



The Rudheath  
Senior Academy



# Kitchen Manager



Job Application Pack



## About the Role

Are you an individual who can see the potential in every child and ensure their day is seamless, enjoyable and underpinned by healthy and nutritious food? If so, the Rudheath Senior Academy is the school for you!

Working as a Kitchen Manager can be incredibly rewarding as you lead a hardworking and friendly catering team who are committed to offer the best provision to pupils.

You will play a crucial role in preparing and providing a high-quality food service for the school, alongside the completion of relevant paperwork, ordering of stock and ensuring the supervision and training of catering staff is in line with current legislation. We welcome anyone who has an established background in catering and food preparation. Although previous experience in a school kitchen is desirable, all good applications are welcome.

It's not just our people who make Rudheath a special place to work, but our physical spaces are also world class. Over £10m has been invested to renovate facilities for both children and staff. This investment has produced facilities that are second-to-none

and enabled specialist teaching across the curriculum.

With the highest calibre of teaching and support staff, our culture and team ethos is very much set around high ambitions for children and a relentless passion to open their eyes to the wonderful world of possibilities.

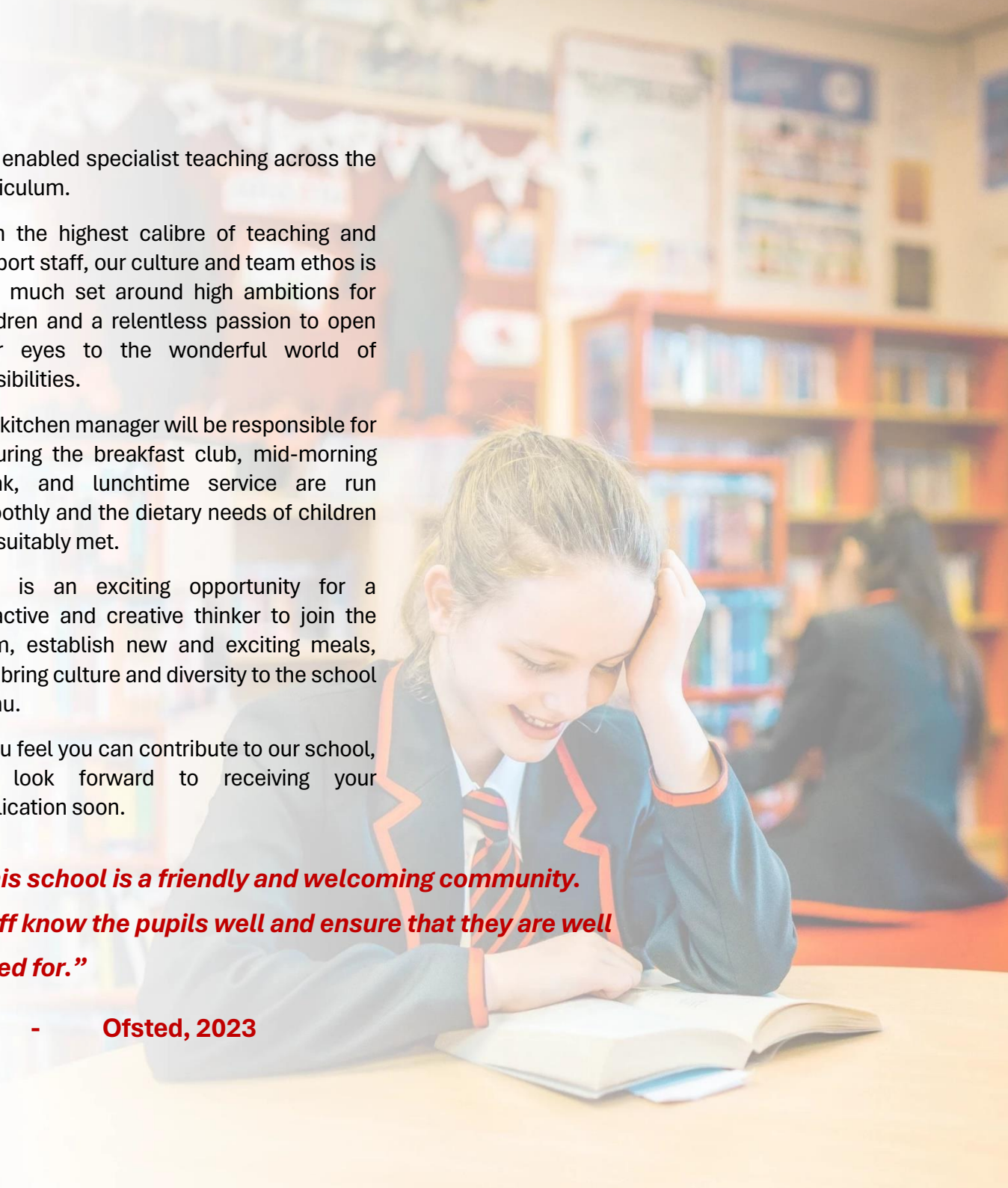
The kitchen manager will be responsible for ensuring the breakfast club, mid-morning break, and lunchtime service are run smoothly and the dietary needs of children are suitably met.

