



Recruitment Pack

Baker / Food Service Assistant

2026

I am delighted that you are considering applying to work at Sandbach School. Hopefully, this document will give you an insight into the school, our values and what it's like to work here.



We are looking to recruit teaching staff with a philosophical commitment to outstanding comprehensive education both inside and outside of the classroom.

It is our belief that progress in all aspects of learning is affected by the quality of relationships forged within the school community. We recognise the entitlement of all pupils to a high quality and equality of experience, provision, care and support. To that end we endeavour to marry all that we see as best in education development with all that is desirable from the traditions of our past.

The core values of Sandbach School are those embodied in the School's motto and crest displayed on all uniform badges and school documentation. Such values are known, understood and should be practised by all members of the Sandbach School Community.

The Latin motto broadly translates as **"As you sow, so shall you reap"** or the more you put into school life, the more you will get out of it.



**UT
SEVERIS
SEGES**

Our values can be summed up as:

- Commitment to excellence in all aspects of school life – "working hard and playing hard".
- Respect for self and others, combined with a responsibility and caring for all members of the school and its wider community.
- Integrity, honesty and open-ness in how every member of the school community operates.
- Encouragement of all to be creative, innovative and able to take initiative in order to develop every individual beyond their perceived potential.



OUR SCHOOL



Sandbach School is a mix of traditional and new buildings set in 30 acres in the heart of the town of Sandbach. We are fortunate to benefit from wonderful resources in a beautiful setting which few schools can rival!

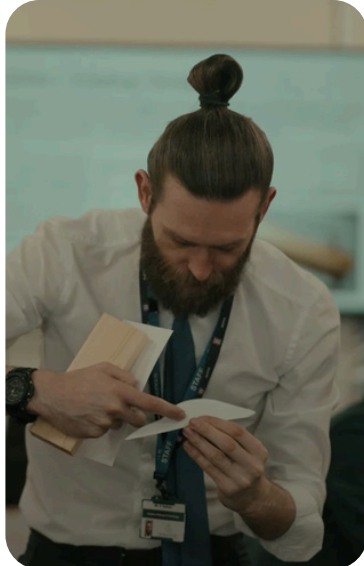
The historic town of Sandbach is itself a desirable place to live benefitting from good transport links, excellent housing and amenities

Our catchment covers Sandbach itself, but also encapsulates many other areas in Cheshire East, catering for parents who chose the single sex education that we offer.

***“WONDERFUL
RESOURCES IN A
BEAUTIFUL
SETTING”***

Our intake is truly comprehensive, covering the full spread of ability and social profile. Whatever the student's background or level of need, we seek to develop their talents and aspirations. Student feedback is overwhelmingly positive.





WORKING FOR US

“STAFF ARE INCREDIBLY SUPPORTIVE”

At Sandbach School, we believe strong relationships are key to a happy and thriving school and this extends to staff relationships too. We do all we can to minimise the additional burden and bureaucracy placed upon staff to enable them to concentrate on doing the important things. Staff are incredibly supportive of each other, which makes the school a very happy place to work.

Staff well-being is given the highest priority. There is an active staff forum that work with school leaders to ensure all voices are heard and supported. We all work hard to effect the high standards that we have for our students, but in doing so, we recognise that we need our teachers to be happy and healthy! If we can support with staff attending family occasions, like sports day at their child's school, then we will.

The extra opportunities, that are so much a feature of life at Sandbach, are generously supported by our wonderful staff. They give of their time freely and in return we support them through the ups and downs of a school year.

“ALL VOICES ARE HEARD AND SUPPORTED”



STAFF WELLBEING

Sandbach School
Committed to Staff Welfare

Sandbach School take the wellbeing of all staff very seriously. The charter below takes into account all the measures we have in place to assist staff to carry out their professional duties.

Our staff are supportive of each other and work hard as a team.



Team Ethos- collaborative approaches sought throughout

A dedicated staff forum which meets every half term



Flexible and generous approach to appointments and family events

A streamlined approach to data harvesting and reporting to parents



Input from staff forum into the school calendar

Dedicated leadership time for all leadership roles



Dedicated PPA time which can be taken from home

Well maintained and resourced staff rooms



Measured approach to supportive lesson visits and drop-ins

Access to free counselling service and welfare support for all staff



Dedicated staff wellbeing sessions for all staff on INSET days

A flexible approach to parents evenings, enabling staff to conduct meetings at home or school



Complimentary tea, coffee, sugar and milk in staffrooms. Free toast and fruit available for all at break time

Free access to leisure facilities, including the pool and gym



Complimentary Staff Christmas Dinner and end of year BBQ

SLT open door policy at all times including urgent out of hours



Opportunities for career development actively encouraged and supported

A firm commitment to the DFE Staff Wellbeing Charter



Staff are welcome to have parcels delivered to school reception and use the Franking System for post

A pre-order and delivery service provided by the refectory staff



Purpose of the Role

To ensure that all cakes, desserts, pastry and home baked bread is prepared with due care and attention, particularly in regard to customers dietary special requirements and/or food allergies. Monitor usage and bake for all year groups and staff accordingly.

Main Responsibilities

- Ensure all baked products are of a consistent quality and reject if necessary.
- Develop and introduce new products. Follow social trends “keeping up with the kids”.
- Bake cakes and cookies to represent themes and festivals e.g. Christmas and Halloween.
- Monitor sales and costs with the assistance of the Head Chef and Catering Manager.
- Introduce fruit and vegetables to incorporate natural sugars found within ingredients, rather than refined.
- Ensure ALL policies in relation to food safety and health and safety are adhered to.
- Ensure all packaged products comply with current PPDS law and are labelled accordingly.
- Assist with general Food Service Assistant duties as and when required. This will include till operation, stock replenishment and general cleaning duties.
- Be available to work occasional functions and events out of normal school hours or term time.

Whole School Responsibilities

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To promote the school's corporate policies and to comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Attend and participate in relevant meetings as required
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities and performance development as required
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

Experience & Knowledge

- Previous baking experience
- Experience in food handling, cleaning and customer service skills
- Knowledge of Food Hygiene or HACCP
- Customer Service-a strong commitment and track record in providing a high level of customer service in a busy environment would be advantageous
- Communication-good communication and interpersonal skills with the ability to relate positively to customers
- Flexibility-the ability to work on own initiative and as part of a team in a rapidly changing environment

Abilities, Skills & Attributes

- Ability to work as part of a team
- Ability to communicate effectively with staff, students and parents
- Organised and able to prioritise tasks
- Confidence to manage students
- Excellent communication skills both verbal and written
- Highly organised and motivated
- Ability to prioritise and work under pressure

DETAILS

Responsible to: Catering Operations Managers

Hours: 37.5 hours a week, term time only.

Salary: £25,465 FTE
£22,171 Prorata (Actual) Salary

Start Date: As soon as possible

Applications sent to: tcampion@sandbachschool.org

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a fast-growing school and department, which requires flexibility in all its employers.

This job description is current at the date shown but, in consultation with the postholders, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Sandbach School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to two satisfactory references and an enhanced Disclosure & Barring check.