

# Application Pack

Assistant Cook

An extraordinary education for every pupil



**The Rivers**  
C.of E. Academy Trust

# Welcome

Thanks for your interest in our fantastic school.

Children at Northwick experience a truly personal journey where they feel valued and able to flourish, supported by inspiring teachers and an array of superb educational, and co-curricular opportunities. Happy children succeed, and we place the relationships between staff, children and parents at the forefront of all we do.

This is truly a remarkable and welcoming community to be a part of, for both staff and pupils.

## Overview

### School overview template

Northwick Manor is a primary school located in Worcester.

It has 600 pupils from age [4 – 11 years] and 82 staff numbers.

Established over 80 years ago, the school joined The Rivers CofE Academy Trust in 2018.

### Ethos

At Northwick we place a high value on the educational experience of all our pupils and achieve this within the atmosphere of a friendly learning community. The school's principal philosophy is that 'pupils should be confident, happy, and successful'. Together we aim to be a school of excellence, always encouraging our children to aim high, and providing opportunities for them to develop their talents and potential in a nurturing environment.

### Performance

At this school 92% of pupils met the expected standard in their Phonics Screening Test [2024] and 68.5% of pupils met the expected standard in Reading, Writing and Mathematics Combined at Key Stage 2.

Our latest Ofsted judgment: Outstanding

### Review score

*"We love the school, couldn't be happier with my child's progress".*

*Parent*

# About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create **'an extraordinary education for every pupil'**.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

## Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

## Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

## Our STARS Values



**Sharing**



**Trust**



**Achievement**



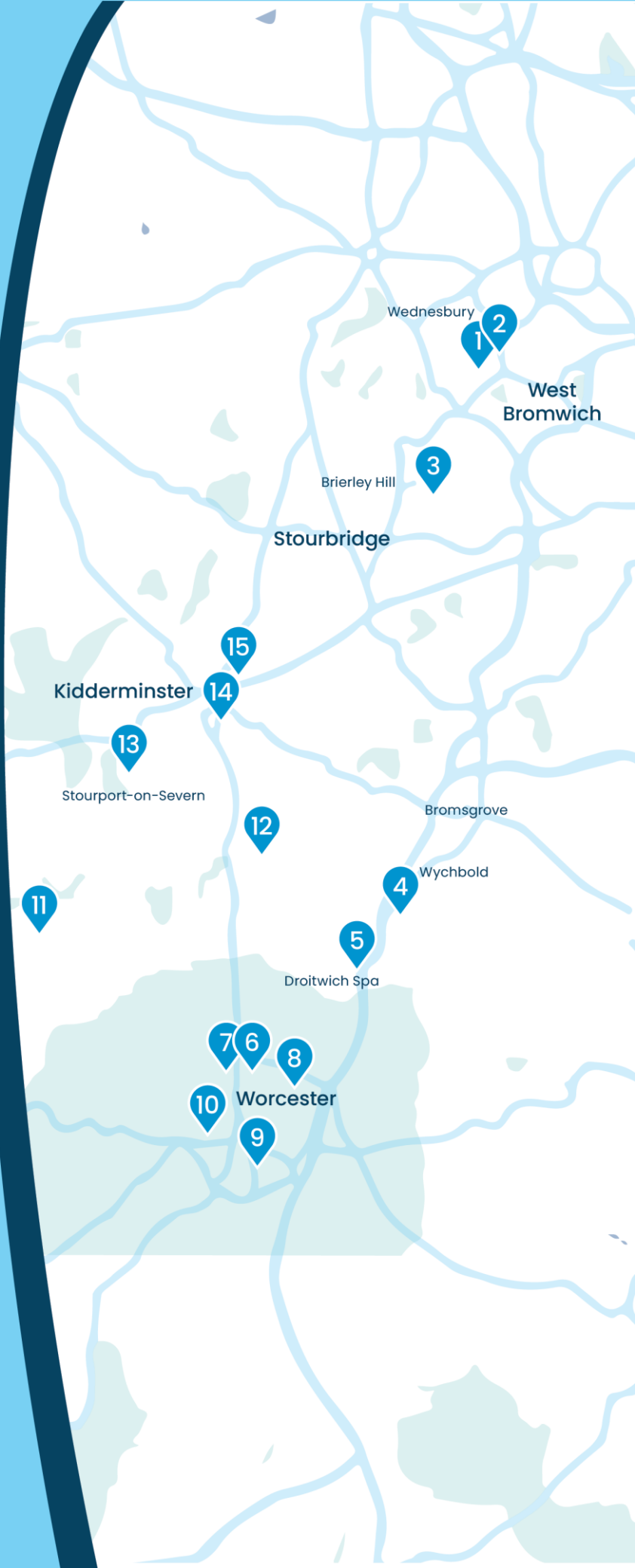
**Respect**



**Safety**

# Our Schools

- 1 Summerhill Primary Academy Summerhill's Little Treasures
- 2 Jubilee Park Academy
- 3 Dudley Wood Primary School
- 4 Wychbold First and Nursery School
- 5 St Peter's Droitwich CofE Academy
- 6 North Worcester Primary Academy
- 7 Northwick Manor Primary School
- 8 Cranham Primary School
- 9 Cherry Orchard Primary School
- 10 St Clement's CofE Primary School and Pre-School
- 11 Great Witley CE Primary School
- 12 Cutnall Green CofE Primary School
- 13 Burlish Park Primary School
- 14 Heronswood Primary School
- 15 Unity Academy



# Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

## Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here:

[www.educationmutual.co.uk/service/healthcare-and-wellbeing/](http://www.educationmutual.co.uk/service/healthcare-and-wellbeing/)

## Local Government Pension Scheme (LGPS)

The Local Government Pension Scheme (LGPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service and adjusted for inflation. This ensures a secure and guaranteed income in retirement, unaffected by investment performance.

Find out more about LGPS here:

[www.lgpsmember.org/](http://www.lgpsmember.org/)

## Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Excellent holiday entitlement for support staff: Bank holidays plus 25 days paid holiday (pro rata)
- 5 days extra paid holiday after 5 years' service (pro rata)
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk



# About the Role

|                       |                                                                   |
|-----------------------|-------------------------------------------------------------------|
| <b>Job Title:</b>     | Assistant Cook                                                    |
| <b>Salary:</b>        | Scale 2 - £16,353.60 - 27.5 hours per week                        |
| <b>Contract Type:</b> | Permanent                                                         |
| <b>Reporting To:</b>  | Catering Manager                                                  |
| <b>Location:</b>      | Northwick Manor Primary School                                    |
| <b>About:</b>         | 8.30am - 2.00pm, Monday to Friday<br>Term Time only plus TED days |

# Job Description

## Main Duties and Responsibilities:

- To prepare and cook on a large scale, desserts from scratch using fresh ingredient for multiple lunch exports, after school club and events.
  - To be able to use commercial kitchen equipment.
  - Ensuring the food safety of pupils with special diets
  - Undertaking additional basic food preparation.
  - Serving hot lunches to pupils and staff.
  - Maintaining a clean and organised kitchen environment, to include
    - washing dishes
    - sanitising surfaces
    - disposing of waste appropriately.
  - Completing a cleaning rota.
  - Packing, delivering and serving food to export sites when required.
  - Maintaining a high standard of Food Hygiene and Health and Safety, to ensure safe practices are followed.
  - Attending any training as required.
  - Carrying out any other duties within the grade as and when required.
- 

# Person Specifications

| Criteria                      | Essential                                                                                                          | Desirable                                                                    |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Qualifications and experience | Experience of working in a catering environment.<br><br>Preparing and baking desserts.                             | Food Hygiene certificate<br><br>Large scale baking.                          |
| Skills and knowledge          | Ability to work under tight deadlines.<br><br>Ability to use own initiative.<br><br>Ability to work independently. | Good understanding of food hygiene practices.<br><br>Awareness of allergens. |



# How to Apply

Application forms are available to download here: [Application Form](#)

Please email completed application form to Jacqui Tombs, School Business Manager [nwoffice@riverscofe.co.uk](mailto:nwoffice@riverscofe.co.uk) by 12 noon on Monday 24<sup>th</sup> August 2026.

Please note that if you have not been contacted by 25<sup>th</sup> August then you have not been successfully shortlisted on this occasion.

Interviews will be held on Thursday 27<sup>th</sup> August 2026

There is no need to submit a curriculum vitae.

We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.



**The Rivers**  
C.of E. Academy Trust

# Get in Touch

## **Northwick Manor Primary School**

Northwick Road, Worcester WR3 7EA

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E: [nwoffice@riverscofe.co.uk](mailto:nwoffice@riverscofe.co.uk)

[Northwick Manor Primary School – Home](#)

## **The Rivers C of E Academy Trust**

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