

West Meadows Primary School

Job Title:	Head of Kitchen
Dates:	Position to start ASAP
Salary:	Grade 5 - £22571.20 to £24919.59 pro-rata
Location:	West Meadows Primary School
Hours:	25hrs Mon – Fri, increasing to 30hrs from 1.9.24
Working Weeks:	39weeks 2 days
Contract term:	Permanent
Job Share:	This post is NOT open to Job Share
Suitable for Secondment:	No
Flexible Working in Operation:	No

Please note that due to the nature of this position and the need to work with specific equipment, we are unfortunately unable to accept applications from individuals under the age of 18.

St Mary's Academy Trust are looking for a committed, creative Head of Kitchen to be responsible for coordinating the catering arrangements and cooking all meals for children and staff at West Meadows Primary School. You will be responsible for all aspects of running the school kitchen and be required to provide high quality varied menus for the children, staff and visitors to quality, time, and budget requirements. You will be supported by Kitchen Assistants to ensure food hygiene requirements are adhered to.

We are keen to hear from you if you have:

- Experience of cooking for large groups of people or in a school environment
- Knowledge of environment health record keeping requirements
- Experience of preparing meals for those with special dietary needs
- Experience of working with children
- The ability to work independently
- Ensuring training, development, and management of the catering team.
- A strong understanding of all Food Hygiene/ Health & Safety procedures

- Willing to be involved in school activities.
- Embrace new ideas and processes
- Positive and approachable manner

Level 3 Food Hygiene Certificate is desirable but not essential. Training is provided.

The closing date for all applications is: Friday 26th April 2024 at 12noon

Interviews will take place on 29/4/24

Completed applications should be e-mailed to recruitment@smat.org.uk with the subject heading of the email being the school's name and post title.

If you are interested in having your application submitted against multiple posts/schools, you can complete one application form however you must clearly state in your covering email which schools you are applying for.

Please note It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is covered by the Disqualification under the Childcare Act 2006 and 2018 regulations. The preferred candidate for this post will therefore be required to complete a self-disclosure form and be required to undergo an enhanced Disclosure and Barring Service check.

In line with KCSIE 2023 and guidance from The Safer Recruitment Consortium, shortlisted applicants will be subject to an online search.

Personal e-mail addresses i.e. Hotmail; Gmail; even if from a former manager/employer are not acceptable. Applicants must provide a business e-mail address for referees.

St Mary's Academy Trust is committed to safeguarding and promoting the welfare of the children and young people and expects all staff / volunteers to share this commitment.

To view our Safeguarding and Child protection policy please click on the following link - <https://documents.stmarysacademytrust.co.uk/policies/Safeguarding%20Policy%20Draft.pdf>

To view our Recruitment of Ex-Offenders policy please click on the following link - <https://documents.stmarysacademytrust.co.uk/policies/Recruitment%20of%20Ex-Offenders%20Policy.pdf>

St Mary's Academy Trust welcomes applications from both genders and is committed to equal opportunities.

Any personal data collated will only be used for the purpose for which it is intended i.e the selection process and where required to carry out pre-employment checks, your data will be shared only with the recruitment panel, the data will be stored securely. If you are the successful candidate, your data will form part of your personal file. If you are unsuccessful your data will be retained and destroyed securely in 6 months.



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