This is an exciting opportunity for a proactive and creative thinker to join the team, establish new and exciting meals, and bring culture and diversity to the school menu.

If you feel you can contribute to our school, we look forward to receiving your application soon.

***“This school is a friendly and welcoming community. Staff know the pupils well and ensure that they are well cared for.”***

- **Ofsted, 2023**





## Role Specific Information

<b>Job:</b>	Kitchen Manager
<b>Contract:</b>	Permanent
<b>Hours per Week:</b>	35 hours per week, Monday to Friday 7.15am – 14.45pm, Term Time Only
<b>Salary:</b>	SCP6 – SCP8 of NJC scales Actual: £19,501 - £20,161 pro-rata per annum Negotiable dependent on candidate experience
<b>Start Date:</b>	September 2024
<b>Closing Date:</b>	Friday 5 <sup>th</sup> July 2024 at 10.00am

## How to Apply

Should you wish to apply for the post, please download an application form from the Rudheath Senior Academy website and email this to [recruitment@rudheathsenioracademy.org.uk](mailto:recruitment@rudheathsenioracademy.org.uk).

If you wish to gain further information or have an informal conversation, please contact Christine Williams at [cwilliams@rudheathsenioracademy.org.uk](mailto:cwilliams@rudheathsenioracademy.org.uk).

## Main Purpose

We are seeking to appoint an enthusiastic and well organised Kitchen Manager, with a passion for healthy, nutritious food, to lead the school catering provision at Rudheath Senior Academy.

As the Kitchen Manager, you will play a crucial role in preparing and providing high-quality food service, alongside responsibility for relevant health and safety paperwork, ordering of stock and resources, and the supervision and training of kitchen staff.

## Key Responsibilities

- **Manage** the production of 'safe' food in a hygienic environment.
- **Support** and assist pupils to choose and eat a balanced meal.
- **Ensure** all aspects of relevant legislation are complied with in the school kitchen.
- **Coordination** and organisation of the school kitchen, including production, planning, cooking, cleaning and service procedures.
- **Responsible** for staff training compliance and ensuring smooth running of the kitchen.
- **To** assist in the preparation, cooking and service of food to children, staff and visitors.
- **Review** of meal uptake to ensure the catering provision is efficient and sustainable.
- **Help** with supervision and organisation of pupils at lunch and break times.
- **Assist** with all kitchen and canteen cleaning duties.
- **Take** creative responsibility for the school menu and generate new ideas to promote cultural and diverse experiences through food.



## Person Specification

*“We want an exceptional catering supervisor to join us, opening doors to inspirational learning.”*



Criteria	Detail	Essential	Desirable
Qualifications	Level 3 Food Hygiene Certificate		✓
	Relevant health and safety awareness training		✓
	Relevant experience in a commercial / school catering kitchen		✓
Experience	Good range of cooking skills.	✓	
	Knowledge of nutritional requirements of school-aged children		✓
	Knowledge of school meals service		✓
	Experience of HACCP and knowledge of COSHH		✓
Skills and Competencies	Good numeracy and literacy skills	✓	
	Ability to work under own initiative with good personal, administrative and time management skills	✓	
	Ability to manage a team effectively	✓	
	Ability to order stock in agreed budgets	✓	
	Act with integrity and professionalism at all times		
	Ability to work independent and under own initiative	✓	
	Resilient and able to work to deadlines in a fast-paced environment.	✓	

# Recruitment Information



## How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the school's website ([www.rudheathsenioracademy.org.uk](http://www.rudheathsenioracademy.org.uk)), and send this to [recruitment@rudheathsenioracademy.org.uk](mailto:recruitment@rudheathsenioracademy.org.uk) by the closing date and time.

**Closing date:** Friday 5<sup>th</sup> July 2024

**Time:** 10.00am

## Safeguarding Commitment

The North West Academies trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced Disclosure and Barring Service (DBS).

## Diversity in the Workplace

The North West Academies trust values diversity in the workforce and is committed to ensuring that throughout the recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.

## Why North West Academies Trust?

NWAT believes that an aspirational and inspirational education is the right of every child. Our success is driven by a commitment to relentlessly work to improve standards and outcomes for our pupils.

As specialists in providing high-quality education, we are passionate about supporting schools within their communities and helping to ensure outstanding learning opportunities for every child.

As part of NWAT we believe that the best possible education can only be provided if children are happy, well-fed and well-cared for. We understand that children learn best through experiences and that skills should be learned through fun, excitement and challenges. Residential, swimming, inter-school sports and special days out take pride of place on all of the Trust school calendars.

For our staff, we offer:

- Flexible working arrangements.
- Enrolment to the Medicash Proactive Health Plan to help with costs of everyday healthcare.
- Access to 24/7 Employee Assistance Programme.
- Accredited counsellor to offer wellbeing support for all staff.
- Positive recognition culture.
- Bespoke professional development opportunities.
- Open door policy for communication across the Trust.
- Opportunity to contribute to the growth and development of NWAT.

