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Waunfawr
Aberystwyth
Ceredigion
SY23 3AW

June 2025

Dear Applicant,

Thank you for expressing an interest in the post of Cook at Ysgol Penglais School. You will be joining the school at a very exciting time as we live our vision for Penglais.

'Ysgol Penglais School is a happy, ambitious and high-achieving school where everyone is respected and valued'. We work hard with staff, students, parents and the governing body to ensure that Ysgol Penglais School is the excellent school that our students and community deserve. We are continually working to achieve the highest standards of student achievement, behaviour and teaching and learning.

We have an experienced body of staff who work hard and manage to maintain a supportive and friendly ethos. Our students want to achieve more than they thought possible and want to be challenged and supported to do so. There are many different needs within the school and the ALN department work hard across the school to support students when needed. The 6th form is very strong with about 230 students, achieving excellent results again this year.

By joining Ysgol Penglais School, you will be supported professionally to achieve excellence in your role. I can promise you a demanding but ultimately rewarding experience as we move forward to becoming an excellent school.

The enclosed information gives you a snapshot of the school. If you would like further information, please contact Helena Clements by email at hcl@penglais.org.uk, or on 01970 624811. I look forward to receiving your application.

Yours sincerely

Ms Mair Hughes
Pennaeth/Headteacher

Pennaeth/Headteacher:- Ms Mair Hughes



PENGLAIS SCHOOL'S VISION: Striving for Excellence

Ysgol Penglais is a happy, ambitious, diverse and high-achieving school where everyone is respected and valued. We are a strong, actively inclusive community, where everyone cares for each other. By developing our independent skills and working with staff, families and others in our community we will achieve and become our very best. The school is vibrant with students and staff co-operating, learning, thinking and working hard. We empower students to take on challenges and recognise that this is key to their individual growth. By developing confidence, resilience, bravery, independence and acceptance, our students will become responsible citizens of their communities, Wales and the world.



PENGLAIS SCHOOL VALUES

Being respectful and kind

Being ambitious and resilient

**Developing independence,
confidence and responsibility**

**Embracing diversity and
celebrating success**

**Being proud and active citizens in
our communities**



Cook Grade 6 scp 7 – 10 £25,584 to £26,835 pro rata, 22.5 hours per week, term time only

We seek to appoint a Cook who will work in a busy kitchen preparing and providing light snacks to our staff and students whilst maintaining health and safety standards at all times

The right candidate will enjoy working in a busy kitchen environment. The main qualities required to succeed in the role are being able to relate well to students and a commitment to positive and healthy outcomes for young people, an enthusiasm for providing a quality provision in the canteen and excellent attendance and punctuality.

This is an ideal opportunity for an ambitious candidate to play a key role in increasing the aspirations and success of our students, thereby contributing to the journey of Ysgol Penglais School in becoming an excellent school.

Ysgol Penglais School has much to offer:

- a research-based school with good relationships between staff and students
- a commitment to the professional development of all its staff to become outstanding teachers and leaders
- access to the bustling university town of Aberystwyth
- located on the beautiful Ceredigion coast, an area of natural beauty

For further details please contact Helena Clements (PA to the Headteacher) on 01970 624811 or email hcl@penglais.org.uk

Ysgol Penglais School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful candidates must be willing to undergo Enhanced DBS and other checks appropriate to the post.

Ysgol Penglais School is an equal opportunities employer.

Closing date: 12/07/2025
Interviews: TBC

Job Description – Cook

Job title: Cook
Salary grade: Grade 6 scp 7 – 10 £25,584 to £26,835 pro rata, 22.5 hours per week,
Accountable to: Catering Manager
Accountable for: Other staff in the canteen

Core Purpose:

- Organise catering services within the school
- Responsible for all activities in the kitchen including its surrounds connected with the provision of catering
- Health and safety provision

Key accountabilities	Key tasks
Provision of Service	<ul style="list-style-type: none"> • Provision of food (including menu planning, portion control) as well as skilled cooking activity connected with the full range of meals and provision of special dietary meals when appropriate • Control of Hygiene, Health & Safety, Security of kitchen and its surrounds • Ensuring equipment is maintained • Clerical duties (maintain daily records as required) • Advise the Line Manager of any issues arising within the kitchen. • Cooperates and communicates with other school staff, public, parents and students to promote a positive school climate • Serving of meals and use of tills when required
Health and Safety	<ul style="list-style-type: none"> • Ensuring observance of Food Safety and Environmental Health standards. • Ensuring observance of EEC standards on Manual Handling • General Health and Safety of Kitchen including hazardous equipment • Ensure security of premises
Accountable for the safeguarding of students	<ul style="list-style-type: none"> • Contribute to the safeguarding of students and to child protection using the procedures outlined in school policies • Ensure that health and safety policy and risk assessments are followed. • Ensure professional standards of conduct is always maintained • Ensure security of premises
Other	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person • Ensure that the school's Equal Opportunities Policy is implemented within the canteen team and contribute to its regular review • Lead, attend and participate in regular meetings • Attend training where appropriate and exploit other opportunities for continuing professional development

	<ul style="list-style-type: none"> • Recognise own strengths and areas of expertise of themselves and the team and use these to advise and support others • Lead and assist in the supervision, training and development of staff • Develop and maintain professional working relationships at all times • Participate fully in the school's professional development programme, including line management of other staff • Undertake other duties commensurate with the status of the post as may from time to time be determined by the Headteacher
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This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year but may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

Qualifications	<ul style="list-style-type: none"> • Intermediate Food Hygiene Certificate (desirable)
Experience	<ul style="list-style-type: none"> • Previous kitchen experience (desirable) • Evidence of management of staff • Evidence of working with students
Knowledge and Skills	<ul style="list-style-type: none"> • Can act practically to promote the awareness of the canteen and its services across the school • Communicating well with the staff team • Ability to promote a positive attitude amongst all staff, parents and students • A high standard of written and oral communication • Ability to use ICT effectively
Personal qualities	<ul style="list-style-type: none"> • Enthusiasm for providing a quality provision in the canteen • Be able to relate well to students and a commitment to positive and healthy outcomes for young people • Be able to listen effectively and be sensitive to others • A demonstrable commitment to the safeguarding of students and child protection • A demonstrable commitment to equal opportunities • Excellent attendance and punctuality • Has a commitment to working in partnership with teachers, support staff and others • Have a good track record of raising standards and ensuring the kitchen is managed successfully
Other	<ul style="list-style-type: none"> • Due to the nature of the duties, it is considered that this post requires an Enhanced DBS • Commitment to the school's ethos, aims and its whole community