

# Eden Park Academy

*'Growing hearts and minds together'*



Job Application Pack

**Job Position: Kitchen Manager**

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## Welcome:

Dear Applicant,

RE: Application for Kitchen Manager

We are delighted you are considering applying for a post at our school. Recruiting new members of staff into our team is always an exciting time and we know any new member of staff, whatever their experience or role, will impact with fresh ideas, energy and enthusiasm.

This post is a permanent position for a kitchen manager to run our school kitchen providing approximately 90 meals a day. The role would include line management of our kitchen assistant.

Eden Park is a wonderful school with a huge sense of belonging and the children and school community are warm and welcoming. Our school is in the centre of Barnstaple on an estate called Forches Cross and a number of our pupils have parents and grandparents who attended the school. We feel like a family.

We joined a new Multi Academy Trust in September 2018 - Tarka Learning Partnership - so there is potential for career development and professional development across a number of schools including Sticklepath Community Primary Academy which the two co-headteachers of Eden Park have been leading since 2009. We currently have approximately 150 pupils on role (including our nursery).

We are keen to develop our school kitchen and our offer to the children and create in them the same sense of excitement about food as we feel. We are about to start up our own Forest School area and hope, over time, to grow some of our own produce. These are exciting times to be joining the school and we are looking for someone with a real passion for food who can see the 'art of the possible'.

Some of the other strengths of the school are:-

- An ambitious and determined leadership and staff, uncompromising in their commitment to every child succeeding
- A deep knowledge of our community with many staff having worked at Eden Park over a long period of time – relationships with families are strong and trusting
- A long tradition of outstanding inclusion and safeguarding work with an exceptional reputation working with SEND
- A network of local schools including a local secondary school as part of the Trust

If you feel this position could be for you, then we look forward to hearing from you.

***Please contact a member of our admin team on 01271 343214 to arrange a visit or a call.***

We very much look forward to meeting with you soon or speaking on the phone.

Good luck!



Ms Samantha Warner  
Executive Co-Headteacher

Mr Richard Blunt  
Executive Co-Headteacher

## Advert:

Position: Kitchen Manager-Permanent  
Grade: D (£24702-£26421) pro rata for term time hours  
Hours: 25 hours per week, 39 weeks per year (term-time + non-pupil days) worked Monday-Friday  
Start date: ASAP (subject to pre-employment checks)  
Closing: 20th May at 12 noon  
Interview: 23rd May

Eden Park Academy is a partner school of the Tarka Learning Partnership based in North Devon.

An opportunity has arisen for a Kitchen Manager at Eden Park Academy.

We are looking for a talented individual, who has great cooking skills along with a passion for preparing fresh food from scratch.

### **Successful candidates will:**

- Manage the day-to-day preparation of meals to a high standard within budget
- Order food and materials
- Maintain a hygienic kitchen
- Effectively manage other member of the kitchen team
- Promote the service to attract the maximum number of children and positively encourage healthy food choices
- Have experience of working in a school kitchen or other relevant catering experience along with the minimum of NVQ Level 2 in Catering; Level 3 would be preferable
- Ideally have experience of managing a catering budget

At Eden Park Academy we are committed to providing the best experiences for our pupils and working together to create a vibrant and happy school.

If you would like to find out more about this role, or our school, please contact the school office on [admin@edenpark.tarkatrust.org.uk](mailto:admin@edenpark.tarkatrust.org.uk)

**The closing date for applications is 12:00 noon on Monday 20th May 2024.**

Interview Date: Thursday 23rd May

We are committed to safeguarding and promoting the welfare of children and vulnerable adults, and expect all staff and volunteers to share this commitment. This appointment is subject to safer recruitment procedures, receipt of satisfactory references and an enhanced DBS with Children's barred list clearance.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

If you are interested in this vacancy please download and complete the application form and return by email to Andrea Turnbull – [andrea.turnbull@edenpark.tarkatrust.org.uk](mailto:andrea.turnbull@edenpark.tarkatrust.org.uk)

## Job Description:

**Job Title:** Kitchen Manager

**Salary Range: Grade D** (£24702-£26421) pro rata for term time hours

**Hours:** 25 hours per week, 39 weeks per year (term-time + non-pupil days), worked Monday-Friday, hours to be discussed.

**Responsible to:** The School Business Manager

### **Duties and responsibilities:**

- To manage the weekly planning for production, cooking and cleaning
- To prepare menus
- To work in line with current legislation and provide students, staff and guests with value for money meals of a standard that meets or exceeds the School Meals Food Standards
- Work with the Kitchen Assistant to follow the agreed weekly plan, giving guidance where necessary
- Manage local problems in liaison with the School Business Manager if required
- To provide catering for special functions
- To ensure that all meals are served in an exemplary manner that sets a good example for all students
- To ensure that any special dietary requirements for Academy staff and children are catered for
- To follow the procedures and controls in place for regular stock control checks
- When necessary, order the correct levels of stock ensuring minimum stock wastage and maximum stock turnover
- To check deliveries for both quantity and quality
- To organise and manage the kitchen
- To assist in the investigating of problems and collation of information that will assist in the smooth running and improvement of the catering provision
- To make recommendations for the management of catering staff with regards to working hours to ensure the continuity of service

