

Chulmleigh College

Nothing but our best

Kitchen Manager

Candidate Pack

Closing date: Monday 23rd November 10am

Interview date: Thursday 3rd December

Chulmleigh Academy Trust

COMPASSION AMBITION TEAMWORK

A Very Warm Welcome

Chulmleigh College

Chulmleigh Academy Trust



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 high-quality, restaurant-standard food in our school canteen. We partner with Goosemoor Educatering, to provide nutritious, locally sourced and fresh foods across the Academy schools; you can find out more about how this works on page 4.

We are seeking to appoint a Kitchen Manager to oversee the Academy's catering services. The successful candidate will be responsible for the planning, preparation and delivery of meals to the College and our three primary schools. This role is central to our ambition to provide the very best for our pupils, ensuring they have access to nutritious, locally sourced and freshly prepared food 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 teach in.

N Payne

Neil Payne
Headteacher Chulmleigh College
CEO Chulmleigh Academy Trust

We are looking for someone who:

- Has relevant training in operating a commercial catering kitchen
- Has a good range of cooking skills
- Has a proven track record and practical experience of large-scale catering and large-scale food production
- Has practical experience of operating a large-scale commercial catering kitchen
- Has the ability to manage a team effectively
- Good numeracy and literacy skills
- Has City and Guilds 706 part 1 and part 2 or NVQ equivalent
- Has high standards of personal hygiene and appearance

Chulmleigh College

About Our School

Chulmleigh Academy Trust

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. The College has enjoyed some of the best results in the region over the last 10 years and is heavily oversubscribed. Pupils achieving 4+ in Basis was 82%. Our A8 score was 54.09. Mathematics is a high achieving subject with 72% of pupils achieving at least grade 5.

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.

Our shared goal is to ensure that pupils leave us not only with excellent exam results, but also with confidence, resilience and the ability to make their mark as young people heading out into the world.

WE GIVE NOTHING BUT OUR BEST

Catering Department

Chulmleigh College

Chulmleigh Academy Trust

We are looking for an enthusiastic, well organised Kitchen Manager, with a passion for creating healthy, nutritious food, to lead the catering team 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. You will be at the heart of a very exciting journey, managing the development and implementation of an industry-leading fresh food service provision, with quality at the forefront and the health and nutritional benefits for the pupils paramount.

- 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 Goosemoor Educatering, 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

Chulmleigh College

Job Description

Chulmleigh Academy Trust



Job Title: Kitchen Manager
Status: Permanent, 37 hours per week x 39 weeks per annum (term time only)
7.00am - 3.00pm with a 2.30pm finish on one day
Grade E (£16.34 - £18.04 per hour) depending on experience
Start Date: January 2027

Accountable to the Head of Estates & Compliance

- To lead in the cooking and serving of food to pupils and staff within the Trust, in order to maximise the quality and efficiency of the service, providing customer satisfaction at all times.
- To have overall responsibility for the day-to-day running of the kitchen.

Principal Accountabilities

- Comply with all aspects of the Health and Safety at Work Act 1974, the Food Safety Act 2006, the Food Safety and Hygiene Regulations 2013 and all other relevant legislation.
- Manage the daily provision of a catering service to the standard required, for pupils and staff across the Trust.
- Be aware of, and comply with, all procedures set down in the site operations manual and to work within the Trust's budget.
- Produce healthy, nutritionally balanced and tasty meals and promote and encourage healthy food choices.
- To always provide excellent customer service.
- Day to day care of catering equipment.
- Use and storage of chemicals, cleaning equipment and personal protective equipment.
- Food and disposable of items of stock, and rotation of food stock items.
- Day to day preparation and cooking of food to agreed standards and procedures.
- Responsible for the delegation of duties to catering staff, being the initial point of contact for any concerns arising from catering staff.
- Escalate any staffing issues to the Line Manager as necessary.
- Provide catering outside the normal working day, as and when required.
- Provide induction and on-job training to staff in the kitchen environment.
- Complete all kitchen documentation on daily, monthly and annual basis as the procedures set out in the site operations manual.

- Temperature test of food and record results.
- Complete monthly financial documentation and stock taking.
- Ensure the kitchen is a hygienic environment.
- Ordering of food and materials.
- Maintain good communications with school staff and pupils, with day-to-day requests, queries and comments.
- To actively promote the service to attract the maximum number of customers.
- Reporting any building or equipment faults to either the Line Manager or Caretaker.





Health and Safety

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.

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.

Chulmleigh College

Personal Specification

Chulmleigh Academy Trust

	Essential	Desirable	Evidence
Education and Training	• City and Guilds 706 part 1 and part 2 or NVQ equivalent • Relevant training in operating a commercial catering kitchen • Relevant health and safety awareness training	• Level 3 Food Hygiene Certificate	AF / I
Experience	• Good range of cooking skills • Proven track record and practical experience of large-scale catering and large-scale food production • Practical experience of operating a large-scale commercial catering kitchen • Knowledge of HACCP • Knowledge of COSSH	• Knowledge of Manual Handling in the catering environment • Knowledge of school meals service • Knowledge of nutritional requirements of school aged children	AF / R
Skills and Abilities	• Administrative skills relating to stock taking tasks • Good numeracy and literacy skills • Ability to follow guidance set out in the operational manuals • Ability to manage a team effectively	• Ability to input financial data accurately using Trust procedures and documentation	I / R
Personal Attributes	• 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

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How to Apply

Chulmleigh Academy Trust

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 x 39 weeks per annum
Grade E: £16.34 to £18.04 per hour depending on experience)

Closing date: Monday 23rd November 10am
Interview tasks: Prior to interview
Interview date: Thursday 3rd December
Start date: January 2027

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

Chulmleigh College, Chulmleigh, Devon, EX18 7AA



COMPASSION AMBITION TEAMWORK