as well.

Gladesmore has been rated as 'Outstanding' by Ofsted since 2008. In successive inspections HMI/Ofsted teams have awarded outstanding grades and within these deemed the school to be exemplary. HMI's have been impressed by what they had seen.

Nevertheless, we believe there is still much we can improve; we are fully committed to self-evaluation and continuously look at what we can do to continue to improve. There are numerous opportunities and procedures designed for us all to share good practice and learn from each other. Whilst the school is doing very well there is more for us to learn and aspire to.

Achievement

Our aim is to continue to raise all round achievement and expectations through effective learning and teaching. We offer an innovative range of programmes and strategies to provide pathways enabling children to reach their potential. As a result, rates of progress are impressive. Our progress scores place us in the top band of schools nationally. All subject areas are very strong. Comparative statistics also show that the achievement of SEND, EAL, black and minority ethnic groups are all outstanding. We intend to improve these further.

Curriculum and Assessment

Our aim is to provide pupils with a broad, balanced and challenging curriculum that fosters a love of learning and enables all students to reach their potential. We build on pupils' prior achievements to develop the breadth and depth of their knowledge, as well as their skills and understanding. Our curriculum offer is not solely about the delivery of the National Curriculum, although this is the foundation because it secures entitlement for all pupils but it goes well beyond that to include a broader range of opportunities.

Continuous assessment enables pupils to understand exactly where they are with their learning and what their next steps should be. Reports on progress are issued to parents/ carers each half term ensuring that everyone is kept up to date on pupil progress. Where necessary some pupils are given opportunity to work in smaller groups, thereby providing additional support focused on the needs of the individual.



Staffing

Although the school has some excellent facilities its greatest asset is the staff. We have a superb staff team that creates a warm, cheerful atmosphere and forges an effective climate for learning. Colleagues say that working at Gladesmore is stimulating and inspiring. Morale is excellent and we actively promote the strong ethos of mutual support. Visitors are invariably impressed by the friendly and pleasant atmosphere in the school. It is fundamental for us to go out of our way to ensure that colleagues are supported, appreciated and happy in their work.

Our recruitment programme targets teachers and support staff not just for their subject knowledge. We particularly seek out people who really care about the progress of children and are deeply committed to making a difference to our community. Gladesmore staff are characterised by their friendly, cheerful and positive outlook. We value these characteristics highly.

Once appointed, we expect that all staff will continue with their professional development, which emphasises teamwork and the sharing of good practice. Our programmes for trainees and new staff is particularly strong and has been highly praised by HMI. Staff are valued; morale is high and there is strong recognition that everyone plays an important role in enabling our school to succeed and operate harmoniously.

The diversity of our staff group reflects the diversity of the pupil population and we are proud that our rich diversity of staffing is well balanced throughout the organisation at all levels of seniority. Applicants from black and ethnic minorities are encouraged. Staff work hard both in the classroom and in developing activities outside the curriculum. People enjoy working at the school and consequently the turnover of staff is very low.

Opportunities for professional development and growth are impressive; it is not unusual for staff to have gained promotions within the school. Those who leave tend to do so for promotion, retirement or because they are leaving the area.

The exceptional care for the individual, together with the high quality of teaching means that, although Gladesmore is a large school, it is also very friendly and supportive. Colleagues particularly appreciate this. We are highly committed to staff well-being and run numerous activities and have very well-established support structures in place to ensure that staff feel supported as individuals. Staff turn-over is exceptionally low and morale is unusually high. Staff work hard and enjoy a positive climate at work that is extremely rare.



Premises

The buildings are substantially built and house classrooms and corridors of good size. We have gradually been able to improve the buildings and facilities to an outstanding standard. Each subject area has specialist accommodation. Classrooms are spacious being well above standard size and all have interactive whiteboards. Each faculty area has its own dedicated IT and office suite.

The pupils, staff and parents are proud of the school. We enjoy a happy, cheerful atmosphere and we have positive links with the community. We are frequently congratulated by visitors on the friendliness of the children and staff, the quality of display, the calm atmosphere and the absence of vandalism and graffiti.

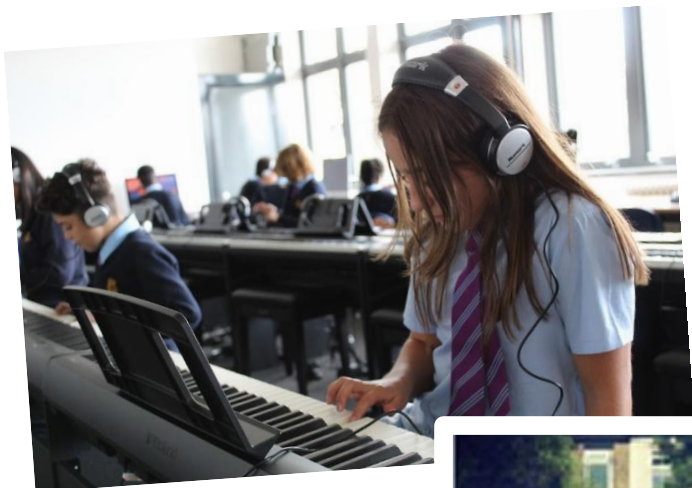
Extra-Curricular, Community Activities and Partnerships

We have an impressive Saturday and Summer School provision. Year 7 pupils together with older pupils attend Mathematics, English, French, Spanish, Computing and/or Music sessions.

