



## Job Application Pack Kitchen Supervisor

**Permanent, Full time, Term Time Only**

**Grade 5, Points 5 to 7, £24,790 to £25,584**

**Actual Salary: £21,322 - £22,005**

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, Bluecoat Bentinck Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

## Our Schools

### Bluecoat Aspley Academy

Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



**Bluecoat Aspley**  
believe in yourself, in others, in God

### Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.



**Bluecoat Wollaton**  
believe in yourself, in others, in God

### Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale  
Academy**  
Believe. Belong. Achieve

### Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



**Bluecoat Primary**  
believe in yourself, in others, in God

### The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



### Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



**Bluecoat SCITT Alliance**  
Nottingham

### Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



## Bluecoat Bentinck Primary Academy

Bluecoat Bentinck Primary Academy officially joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880; we are delighted to be part of its next chapter! Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy's vision of 'Together We Make a Difference' underpins our commitment to work together to achieve our common purpose of transforming lives of the children we serve. Staff at Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. Bentinck is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck  
Primary Academy

## Lees Brook Academy



Lees Brook  
Academy

Lees Brook Academy based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Alvaston Moor  
Academy

## Alvaston Moor Academy

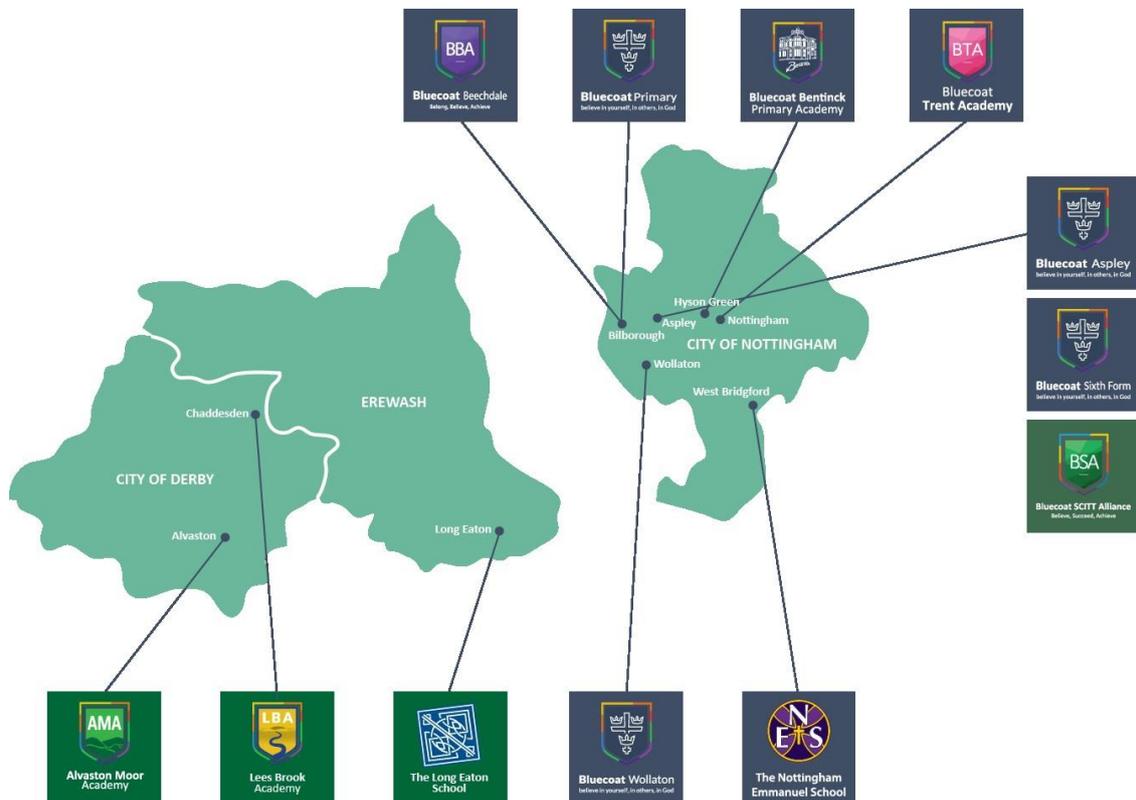
Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.

## The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



## School Locations



## Welcome from the Head Teacher and Executive Head Teacher

Bluecoat Primary Academy offers a caring, nurturing and secure environment that enables everyone to be the best that they can be. We share a life-long love of learning and recognise that students and staff alike are on a journey; acquiring deep knowledge, skills and understanding along the way. We pride ourselves on learning from each other and our use of well-grounded evidence in decision making.

