

## **Kitchen Manager**

Permanent position

32.5 hours

Term time + 4

Band 4

£22,369-£24,053 FTE

£16,467-£17,707 Pro rata

Start date: as soon as possible

We are looking for an enthusiastic manager with a flair for producing great school meals. The successful candidate should be self-motivated ensuring excellent standards of food service at all times. Previous supervisory experience within education catering is desirable. You must have first class people skills with an ability to work under pressure whilst remaining calm and positive. You must share the ethos of the school in providing a warm, secure and friendly environment where children will enjoy your food.

This post is term time only over 190 days when school is open. In addition you will be contractually required to work 4 cleaning days during school holidays/ training days.

Key skills for the post:

A good level of IT and administrative skills

Excellent communication skills (including teamwork, leadership, and customer service)

Experience supervising staff and managing a kitchen

Experience using catering equipment and the ability to train others

Ability to deliver high levels of meals in a food production environment

Excellent time keeping

About the role....

You will be responsible for managing the school kitchen to ensure the delivery of a safe, healthy and high-quality catering service at the school. This will include all aspects of food preparation, food service, kitchen and dining area hygiene, and any other duties associated with food service operations. You must also ensure that the requirements of School Food Standards are maintained at all times. You will also be responsible for supporting any school themed events by delivering themed food service.

Please take a look at the full job profile. It's important that you read it in full and check that you meet the essential criteria.

Closing date: 12 noon Thursday 18<sup>th</sup> May

Shortlisting: Friday 19<sup>th</sup> May

Interview: Wednesday 24<sup>th</sup> May

If you would like an informal chat about the position please contact Joanna Ward, Headteacher on 01670 822328 or [admin@westend.northumberland.sch.uk](mailto:admin@westend.northumberland.sch.uk)

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the

Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Application forms can be downloaded from this website and are also available from the school by contacting the school office. Completed applications should be returned directly to School either by post or e-mail: [admin@westend.northumberland.sch.uk](mailto:admin@westend.northumberland.sch.uk)

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