



Northern
Lights
LEARNING TRUST

APPLICATION PACK



Northern Lights



**Northern
Lights**
LEARNING TRUST

We are a Multi-Academy Trust currently comprising 12 schools – primary and secondary – and over 4,600 children and young people in an area stretching from Teesside through to Wearside.



**Northern
Lights**
TEACHING SCHOOL HUB

We are a Teaching School Hub, one of 87 DfE centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



**Northern
Lights**
EARLY YEARS HUB NORTH EAST

We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice and offer evidence-based professional development for early years practitioners.



**Northern
Lights**
INITIAL TEACHER TRAINING

We provide Initial Teacher Training, a school-based learning opportunity where you will train in a highly personal, supportive and creative environment, with purpose and challenge at the heart of it all.

OUR SCHOOLS



Benedict Biscop CE Academy
Sunderland



Dame Dorothy Primary School
Sunderland



Firthmoor Primary School
Darlington



Grange Primary School
Hartlepool



Hart Primary School
Hartlepool



Holley Park Academy
Washington, Sunderland



Ian Ramsey CE Academy
Stockton-on-Tees



St Aidan's CE Academy
Darlington



St. Helen's Primary School
Hartlepool



St. Peter's Elwick CE Primary School,
Hartlepool



Tilery Primary School,
Stockton-on-Tees



Venerable Bede CE Academy
Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic – that is really important to us – but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

– Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust



Welcome from the CEO

Thank you for your interest in the position of School Cook within Northern Lights Learning Trust.

We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 9 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4600 pupils and employ over 700 members of staff and serve a diverse range of schools and communities. Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi-Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours faithfully

Jo Heaton OBE
Chief Executive Officer



Headteacher Welcome

Thank you for your interest in this post. St Peter's Elwick Church of England Primary School is a small, rural school on the outskirts of Hartlepool with a vision to give all the opportunity to be who God created them to be and have fullness of life. We are an inclusive, welcoming school for all faiths and none and it is an enormous privilege to serve our wonderful pupils and committed parents as their Headteacher.

At St Peter's Elwick, you will find pupils who are keen to learn and to support the wider life of school and beyond through our range of leadership opportunities. Both Ofsted (March 2023) and SIAMS (March 2022) praised our pupils for their 'exemplary behaviour'. We are a high performing school who strive to identify the unique gifts given to each of our children and staff members and support them in making the best use of these to serve others.

As a member of staff here, you would join a team of caring and hard working professionals who go the extra mile to support our children and one another. Similarly, you would receive high quality professional development and support as part of Northern Lights Learning Trust – there's always someone who can help or who you can learn from!

Yours sincerely

Vikki Wilson
Headteacher

SCHOOL COOK

**Fixed term position required for St Peter's Elwick Church of
England Primary School (maternity cover)**

5th October 2026 to 4th July 2027

NJC SCP 7; FTE £27,274

25 hours, term time only plus 1 day (INSET)

Applications close: 9am Friday 25th September

Interview Date: Monday 28th September

**Applications should be made on the NLLT application form and submitted via e-mail
to Sharon.Collier@nllt.co.uk**

We are looking for a School Cook to join our dedicated and friendly team here at St Peter's Elwick Church of England Primary School. This is a fixed-term maternity cover position. Be part of our community and help fuel young minds with healthy food and a smile!

The successful candidate should:

- Demonstrate high expectations of yourself and others.
- Enjoy working collaboratively, being innovative and creative
- Have the skills and knowledge to ensure the school is a safe environment
- Have an excellent understanding when working with children and adults
- Keep calm under pressure whilst maintaining confidentiality
- Have an enthusiasm which would allow you to be supportive of the Trust and school's ethos.

If this is you, we would really welcome your application

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation
- The opportunity to work as part of a growing Trust and shape this role
- Continuous professional development
- A range of Trust initiatives that improve wellbeing. Current initiatives include an annual wellbeing day
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme

Employee welfare package through Education Mutual including:

- 24-hour GP access
- Nurse support service
- Mental health services, including stress management, mental health first aid training and bereavement support
- Free Flu vaccinations
- Counselling Services
- Physiotherapy
- Financial wellbeing coaching
- Maternity and Paternity support
- Menopause support
- Access to useful wellbeing resources

Employee benefits package through Vivup including:

- Cycle to work scheme
- Lifestyle savings including discounts on shops, food and drink and days out

JOB DESCRIPTION

Post: School Cook

Hours: 25 hours per week

Responsible to: Office Manager

Salary band: NJC SCP 7; FTE £26,403 – £27,274

Start date: 5th October 2026

OVERALL RESPONSIBILITY

To lead the preparation and delivery of high-quality, nutritious meals for pupils and staff, ensuring compliance with food hygiene and health & safety standards.

Key Responsibilities

- Prepare and cook meals in line with school menus and dietary/medical requirements.
- Ensure all meals are prepared safely, hygienically, and to a high standard.
- Maintain cleanliness and organisation in the kitchen and food storage areas.
- Ensure compliance with food hygiene, health & safety, and allergen regulations including HACCP & COSHH.
- Ensure stock control checks and ordering processes are completed in a timely manner.
- Maintain accurate records (e.g. temperature logs and cleaning schedules).
- Support school events, theme days and menu creation, as required.
- To ensure the preparation, presentation and service are carried out effectively to comply with Trust standards.
- To promptly identify any working hazards or substandard equipment, reporting in line with Trust requirements.
- To ensure compliance of policies, procedures, nutritional guidelines and quality control.
- To ensure a warm and welcoming environment for pupils at lunchtime.
- To support with setting up and clearing of dining room.
- Maintain meal numbers through quality provision.

PERSON SPECIFICATION SCHOOL COOK

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	1. Well-presented application form		Application
QUALIFICATIONS	1. Certificate in food hygiene 2. Allergy and anaphylaxis training	1. First Aid qualification 2. Level 2 Food Hygiene Certificate (or willingness to obtain) 3. Level 2 Certificate in Hospitality and Catering Principles (Food Production and Cooking/Kitchen Services) or willingness to obtain.	Application
EXPERIENCE	1. Experience in a catering environment, ideally in schools or similar settings.		Application Interview
APTITUDE AND SKILLS	1. Good standard of personal hygiene 2. Can work in a pressurised environment 3. Ability to use equipment safely 4. Ability to work collaboratively 5. Can work independently and use initiative	1. Budget awareness 2. Basic IT for menu planning	Application Interview
PERSONAL QUALITIES TO INCLUDE	1. Be flexible 2. To hold integrity, honesty, confidentiality,		Application Interview

	reliability and teamwork in high regard 3. Good communication and interpersonal skills 4. Positive attitude and leadership qualities		
OTHER	1. Have the ability to meet the physical demands of the role 2. Recommendation from both referees 3. Fully enhanced DBS clearance with children's barred list check		Application Enhanced DBS certificate

References:

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so on the application form. Please contact us to discuss further if you do not consent.

DBS:

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.**Safeguarding:**

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. To fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

Pre-employment occupational health:

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

Equal opportunities:

Northern Lights Learning Trust are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.