

THE NOTTINGHAM EMMANUEL SCHOOL

CLOSING DATE: 18TH AUGUST 2025

JOB DETAILS: FULL TIME, PERMANENT, TERM TIME ONLY.

SALARY: GRADE 3 - £23,656 - £24,027 FTE

ACTUAL: £20,347 - £20,666 PER ANNUM



KITCHEN ASSISTANT



WELCOME TO NOTTINGHAM EMMANUEL SCHOOL



At Nottingham Emmanuel School, we believe in nurturing each student's unique potential within a caring, Christian environment. Our values of respect, integrity, and excellence guide everything we do. As part of the Archway Learning Trust, we offer a supportive community where students thrive academically and personally. Join us to inspire and shape the future with compassion and dedication.

WHAT MAKES US UNIQUE?

We offer values-driven education rooted in **Christian faith**, emphasizing wisdom, hope, community, and dignity.

Our supportive environment **nurtures personal growth** and spirituality, welcoming students from various backgrounds.

With dedicated faith youth workers and our Trust chaplain, we provide opportunities for community service and practical work. Inspired by Christian role models, we prepare students for academic success and meaningful lives.

We **celebrate** the **diverse** group of students we serve within our City School, based within a County postcode. We have 58 different languages spoken throughout the school, bringing together children from across Nottinghamshire.

Embracing our **cultural representation** through language days, we provide multilingual resources, host cultural festivals and integrate diverse linguistic perspectives into our teaching.

The sense of **community** and the schools commitment to inclusion has had an extremely positive impact on students and families.

Our **Leadership team** really delivers from the front, embracing feedback and doing what is right for the students and employees. Our Principal (Sandra Stapleton) cares about each and every person that steps into our beautiful site overlooking the River Trent.

Our **mental health first aiders** are incredibly passionate and always available to listen, support and promote wellbeing. Our drop ins and 'ripples of recognition' encourage more time to talk and moments to celebrate our colleagues.



ABOUT THE ROLE

Kitchen Assistant

Reporting to: Kitchen Manager

Start date: 1st September 2025

Location: Colwick St John The Baptist
Primary Academy, Vale Road, Colwick, NG4
2ED



Role Overview

An opportunity has arisen for a friendly, enthusiastic kitchen assistant to join our rapidly growing and forward thinking trust catering service based at Bluecoat Aspley Academy. This will be catering for a large secondary school producing over 800 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 catering experience, along with a "can do" attitude, to work in this fun but fast-paced environment.



[Colwick St. Johns - View our Menu](#)