Pupils have access to a wide range of activities at lunchtime and after school. We have a strong sporting tradition and large numbers of pupils are involved in the many clubs and teams which operate. We enrich children's experience through lively school assemblies and productions. All subject areas are outstanding and run well attended after school clubs and revision classes. We have a wide array of mentoring and guidance schemes and run a programme for gifted and talented pupils.

We have strong partnerships with our feeder schools and are neighbours with Crowland Primary School, which is attended by the children of several staff members. We also have close links with the excellent London Academy of Excellence - Tottenham and sixth form centres that are the onward destination for Gladesmore pupils. We are genuinely a community school and find that our parents/carers are generally supportive and appreciative of our involvement in the community.

In recent years we have obtained numerous awards, including the Royal Crest and the London Peace Prize. We also have strong international links and frequently work with schools overseas, funded through successful Erasmus bids. Our success has given Gladesmore a strong profile both within Haringey and further afield



Job Description

Head of Kitchen

Job Purpose: To manage the day-to-day operation of the school kitchen and catering service, delivering healthy, high-quality meals while ensuring excellent standards of food safety, allergen control, hygiene, compliance and customer service.

Line Manager: Director of Operations

Responsible for the Line Management of: GladeDiner and Kitchen Staff

Main Duties and Responsibilities:

Team Management

1. Manage, supervise and develop catering staff to deliver an efficient, healthy and high-quality service.
2. Manage staff performance, provide coaching and on-the-job training, and address identified development needs.
3. Ensure catering staff complete appropriate food safety, allergen awareness and hygiene training and maintain relevant certifications.
4. Assist in the recruitment and selection of catering staff

Food Safety, Allergens and Compliance

5. Act as the operational lead for food safety and allergen management, ensuring HACCP procedures and food safety systems comply with food hygiene legislation and school and council requirements.
6. Maintain accurate allergen matrices and all required food safety records, including temperature monitoring, cleaning schedules, delivery checks and corrective action logs.
7. Ensure all food and drink items are clearly labelled, appropriately priced and supported by accurate, up-to-date allergen information.
8. Prepare for and support internal audits, external inspections and Environmental Health Officer visits.
9. Immediately report any food safety, health and safety or compliance risk to students, staff or visitors.
10. Explicitly requires recording all workplace accidents and incidents

Service Delivery and Quality

11. Oversee the preparation and service of all meals and snacks across the kitchen, servery and other service locations.
12. Manage portion control and ensure dietary, religious and allergen requirements are met.
13. Monitor food presentation, availability and quality throughout service and take corrective action where standards fall below expectations.
14. Ensure staff and students receive an efficient, hygienic and respectful service.
15. Liaise with colleagues as required to provide a coordinated and efficient catering service.

Finance, Menus, Stock and Equipment

16. Plan menus and identify the food, materials and equipment required.
17. Manage the catering budget, oversee income collection and control expenditure within agreed limits.
18. Manage stock control, including monitoring stock levels and placing orders as required.
19. Ensure catering equipment is used safely, cleaned and maintained, arranging repairs or replacement when needed.
20. Oversee the setup and cleanliness of the servery and dining areas.
21. Negotiate best-value contracts with authorised suppliers to ensure the cost effectiveness of the catering service

Improvement and Wider School Contribution

22. Develop, implement and evaluate the catering development plan, using student feedback to identify and deliver agreed service improvements.
23. Support school events, open evenings, community events and themed catering activities as required.
24. Attend and contribute to meetings concerning catering matters.
25. Complete relevant professional development to support the catering service and its objectives.

Safeguarding

Work in line with statutory safeguarding guidance (including Keeping Children Safe in Education, Prevent) and the school's safeguarding and child protection policies
Promote the safeguarding of all pupils in the school
Add any other duties of particular relevance to your school

General Requirements

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

Employees are required to comply with School Policies and to work cooperatively with colleagues to promote a positive school ethos.

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

Employees may deal with sensitive material and should maintain confidentiality in all school-related matters.

This job description is not necessarily a comprehensive definition of the post. The duties may be varied at any time to meet the changing demands of the school at the reasonable discretion of the headteacher/line manager.

Person Specification

Head of Kitchen

This person specification identifies the qualifications, experience, knowledge, skills and personal attributes required for the Head of Kitchen. It should be read alongside the job description and will be used to support fair shortlisting and selection.

