

JOB DESCRIPTION & APPLICATION PACK

School Cook



Branches Education Group

Welcome to Your New Beginning

Inspiring Growth. Nurturing Potential.
Transforming Futures.

A Warm Welcome

Welcome to Branches Education Group — a dedicated family of Special Educational Needs (SEN) schools where every young person is celebrated, supported, and empowered. Joining us means becoming part of a team that believes in unlocking potential, embracing individuality, and shaping brighter futures together.

Whether you're joining The Willows School or Silver Birch School, your role is vital, valued, and truly impactful. We're thrilled you're considering taking your next professional step with us.



Who We Are

Branches Education Group is home to two specialist schools:

The Willows School

A nurturing, play-led environment supporting children ages 5–16 with a range of special educational needs.

At The Willows, curiosity is celebrated, small achievements are big victories, and childhood is embraced wholeheartedly.

Silver Birch School

A dynamic, supportive school providing tailored learning for young people ages 11–16. Here, students discover their strengths, independence grows, and the path to adulthood becomes a journey of pride and possibility.

Together, our schools create a continuous, connected support system from early childhood to adolescence.



Our Vision

To create safe, stimulating, and inclusive learning environments where every learner can grow confidently, learn joyfully, and flourish fully — academically, socially, and emotionally.

Our Values

Compassion

We meet every child where they are.

Consistency

We build trust through structure, routine, and strong relationships.

Creativity

We think beyond traditional teaching, finding what works for each learner.

Collaboration

We grow stronger when we work together — as colleagues, families, and communities.



“Every small breakthrough feels like a huge achievement. The students inspire me daily.”

“I’ve grown professionally and personally more here in one year than in any previous job.”

“You feel part of a team from day one — everyone supports each other.”



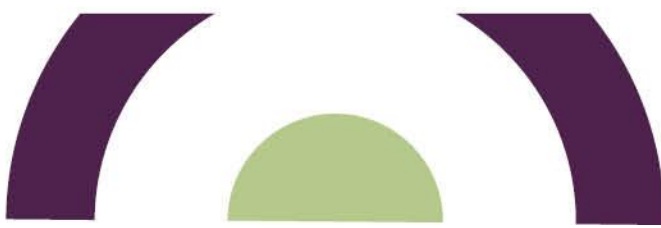
What We Offer

Career Growth & Opportunities – We're expanding, which means more pathways for you to grow too!

- Comprehensive Induction & Training – Including Safeguarding, First Aid, CPI, PACE, Attachment & Trauma training
- Supportive Team – You'll be working with a skilled, encouraging, and friendly staff group
- Refer a Friend Bonus
- Blue Light Card – Enjoy discounts on lots of everyday favourites!
- Company Pension Scheme
- Free On-Site Parking

SIX Reasons Why to Join Our Team

- 1) Inspirational management team that genuinely cares about both pupils and staff wellbeing.
- 2) Opportunities for personal growth and development due to the family size feel of the school and its independent structure.
- 3) A real chance to build a work/life balance in what can be a challenging profession with reduced paperwork and bureaucracy.
- 4) Small class sizes ensure more focused learning with pupils to really be able to make a difference to their attainment.
- 5) About to achieve transformational outcomes for families through innovative practice that is based a holistic approach.
- 6) Genuine professional autonomy.



Our Schools



The Willows School

- Warm, sensory-rich classrooms
- Play-focused learning
- Daily emotional regulation support
- Strong links with families
- A safe space for little learners to thrive

Address: The Willows School, Henry Street,
Rishton, Lancashire, BB1 4JJ

T: 01254 360 807

E: info@thewillowsschool.com



Silver Birch

Empowering Every Learner, Building Skills for Life

Silver Birch School

- Bespoke curriculum pathways
- Life skills and independence-building
- Vocational opportunities
- Specialist therapeutic support
- A community where teens feel seen, heard, and supported

Address: Silver Birch School, Briercliffe Road,
Briercliffe, Burnley, BB10 2HA

T: 01282 798764

E: info@silverbirchschoo.org



School Cook

Role Type: Permanent, Term Time

Reports To: Headteacher

Location: Silver Birch School, Briercliffe

Salary: £13.00 per hour

Hours: Monday – Friday 27.5 hours per week

Job Specification

At Silver Birch School our aim is for pupils to develop a love of learning in an environment that is nurturing, inclusive and aspirational. Our school motto – *“Empowering Every Learner, Building Skills for Life”* – reflects our belief in the potential of every child. We support pupils in imagining what is possible, believing in their ability to succeed, and achieving meaningful outcomes in school and beyond.

We are committed to creating a nurturing and practical environment where students can thrive – and that includes nutritious, freshly prepared meals every day. We are now looking for a dedicated and experienced School Cook to join our team and help us provide high-quality food in a welcoming and safe setting.

Key Responsibilities:

- Prepare and cook balanced, appetising meals in line with the school’s menu and dietary requirements
- Ensure that all food is prepared, cooked, and presented to a high standard and in accordance with food safety regulations
- Carry out a morning cleaning routine, including cleaning the school
- Maintain a clean, safe, and well-organised kitchen environment at all times
- Monitor stock levels and assist in ordering supplies when necessary
- Work collaboratively with school staff to meet the needs of students, including special dietary requirements
- Adhere to all health and safety and food hygiene policies

Safeguarding – Safer Recruitment

This position is subject to an Enhanced Disclosure (DBS) check. Silver Birch School, part of Branches Education Group is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As part of the selection process, we will undertake thorough checks to ensure that the appointed candidate poses no risk of harm to children and young people.

The post-holder is expected to uphold the Safeguarding and Child Protection Policy and report any concerns to the Designated Safeguarding Lead (DSL) or Deputy DSL.

Person Specification

Criteria

Proven experience as a cook, preferably in a school or similar catering environment

Solid understanding of food safety practices and health regulations

Excellent time management and organisational skills

Ability to work independently and take initiative

Warm and approachable manner with a commitment to supporting young people

Essential/Desirable

Essential

Essential

Essential

Essential

Essential

Ready to Grow With Us?

If you're passionate, patient, and excited to help children with unique learning needs reach their full potential... you'll feel right at home here.

We can't wait to meet you and watch you grow — just as we help our students grow, one brilliant step at a time.

If you think you'd be a great fit, please complete our Application Form, if you'd like to speak to someone please reach out to emily.baker@branches-education.org.uk



BRANCHES
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