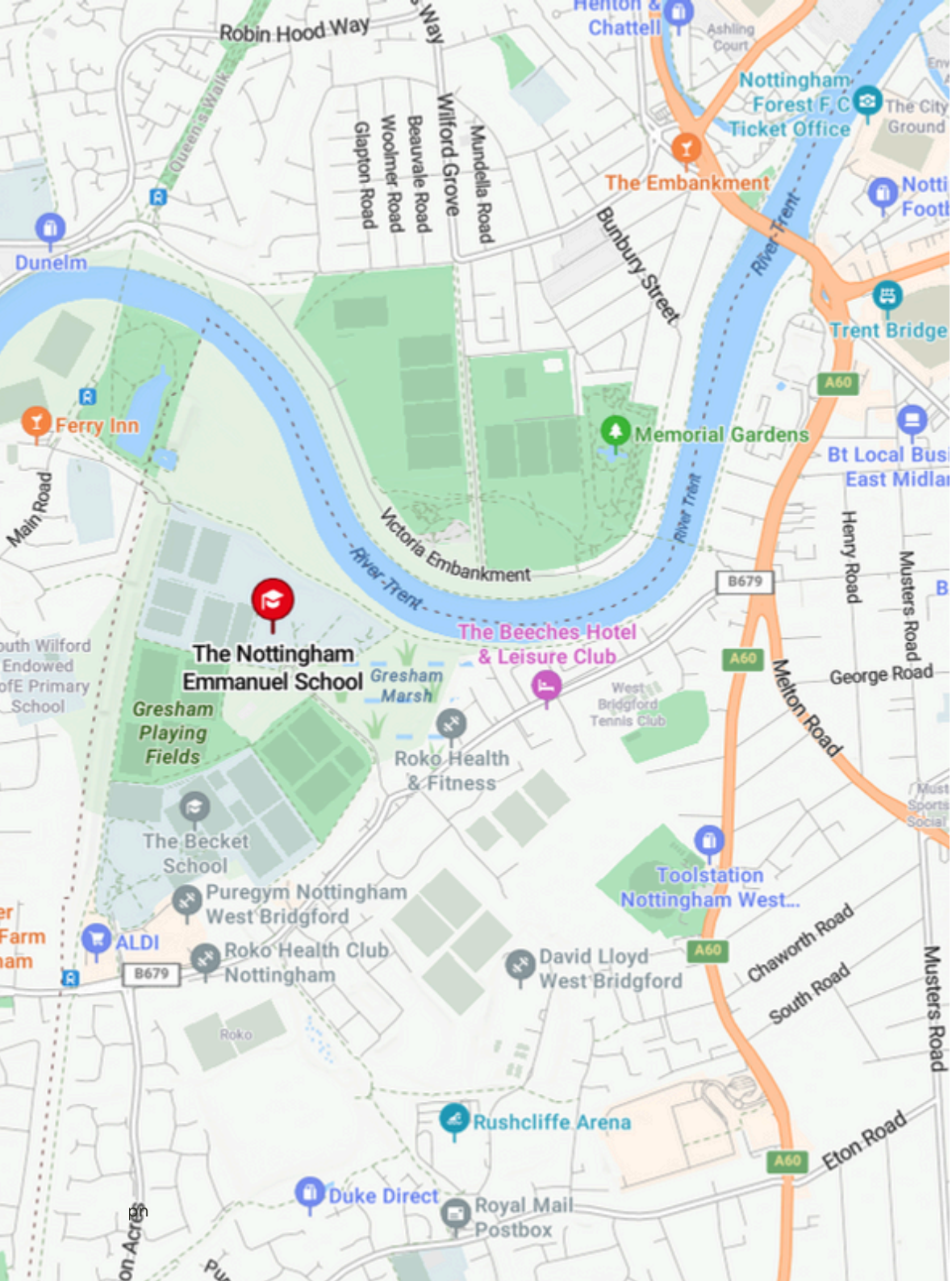


PERSONAL SPECIFICATION

- Previous experience of working in the Catering Industry.
- Ability to work flexibly in a team situation whilst being able to priorities, show initiative and work independently – ensuring key routine tasks are achieved within deadlines.
- Excellent organisation skills with a willingness to respond positively to changing circumstances.
- Basic use of ICT packages.
- Good interpersonal skills.
- Good time management skills.
- Suitability to work with Children – Enhanced DBS check.
- Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.

It's a family here and everyone helps one another out.

If someone is struggling, there's always someone around and usually with chocolate.



THE NOTTINGHAM EMMANUEL SCHOOL

Gresham Park Road
West Bridgford
Nottingham
NG2 7YF

0115 977 5380
[Link to virtual tour](#)



HOW TO APPLY

For an informal chat about the role or to arrange a school visit, please contact:
hr@archwaytrust.co.uk