### **SUBJECT, KNOWLEDGE, UNDERSTANDING & CPD**

- Be willing and able to continue to develop and use new skills to support your role and the Academy
- Contribute to the effective use of resources
- Undertake any necessary professional development as identified for the role
- Contribute to the professional development of colleagues through sharing professional learning, skills or mentoring

## HEALTH & SAFETY

- To comply with requirements of food hygiene regulations, implementation of COSHH regulations and implementation of risk management practices
- Ensure that you are familiar with the requirements of health and safety legislation and codes of practice that are relevant to your area of responsibility
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the employer on all issues to do with Health, Safety & Welfare
- To ensure that the standards of Health & Safety and Hygiene comply with all regulations.
- To be alert and active on issues relating to pupil welfare, safeguarding and child protection and to pass on information and concerns (significant and low level) to the relevant personnel in the school.

## Person Specification:

	Essential	Desirable
<b>QUALIFICATIONS AND EXPERIENCE</b>		
<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>• NVQ Level 1 &amp; 2</li> <li>• Hold a current basic food hygiene certificate</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 3 or higher</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of relating well to people of different levels</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of school policies and procedures relating to Child Protection, Health and Safety and Confidentiality</li> </ul>
<b>PROFESSIONAL KNOWLEDGE</b>		
	<ul style="list-style-type: none"> <li>• Knowledge of health &amp; safety procedures and precautions</li> <li>• Knowledge of health &amp; hygiene procedures</li> <li>• Knowledge of moving and handling procedures</li> <li>• Good written and verbal communication skills</li> <li>• Experience in preparing the required number of meals following specified menu/special dietary requirements.</li> <li>• Experience in serving food following portion control guidelines and special dietary requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous catering experience in a school environment</li> <li>• Knowledge of financial procedures and practices</li> <li>• Purchasing and stock control</li> </ul>

	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>● Working knowledge of the implementation of cleaning duties following daily and weekly rotas to ensure health and safety and hygiene standards are maintained.</li> <li>● Experience of ensuring efficient stock control of foods, cleaning materials and disposables, following established procedures.</li> </ul>	

<b>PROFESSIONAL SKILLS AND ATTRIBUTES</b>		
	<ul style="list-style-type: none"> <li>● Ability to work both independently and as part of a team</li> <li>● Ability to work flexibly as part of a team appreciating and supporting the role of others in the team</li> <li>● Be able to promote the ethos and vision of the school</li> <li>● Have commitment to professional growth and development</li> <li>● Be able to use initiative</li> <li>● Build and maintain positive and nurturing relationships with children</li> <li>● Able to communicate effectively verbally and in writing</li> <li>● Aware of the expectation to approach difference positively and able to adopt a positive, inclusive approach to students of all backgrounds</li> <li>● Able to communicate confidently and effectively with both adults and children</li> <li>● Have a commitment to inclusion and equal opportunities</li> <li>● Have a commitment to and experience of safeguarding children</li> <li>● Capacity to work accurately under pressure and to meet deadlines</li> </ul>	<ul style="list-style-type: none"> <li>● IT literate and confident in using Microsoft Office and email</li> </ul>

	and effectively organise priorities	
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Eden Park Academy and the Tarka Learning Partnership are committed to safeguarding and promoting the welfare of all our pupils and expect all employees and volunteers to share this commitment. All posts are subject to an enhanced DBS check.

## Application, Interview & Selection

For an informal discussion about the post or for more information regarding Eden Park Academy, please contact Andrea Turnbull (School Business Manager) at [andrea.turnbull@edenpark.tarkatrust.org.uk](mailto:andrea.turnbull@edenpark.tarkatrust.org.uk)

You will be selected for interview entirely on the contents of your application, CV's **will not** be considered. Please read the Job Description and Person Specification carefully before you complete your form. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria. For those candidates who are invited to interview this information will be explored further.

**Please ensure all supporting information is included in the Statement of Application section of the application form, additional documents will not be accepted.**

You are invited to complete the Equality and Diversity Monitoring Form at the end of the application form. The information on the form will be treated as confidential and used for statistical purposes. The form will not be treated as part of your application. Finally, please include your work, mobile and home telephone contact numbers and an e-mail address.

Please return application forms electronically to [andrea.turnbull@edenpark.tarkatrust.org.uk](mailto:andrea.turnbull@edenpark.tarkatrust.org.uk)

The closing date for this application is Monday 20th May at 12 noon.

## Recruitment Process:

Short-listed candidates will be invited to attend a selection process. Times to be confirmed.

All candidates must bring with them or email before the day the following documents

- Documentary evidence of the right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate
- Documentary proof of current name & address (i.e utility bill, financial statement etc)
- Where appropriate any documentation evidencing a change of name
- Documents confirming educational or professional qualifications that are necessary or relevant for the post

Please note that, if successful, originals of the above will be asked for.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualification **before interview**. Any relevant issues arising from references will be taken up at interview.



In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people

Offers of employment are made subject to receipt of satisfactory references, medical fit for work clearance and receipt of enhanced DBS check.