Bluecoat truly values everyone and everyone has a voice. We love the fact that our school is made up of families from different social, cultural and religious backgrounds and ensure that we always have high aspirations of everyone. Our staff team is passionate about the success of each and every individual and we make sure that we prepare all children to make exceptional contributions to our global society. At Bluecoat we value positive behaviour, attitudes and manners and role model these desired behaviours in all that we do. We strive to deliver the highest standard of teaching and learning in all areas and ensure that all children develop academically, spiritually, morally, culturally and emotionally.

Underpinning all that we do is our faith. Belief is important to us: we believe in ourselves, in each other and in God and we strive for life in all its fullness. Joining Bluecoat Primary Academy means joining a family where you can be nurtured and challenged to be the best that you can be.



**Sue-Ellen Shaw**  
Executive Headteacher of Primary



**Ben Jackson**  
Head of School

## The Vacancy



An opportunity has arisen for a friendly, enthusiastic and skilled Kitchen Supervisor to join our rapidly growing and forward-thinking Trust catering service based at Bluecoat Primary Academy, Nottingham. This will be catering for a large primary school producing over 350 meals per day.

This post holder will work under the supervision of the Kitchen Manager to ensure that a top quality, efficient and effective catering service, and dining experience is provided at the Trust for students, staff, visitors and external hire.

You don't need to have worked in a school setting but must have some supervisory experience along with great cookery skills using fresh, seasonal produce, have a flare for flavour and excellent presentation skills.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience. The role will be based at the Trust's Bluecoat Primary Academy but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust.

## Applications

For more information about Bluecoat Primary Academy and the vacancy, please visit [www.bluecoatprimaryacademy.co.uk/vacancies](http://www.bluecoatprimaryacademy.co.uk/vacancies). To apply for the role click apply which will take you to the expression of interest form. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role. Please be aware that if we receive a significant number of applications, we may choose to invite in candidates prior to the closing date.



## Closing Date: Sunday 23<sup>rd</sup> February 2025

If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact us via email [HR@archwaytrust.co.uk](mailto:HR@archwaytrust.co.uk).

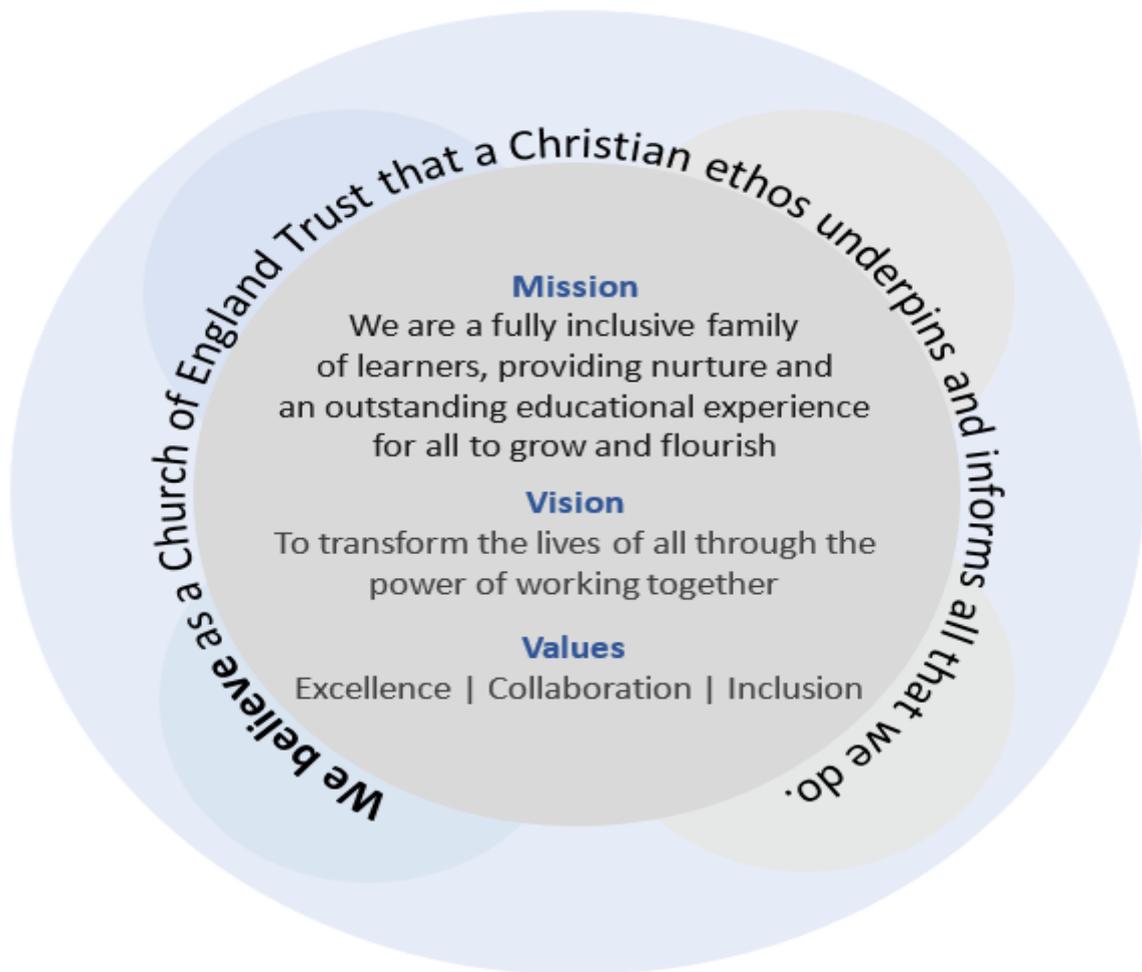
Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from the HR Department within two weeks of the deadline, please assume that on this occasion your application has unfortunately not been successful.

