



**Chulmleigh College**

Nothing but our best

**Assistant Kitchen Manager**

# Candidate Pack

Closing date: Monday 09 June 10am

Interview date: Week commencing 16 June



**COMPASSION AMBITION TEAMWORK**



Welcome to Chulmleigh College and thank you for requesting this pack.

The successful candidate will be joining the College at a point where five years of growth has been stabilised and secured: with every year group fully subscribed. Our reputation across Devon is such that we are the chosen school for many families who live a great distance outside our designated transport area. This is because they like the way we operate as a school; valuing tradition and concentrating on ensuring pupils achieve highly and behave very well. Those visiting the school always comment on how well-mannered our pupils are.



To complement our excellent academic offer, we ensure that our pupils have access to restaurant standard high quality food in our school canteen. We are seeking to appoint an Assistant Kitchen Manager to help support the Kitchen Manager in the day to day preparation and provision of a high quality food service to all the Academy schools. We aim to provide nutritious, locally sourced and fresh foods in line with our ambition to offer the best provision to our pupils across all areas of their education.

Good behaviour, hard work and excellent manners are at the heart of our school and we welcome applications from candidates who share our values and approach. This is a great school to teach in.

Michael Johnson  
Executive Headteacher Chulmleigh College  
CEO Chulmleigh Academy Trust



## We are looking for someone who:

- Has a wide range of cooking skills
- Is a team player
- Has good numeracy and literacy skills
- Has excellent verbal and written communication skills
- Can demonstrate competent administrative and IT skills
- Has a 'can do' attitude
- Is well organised & able to work off own initiative
- Has high standards of personal hygiene and appearance
- Has a passion for delivering outstanding customer service



Chulmleigh College

# About Our School



Chulmleigh College is a successful and ambitious rural secondary school with a strong reputation for high standards. The progress of our pupils is consistently amongst the best in the region. In 2024 our Progress 8 Figure of +0.86 placed us in the top 5% of schools nationally.

The College was totally rebuilt a few years ago, with the completed buildings opening in 2017. Numbers have grown substantially in recent years, from 500 to the current roll of 750, and most year groups are oversubscribed; due to both our excellent reputation and the College's successful transport service, which brings in approximately 25% of our pupils from outside the school catchment area.

We aim to create ambition and inspiration and want our young people to achieve all that they can in a safe, caring and well-disciplined environment. We commit ourselves to providing a learning experience which ensures high challenge, inspires, and provides both the range of qualifications and the start in life which will last forever. We aim for our young people to have the foundation and independence they need to make the progress they are capable of, building resilience for their future lives.

As a school we value courtesy, hard work and respect, and set high standards of behaviour; promoting self-discipline, resilience, responsibility and working together as a community.

We offer a broad and rich curriculum, enhanced by excellent extra-curricular activities; our outdoor education in the form of Ten Tors and Duke of Edinburgh is particularly strong. As well as having high academic achievement, we also have a proud record in sport, music, drama and art.

Our pupils read an astonishing amount of literature and develop themselves by making the most of the array of opportunities available. This is all possible because teaching and support staff create the best opportunities for our pupils. We are very proud of our team, who work hard to make our school a happy place where we learn together in a formal, warm environment. We are also proud of the excellent relationships we have with our pupils, families and friends within the community.

Chulmleigh is a Saxon hilltop market town in North Devon, near the Mid Devon border. It lies near the banks of the Little River Dart, and is surrounded by rolling hills, woods and farmland. With Exmoor and the North Devon coast to its north, and Dartmoor and the city of Exeter to its south, Chulmleigh is in a beautiful part of the county and is easily accessible from all other areas.



## Our Values

### Compassion

Compassion is caring about others, behaving towards them with humanity, generosity, and concern, and caring about other people's struggles. It is a skill which has benefits; treating others with compassion means they are likely to treat you, and others, back in kind.

We recognise the uniqueness of each circumstance and every child in the Trust, liaising closely with families and work to show appropriate compassion for our pupils and community.

### Ambition

We work hard to help pupils develop a strong sense of ambition: the appetite for challenge and the determination to look beyond the horizon for inspiration. Whilst we recognise that children have different talents and abilities, we nevertheless expect each pupil to work hard and make significant and tangible progress. Our ultimate aim is to help them to achieve the best results possible, providing a wide range of options for their next stage in life.

### Teamwork

Teamwork is an essential communication and social skill and includes compromise, collective effort, active listening, effective speaking and providing support for a group. We encourage our pupils to learn how to listen and be independent, in order to perform their individual roles and function as a cohesive unit, and how to respectfully and confidently express their ideas and opinions effectively in a group setting.

Our shared goal is to ensure that pupils leave us not only with excellent exam results, but also with confidence, resilience and the ability to make their mark as young people heading out into the world.

