

Nihil quam optime

Chulmleigh College

Nothing but our best



Assistant Kitchen Manager **Candidate Pack**

Closing date: Monday 27th January 2025 10.00am

Interview date: Week commencing 3rd February 2025



COMPASSION AMBITION TEAMWORK



A Very Warm Welcome



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 be a part of.

Michael Johnson

*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

ENGAGING CHILDREN IN LEARNING



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 provisional Progress 8 Figure of +0.81 places 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.

WE GIVE NOTHING BUT OUR BEST



The Chulmleigh Academy Trust Catering Department

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.



COMPASSION AMBITION TEAMWORK



JOB DESCRIPTION

Job Title: Assistant Kitchen Manager

Status: Permanent, 37 hours per week x 39 weeks per annum

Grade C (£12.85 - £13.26 per hour) depending on experience

Start date: February / March 2025

Job Purpose (including main duties and responsibilities)

Accountable to the Academy Kitchen Manager & Operations and Compliance Manager

To manage the production of 'safe' food in a hygienic environment

Main Accountabilities

To 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 of staff.
- The coordination and organisation of the kitchen including production, planning, cooking, cleaning, table moving and service procedures.
- Recording of all transactions in accordance with Trust Policy..

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

To assist in the preparation, cooking and service of food to customers.

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

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

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

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

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

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

To hold keys to the premises if required.

Location

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.

This document outlines the duties required of the post® holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied which do not change the level of responsibility or the general character of the job.



WE GIVE NOTHING BUT OUR BEST



Assistant Kitchen Manager

	ESSENTIAL	DESIRABLE	EVIDENCE
Education and Training		<ul style="list-style-type: none"> ◆ Level 3 Food Hygiene Certificate ◆ Relevant health and safety awareness training ◆ Relevant experience in a commercial catering kitchen 	AF / I
Experience	<ul style="list-style-type: none"> ◆ Good range of cooking skills 	<ul style="list-style-type: none"> ◆ Knowledge of Manual Handling in the catering environment ◆ Knowledge of school meals service ◆ Knowledge of nutritional requirements of school aged children ◆ Proven track record and practical experience of large-scale catering and large-scale food production ◆ Knowledge of HACCP Knowledge of COSSH 	AF / R
Skills and Abilities	<ul style="list-style-type: none"> ◆ Administrative skills relating to stock taking tasks ◆ Good numeracy and literacy skills ◆ Ability to follow guidance set out in the operational manuals ◆ Ability to assist with the management of a team effectively 	<ul style="list-style-type: none"> ◆ Ability to input financial data accurately using Trust procedures and documentation 	I / R
Personal Attributes	<ul style="list-style-type: none"> ◆ Ability to communicate at all levels both verbal and written ◆ Commitment to the Trust's Equal Opportunities Policy ◆ Demonstrate high standards of personal hygiene and appearance ◆ Resilient and able to work to deadlines ◆ Well organised ◆ Able to work off own initiative ◆ Ability to work and contribute to the team 		I / R

AF Application form
 I Interview process
 R References



COMPASSION AMBITION TEAMWORK

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.

Status: Permanent, 37 hours per week, 39 weeks per annum

(Part-time hours considered)

Closing date: Monday 27th January 10am

Interview date: Week commencing 3rd February 2025

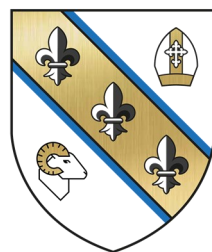
Start date: February / March 2025

If you have any questions please email: personnel@chulmleigh.devon.sch.uk or call 01769 580215.

Chulmleigh College, Chulmleigh, Devon, EX18 7AA



Academy staff photo taken at a recent inset day.



Nihil quam optime

Chulmleigh College

Nothing but our best



**Chulmleigh
Academy Trust**