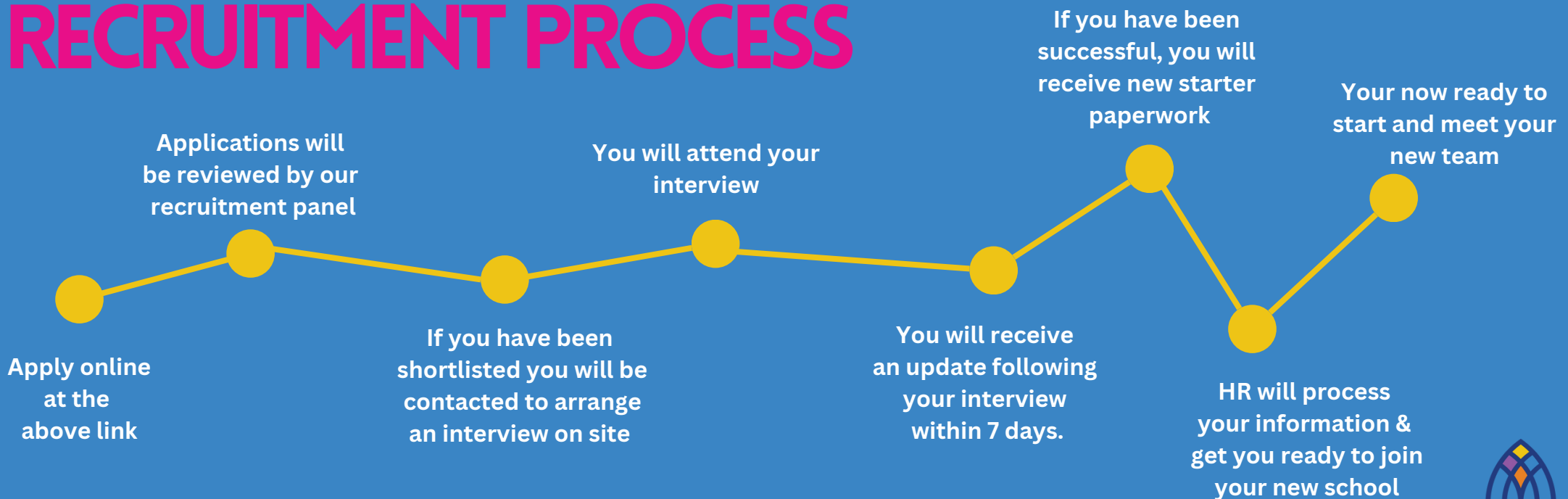
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Please read our 'Safer recruitment' statement on the following pages below.

2

Follow this [link](#) to complete an online application form: The deadline for application is 25th September 2025. Applications will be reviewed once the advert has been closed.

RECRUITMENT PROCESS



MESSAGE FROM THE CEO



Thank you for expressing an interest in working for Archway Learning Trust. This booklet sets out to give you an idea of what it is like to be part of the Archway family – as a leader, teacher, support staff, or a member of our central team – each of our employees has a vital role to play across the organisation.

Our commitment to staff is rooted in my understanding of what it's like to be a member of staff in a school environment. I may be a Chief Executive now, but I started my career as a teacher and so I really do understand what the pressures are like for staff. We hold that at the centre of the decisions we make in looking after our employees on a day-to-day basis.

Our ambition for our staff is very simple; it is that we want them to be the very best they can be because that's what the children in our schools need and deserve. That's about us supporting our colleagues to nurture their potential, inspiring a sense of community and helping them to deliver excellence.

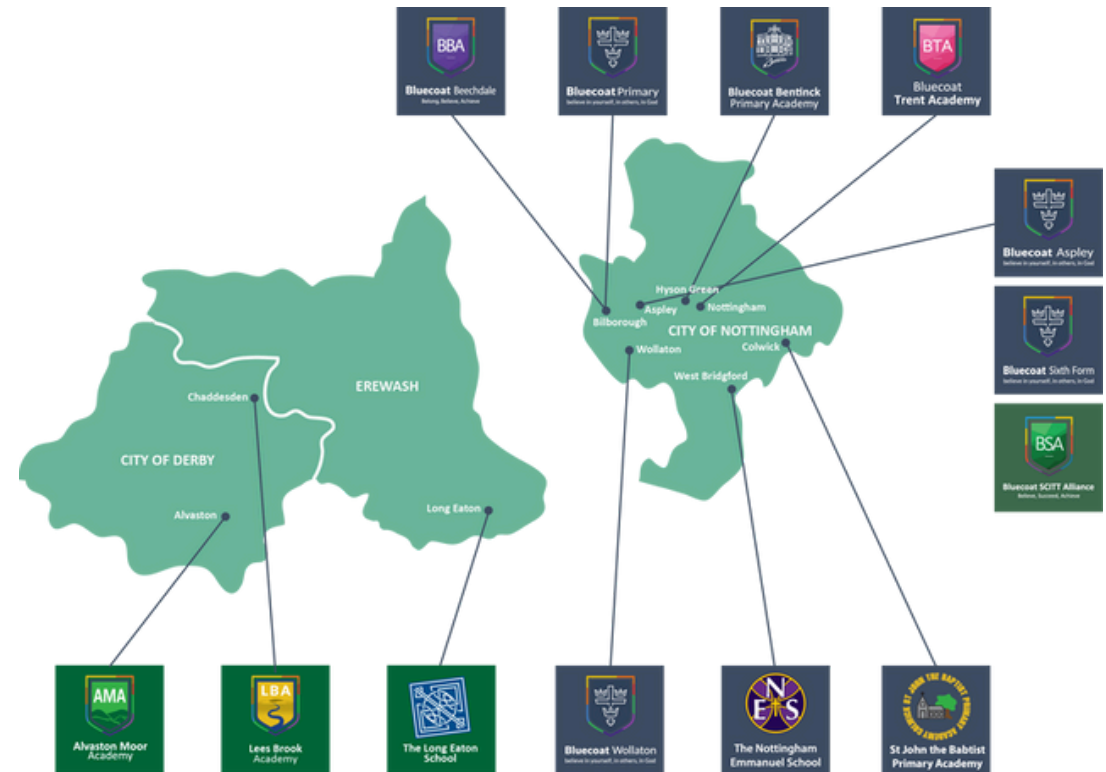
We do this in a variety of ways, including supporting your career in education, promoting your wellbeing and offering a range of employee benefits to enable you to feel fulfilled in your role. Ultimately, it matters to us that everyone who works for Archway feels a sense of belonging and fulfilment in their role.

