



MERCHANT TAYLORS'
School

Job description	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	
The School	Merchant Taylors' School is a large Independent Boys' School, situated in 280 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 370 boys, while the Senior School has over 960 pupils. The Senior School employs over 110 teachers and 160 Support staff across Merchant Taylors' School.
Job title	Cook
Function	Support Staff
Reports to	Catering Manager
Line management duties and responsibilities for	N/A
Summary of role	To ensure food is prepared and presented in accordance with School standards, timings and needs. To ensure Food Hygiene and Health & Safety standards are maintained.
Main duties and responsibilities	• Produce food required for the day's menu to the required standard including loading and unloading ovens and food service counters with trays and pans of products which at times may be in excess of 10kgs. • Ensure food, as per menu, is available for service times and is portioned and garnished. • Replenish service counters where necessary. • Ensure knowledge of the operation of any kitchen equipment you are required to use, and apply accordingly, utilising all safety measures.

	• Assist with mis-en-place for the following day's menu. • Assist when necessary in food preparation for any function. • Discuss the next day's menu with the Head Chef/Senior Sous Chef • Assist where necessary, in the cleaning of work services, storage areas, utensils and equipment. • Check deliveries for quantities and quality when necessary. Check and record temperatures and cleanliness of delivery vehicle. • Demonstrates a good knowledge of preparing a range of puddings and desserts to a high standard. • Comply with Health & Safety Regulations and Fire Policy, reporting hazards to Management • Maintain School hygiene standards and follow the HACCP system in place. Ensure all food in fridges are correctly labelled. Ensure correct chopping boards are used for each job. • Assist other staff in the completion of their duties where necessary • Promote good relationships with other staff members and with customers. • Attend internal meetings as detailed by your Line Managers.
Safeguarding responsibilities	It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head Master

Person Specification

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	Essential	Desirable	Method of assessment
Qualifications	City & Guilds 706 1&2 or equivalent NVQ in Food Production and Preparation qualification	Hygiene certificate	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience		Experience of working within a catering and/or food hygiene environment desirable	Contents of the Application form Interview Professional references
Skills	Good communication and interpersonal skills required to deal with staff, pupils and visitors.		Contents of the Application form Interview Professional references
Knowledge			Contents of the Application form Interview Professional references

Personal competencies, qualities, attitude and behaviours	• Able to work under pressure and to demanding deadlines • Hard working and self-motivated • Reliable and punctual • Well presented with good personal hygiene		Contents of the application form Interview Professional references
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General Conditions

Start date	ASAP
Hours	Monday to Friday, 9.30am – 3pm 27.5 hours per week (Term time only)
Salary	£15,708 per annum (dependent on qualification, skills and experience).
Holiday	Statutory holiday entitlement paid within salary and taken during School holidays.
Other benefits	15% employer contribution to a defined contribution pension scheme (Contributory) Life cover 4 x annual salary and income protection Access to a cash flexible benefit in lieu of pension contribution Access to a number of lifestyle benefits including Cycle to Work, ULEV cars, and retail discount vouchers via our benefit provider Staff fee remission on school fees (subject to admissions criteria) (all of the above subject to eligibility criteria) Use of School leisure facilities, including pool, gym and lake. Lunch provided free of charge when the School Catering Department is open Free parking on site, with access to electric vehicle charging (payable via app) Support for professional development and professional membership fees
Closing date for applications	Monday 14 th September 2026, 9am
Interviews to be held	w/c 10 th September 2026

Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

How we use your information

We will use the information which you provided, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children).

Further information on how the School uses personal data is set out in the School's Staff Transparency Notice, which can be found on the Vacancy page of the School Website.