



## **Nursery Chef**

Bainton Road Nursery

**St John's College**

**Salary:** £27,000.00 to £29,101.91 depending on experience and qualification, plus £1730 Oxford Weighting Allowance.

**Department:** Bainton Road Nursery

**Reports to:** Nursery Manager / Deputy Nursery Manager

**Hours: Full time,** 40 hours per week

**Location:** Bainton Road Nursery

### **Bainton Road Nursery**

Bainton Road Nursery is a purpose-built and state-of-the-art facility to cater for the children of students and staff of St John's College Oxford with some places also available for children of Oxford University staff and students. Located just off the Woodstock Road at the northern end of the St John's College Sports Ground with excellent transport links. The building has an external play area, facing out over the College sport fields, that is partly covered and can be used all year round. The Nursery is expected to care for approximately 26 children.

### **Values:**

- Pursuing Excellence
- Acting with integrity
- Caring for our community
- Embracing Equality, Diversity and Inclusion

### **Purpose of the Post**

To work as a member of the nursery team to provide nutritional, good-quality food suitable for nursery children, considering food allergies, intolerances and preferences of the children. Operate within the college food safety guidelines and maintain the excellent food safety scores on the doors 5\* status.

### **Responsibilities:**

- Ensure that budgetary requirements are met;
- Take responsibility to make sure all dietary requirements are catered for and clearly communicated to the teams;
- Support, promote, adhere and implement policies and procedures;
- Work in co-operation and partnership with the Nursery team, St Johns college and families to encourage a healthy and nutritious diet. To review menus on a regular basis, making changes when necessary
- Support with other activities with the nursery e.g. Gardening club, Fetes, Staff meetings, children's cookery clubs;
- Participate in training with the aim to improve your own standards, performance and professional development.
- Attend staff meetings
- Undertake light housekeeper duties
- Place food orders when necessary, with appropriate suppliers
- Comply with the Food Safety Act and general food hygiene regulations, including the management of food allergens
- Encourage and model behaviour which is appropriate in a child environment being professional at all times;
- To prepare and present all food to the highest standards, liaising with the nursery manager and nursery team to ensure meals prepared for the children and staff are nutritious, sufficient in portion size.
- Ensuring the safeguarding and welfare requirements are met at all times and that child protection training is completed annually
- Be fully aware of all emergency and security procedures relating to the nursery: Comply with Health and Safety regulations and fire safety precautions (including COSHH, HACCP and the correct use of Personal Protective Equipment) and maintain accurate records which can be shown in inspection
- To maintain high standards of hygiene and cleanliness, health and safety in all aspects of food preparation and food storage; and be responsible for managing environmental health visits;
- To prepare healthy balanced menu that includes breakfast, lunch and tea for the children in attendance and lunch for staff on a daily basis with minimal wastage.
- To ensure allergies and allergens are catered for;
- To work 40 hours per week between the hours of 8.00am to 5.00pm. Which will include one hour's lunch break

### **Requirements:**

#### **Essential Experience:**

- Experience in a role which involves in domestic or commercial property
- Food Safety L2
- Allergen training
- Sound knowledge of COSHH

- Able to demonstrate a sound knowledge of managing different dietary requirements and food allergies
- Enhanced DBS certificate

#### **Experience Desirable:**

- Food Safety Level 3
- Experience in any role that involved cooking for young children
- Understanding of EHO process
- Knowledge of Food Safety, HACCP, COSHH and Health and Safety in the work place
- An understanding of and commitment to equal opportunities.

#### **Application procedure**

##### **How to apply**

We are committed to Safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

In accordance with Safer Recruitment policy, we will not be accepting CVs for this position. All candidates are required to use the attached Application Form. All applicants are requested to fill in an Equality Monitoring Form to help us fulfil our duties as an equal opportunities employer.

The completed Application Form should be returned to [vacancies@sjc.ox.ac.uk](mailto:vacancies@sjc.ox.ac.uk), or by post to the HR Office, St John's College, St Giles, Oxford, OX1 3JP, no later than **12 noon on 9<sup>th</sup> January 2026**.

If your application is successful your appointment will be subject to:

- (i) the provision of an original document which indicates your right to work in the UK,
- (ii) the completion of an initial 6 month probationary period,
- (iii) the completion of an enhanced DBS check.

#### **Equal Opportunities**

St John's College is committed to providing equality of opportunity and avoiding unlawful discrimination. The policy and practice of the College require that all staff are afforded equal opportunities within employment and that entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases the ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of any protected characteristic under the Equality Act 2010.

**Data Protection**

All data supplied by candidates will be used only for the purpose of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018, General Data Protection Legislation, and the College's Data Protection Policy and recruitment monitoring process.