## Trust Ethos, Mission, Vision and Values

Telephone: 0115 900 7200

Email: [recruitmentpri@archwaytrust.co.uk](mailto:recruitmentpri@archwaytrust.co.uk)

Website: [www.archwaytrust.co.uk](http://www.archwaytrust.co.uk)



## ***Working Together, Transforming Lives***

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies

### **Safeguarding Children and Young People**

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

## Job Description

**POST TITLE:** Kitchen Supervisor

**GRADE:** 5 point 5 to 7

**RESPONSIBLE TO:** Kitchen Manager

### JOB PURPOSE

Working under the supervision of the Kitchen Manager, you will be assisting in the managing and delivering of the day to day food provision of the Academy in all areas, to ensure an efficient service is provided at all times to Staff, Students, Visitors & any External events.

### GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Health, Wellbeing and Benefits Policy
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

### SPECIFIC RESPONSIBILITIES

- Deputise for the Head Chef in their absence ensuring the smooth & efficient running of the kitchen; training, induction, supervision, stock management.
- Inspect all supplies and foods being delivered into the kitchen areas ensuring that all foods meet the food hygiene requirements.
- Assist the Head Chef in supervising all hygiene and health and safety in the kitchen and all dining areas.
- To maintain high standards of service and production within the kitchen.
- Prepare all food types and assist in special functions and banquets.
- To assist in the training & induction of new staff.
- Record all operational data & due diligence.
- Report any relevant issues to the Head Chef or Catering Manager.
- Active involvement of creating new dishes for upcoming menus.
- Contribute to Trust projects & develop the capability of operations.

## STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.
- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

## JOB SPECIFICATION – Kitchen Supervisor

	Essential	Desirable
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Hygiene training to intermediate level or strong evidence of hygiene beyond basic level 2 or willing/ in the process of gaining within 3 months.</li> <li>• Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 3 in food preparation and cooking or comparable qualification or willing/ in the process of gaining within 12 months.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of working in the catering industry.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of supervising a team in the catering industry.</li> </ul>
<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>• Good food preparation, cooking and baking skills.</li> <li>• Ability to use/ willing to train on non-standard computer software packages e.g. Cunningham's / Civica cashless system.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of quality assurance procedures.</li> <li>• Knowledge of HACCP procedures.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Be flexible to the changing demands of the post.</li> <li>• Work as part of a team.</li> <li>• Commitment to Equal Opportunities.</li> <li>• Ability to support the important Christian values of the Trust.</li> <li>• A willingness to work hard with enthusiasm and vision.</li> <li>• Tact and sensitivity.</li> <li>• Integrity and good judgement.</li> <li>• A sense of humour.</li> <li>• Confidence, independence and flexibility.</li> <li>• Able to motivate self and others.</li> <li>• Calm under pressure.</li> <li>• Well-organised.</li> </ul>	