# WE GIVE NOTHING BUT OUR BEST





We are looking for an enthusiastic, well organised Assistant Kitchen Manager, with a passion for creating healthy, nutritious food, to assist the Kitchen Manager at Chulmleigh Academy Trust.

The dedicated dining areas are set over two floors, with a modern fully fitted commercial kitchen on the ground floor, and a well-established catering team. As Assistant Kitchen Manager you will play a crucial role in preparing and providing a high-quality food service for all the schools in the Trust and to deputise in the Kitchen Manager's absence. In addition, you will be responsible for the completion of relevant paperwork, such as ordering stock, and supporting the Kitchen Manager in the ongoing training and supervision of staff in all aspects of catering and in line with current legislation. The school offers:

- A mid-morning break with a 'grab and go' offer.
- A traditional lunch service offering hot food on the ground floor and 'grab and go' elements on the first floor, including a fresh salad station, pasta bar and hot and cold food items.
- The kitchen also provides primary school meals to three sites within the Trust.



- You will be working in collaboration with your colleagues to create a unique dining experience ensuring the pupils have access to dishes and flavours from around the world, using bespoke recipes.
- We focus on providing restaurant quality meals, using locally sourced products thus delivering a high quality food service experience to the Trust community.





## Job Title: Assistant Kitchen Manager

Status: Permanent, 37 hours per week x 39 weeks per annum (term time only)

7.00am - 3.00pm

Grade D (£13.47 - £14.36 per hour) depending on experience

Start Date: September 2025

## Job Purpose:

To manage the production of 'safe' food in a hygienic environment for both on site and off-site locations and prepare the main meal options across all schools.

## Principal Accountabilities

1. Assist the Academy Kitchen Manager in relation to the following areas:

- Ensuring all aspects of relevant legislation are complied with, in relation to Health and Safety at Work Act 1974, the Food Safety Act 1990 and any other associated miscellaneous legislation as amended.
- The day-to-day organisation and management of staff.
- The coordination and organisation of the kitchen including production, planning, ordering, cooking, cleaning, table moving and service procedures.
- Recording of all transactions in accordance with Trust Policy.
- Supporting the Kitchen Manager in the production of menus and allergen charts

2. To be responsible for ensuring the smooth running of the kitchen in the event of staff absence.

3. To assist in the preparation, cooking and service of food to customers both on and off site.

4. To help supervise and organise pupils at lunchtimes and break times.

5. To assist with the operation of the cashless catering system where applicable.

6. To assist with all kitchen and dining room cleaning duties as per the rota and schedule for the department.

7. To support and assist pupils to choose and eat a balanced meal.

8. To be involved in the promotion of the service to attract the maximum number of customers

9. To assist in the provision of catering for special functions etc outside normal working hours/days as requested.

10. To hold keys to the premises if required







	Essential	Desirable	Evidence
Education and Training	<ul style="list-style-type: none"> <li>City and Guilds 706 Part 1 and Part 2 qualification - or an NVQ equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 Food Hygiene Certificate</li> <li>Relevant health and safety awareness training</li> </ul>	AF / I
Experience	<ul style="list-style-type: none"> <li>Experience in preparing and serving food in a busy commercial kitchen environment</li> <li>Good range of cooking skills</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Manual Handling in the catering environment</li> <li>Knowledge of school meals service</li> <li>Knowledge of nutritional requirements of school aged children</li> <li>Knowledge of HACCP Knowledge of COSSH</li> </ul>	AF / R
Skills and Abilities	<ul style="list-style-type: none"> <li>Administrative skills relating to stock taking tasks</li> <li>Good numeracy and literacy skills</li> <li>Ability to follow guidance set out in the operational manuals</li> <li>Ability to assist with the management of a team effectively</li> </ul>	<ul style="list-style-type: none"> <li>Ability to input financial data accurately using Trust procedures and documentation</li> </ul>	I / R
Personal Attributes	<ul style="list-style-type: none"> <li>Ability to communicate at all levels both verbal and written</li> <li>Commitment to the Trust's Equal Opportunities Policy</li> <li>Demonstrate high standards of personal hygiene and appearance</li> <li>Resilient and able to work to deadlines</li> <li>Well organised</li> <li>Able to work off own initiative</li> <li>Ability to work and contribute to the team</li> </ul>		I / R



AF Application Form  
I Interview Process  
R References



# How to Apply

Please complete the online application form available [here](#).  
A tour of Chulmleigh College will be arranged as part of the interview schedule.

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Grade D: £13.47 to £14.36 per hour depending on experience)

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If you have any questions please email:  
[personnel@chulmleigh.devon.sch.uk](mailto:personnel@chulmleigh.devon.sch.uk) or  
call 01769 580215.

Chulmleigh College, Chulmleigh, Devon, EX18 7AA



**COMPASSION AMBITION TEAMWORK**