









Job Vacancy: School Cook

-  **Location:** Phoenix Primary School
 -  **Hours:** (7:30 AM – 1:30 PM Monday-Friday)
 -  **Start Date:** Tuesday 1st September 2026
 -  **Salary:** Grade 4 SCP9 – SCP17 (Pro Rata, Term Time Only)
 -  **Contract Type:** Permanent, Term-Time Only
 -  **This post is subject to an Enhanced DBS Check**
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We are hiring!

Phoenix Primary School is seeking a dedicated and enthusiastic **School Cook** to lead the preparation and delivery of healthy, nutritious meals for our pupils. If you are passionate about cooking and want to make a positive impact in a vibrant educational setting, we would love to hear from you.

We are a busy, fully inclusive one form entry Primary School with an enhanced provision. We are a successful and happy school and have talented and highly committed staff, supportive governors and amazing pupils.

At Phoenix Primary School we pride ourselves on being an inclusive workplace. We encourage and welcome applications from all backgrounds and aim to have a workforce that, at all levels, is representative of our school community. We champion equality, anti-racism, diversity, inclusion and wellbeing and aim to create a workplace where everyone feels valued, has a sense of belonging and is empowered to be their best.

Your Key Responsibilities:

- Prepare and cook meals to a high standard following menus provided by Food for Thought.
 - Lead and supervise a small catering team, including performance and wellbeing, supported by the School Business & Operations Manager.
 - Manage kitchen stock, ordering, food safety and hygiene compliance.
 - Oversee all kitchen records, including menus, temperature logs, and dietary requirements.
 - Ensure the kitchen operates efficiently and cost-effectively within budget.
 - Collaborate with the senior leadership team and respond to pupil and parent feedback.
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About You:

We are looking for someone who:

- Has experience working in a busy catering environment (education desirable).
 - Is confident preparing a variety of meals, including special dietary needs.
 - Can manage time and kitchen operations effectively.
 - Is physically able to handle the demands of a busy kitchen.
 - Has excellent communication and teamwork skills.
 - Holds a Level 2 Food Hygiene Certificate (or willing to obtain).
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How to Apply:

Please email your completed application form to:

 **Miss Victoria Geraghty** – v.geraghty@phoenixprimaryschool.co.uk

 **Application Deadline:** 30th June 2026

 **Interview Date:** 3rd July 2026

 *Please note: CVs will not be accepted.*

Phoenix Primary School is happy and would encourage applicants to visit school and meet with the team. Please contact Miss Geraghty to arrange a visit. The following application documents are downloadable from the advert page on the School Improvement Liverpool website and school website: Job description / Person Specification / Application form / Equal Opportunities Monitoring Form. Applications are by Liverpool LA Standardised Application form and will be managed electronically. Applicants should not submit CVs in lieu of the application form as these will not be considered. The application form must be fully completed and legible and must be accompanied by the Equal Opportunities Monitoring form – both downloadable as above. The supporting statement should be no more than 2 A4 pages (font size 11 minimum) and should be clear, concise and related to the post and setting applied for, paying attention to the Person Specification. Applications completed using AI will not be accepted. Completed application forms and monitoring forms should be emailed to Miss Geraghty, School Business Manager, by 30th June 2026.

Phoenix Primary School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to rigorous pre-employment checks, including an Enhanced DBS and online screening as outlined in Keeping Children Safe in Education.