Key: E = Essential D = Desirable A = Application I = Interview T = Task or practical assessment C = Certificate or evidence

Criterion	E	D	Assessed by
Qualifications and Training			
Level 3 Food Safety in Catering qualification, or an equivalent recognised qualification.	E		A C
Current training in HACCP and food safety management systems, or the ability to complete this before taking operational responsibility.	E		A I C
Current allergen awareness training, with knowledge appropriate to a supervisory catering role.	E		A I C
Relevant professional catering or chef qualification, such as NVQ Level 2 or Level 3, or equivalent.		D	A C
Supervisory, leadership or management qualification or accredited training.		D	A C
Experience			
Substantial experience of preparing and serving high-volume meals in a school, contract, commercial or institutional catering environment.	E		A I
Experience of leading and supervising a catering team to deliver an efficient, hygienic and customer-focused service.	E		A I
Experience of allocating work, monitoring performance, coaching staff and providing on-the-job training.	E		A I
Experience of implementing HACCP procedures and maintaining accurate food safety records, including temperature checks, cleaning schedules, delivery checks and corrective action logs.	E		A I T
Experience of managing allergens, special diets and religious or dietary requirements, including accurate matrices, labelling and controls to prevent cross-contamination.	E		A I T
Experience of planning balanced menus and identifying the food, materials, staffing and equipment needed to deliver them.	E		A I T
Experience of stock control, ordering, monitoring stock levels and reducing food waste.	E		A I
Experience of managing expenditure within an agreed budget and maintaining accurate records of income or takings.	E		A I T
Experience of supporting food safety audits, external inspections or Environmental Health Officer visits.	E		A I

Criterion	E	D	Assessed by
Experience of using customer feedback and operational information to improve a catering service.	E		A I
Experience of school catering and working directly with children and young people.		D	A I
Experience of supporting school events, open evenings, community events or themed catering activities.		D	A I
Knowledge			
Strong working knowledge of food hygiene legislation, HACCP principles and food safety management systems.	E		A I T
Strong working knowledge of allergen legislation, allergen information requirements and controls for cross-contamination.	E		A I T
Knowledge of health and safety requirements relevant to catering, including COSHH, manual handling, safe use of equipment and accident or hazard reporting.	E		A I
Knowledge of healthy eating principles and the standards and expectations that apply to food served in schools.	E		A I T
Understanding of safeguarding and child protection responsibilities when working in a school.	E		A I
Understanding of equality, diversity and inclusion and how these principles apply to staff management and service delivery.	E		A I
Skills and Abilities			
Ability to lead, motivate and develop staff, set clear expectations and address performance or conduct concerns appropriately.	E		A I
Ability to organise people, resources and service points effectively in a busy, time-critical environment.	E		A I T
Strong practical food preparation, cooking and presentation skills, with the ability to maintain consistent quality and portion control.	E		A I T
Ability to monitor food quality, presentation and availability throughout service and take prompt corrective action when standards fall below expectations.	E		I T
Ability to maintain accurate records, complete routine calculations and work confidently with budgets, prices, income, stock and orders.	E		A I T
Competent digital skills, including the ability to use email, spreadsheets and electronic systems for ordering, record-keeping and reporting.	E		A I T
Clear written and verbal communication skills and the ability to communicate effectively and respectfully with students, staff, suppliers, visitors and inspectors.	E		A I
Ability to deliver a professional, courteous and inclusive customer service and respond constructively to feedback or complaints.	E		A I
Ability to analyse service information and feedback, develop practical improvement plans and evaluate their impact.	E		A I T
Ability to ensure catering equipment is used safely, cleaned and maintained, and to arrange repairs or replacement when necessary.	E		A I
Ability to remain calm, make sound decisions and manage competing priorities under pressure.	E		A I

Criterion	E	D	Assessed by
Personal Attributes and Professional Conduct			
A clear commitment to safeguarding and promoting the welfare of children and young people.	E		A I
A positive and credible role model who can earn the confidence and respect of students and colleagues.	E		A I
High standards of integrity, discretion and confidentiality.	E		A I
Reliable, punctual and committed to maintaining high professional standards.	E		A I
Flexible and willing to support the wider work of the school, including events outside normal service routines where required.	E		A I
Able to undertake the physical requirements of the role, including standing for extended periods and safely handling catering supplies and equipment, with reasonable adjustments where appropriate.	E		A I
Committed to ongoing professional development and continuous improvement of the catering service.	E		A I
Pre Employment Requirements			
Satisfactory enhanced Disclosure and Barring Service check, verification of identity and right to work, references and other required safer recruitment checks.	E		Pre employment

How to Apply/Recruitment Process

Application deadline

Completed application form and DBS declaration must be received by deadline in the advert.

Applications may be submitted to:

Email documents to:

admin@gladesmore.com

Completing the application

Candidates are asked to complete all the standard information required on the application form and to submit a supporting statement addressing the job requirements.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are aware of the need to respond within the timescale set. In all cases two professional references are required.

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

Safeguarding children

Gladesmore Community School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an Enhanced Disclosure via the Disclosure and Barring Scheme, confirmation of qualifications, experience checks and satisfactory references. An online check of publicly available information will be completed to assess shortlisted candidate's suitability to work with our children.

Feedback

Please note that we do not confirm receipt of applications.

Selection process

Candidates who are shortlisted will be contacted and invited in to participate in the selection process. We do not inform candidates if they have not been shortlisted.

Gladesmore Community School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an Enhanced Disclosure via the Disclosure and Barring Scheme, confirmation of qualifications, experience checks and satisfactory references.