We hope that you will be inspired to apply for one of our current positions and look forward to meeting you soon.

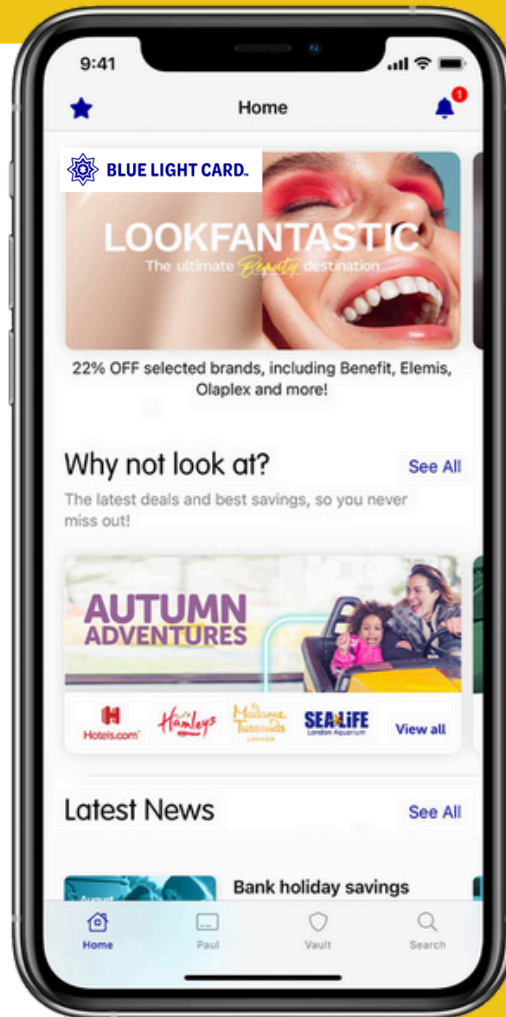
James Higham
Chief Executive Officer

We serve 11 Schools plus our SCITT facility, and are always looking for opportunities to expand our portfolio in the Nottingham and Derbyshire areas.

We believe in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies. We have a history of making schools better, serving disadvantaged communities and believe that we have a moral imperative to deliver for every child.



ARCHWAY BENEFITS



BLUE LIGHT CARD™

- From day one our employees are entitled to a range of Archway benefits to include shopping discounts and competitions:
- A free and confidential employee assistance programme offering counselling and advice
- Access to Teachers' Pensions
- Access to discounts across many retailers with the Blue Light Card
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

SAFER RECRUITMENT

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people under the guidance of KCSIE (**Keeping Children Safe in Education**). In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the **Rehabilitation of Offenders Act 1974** (Exceptions) Order 1975 (2013 and 2020). Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Interview

Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

References

References from the previous and current employers will be taken up for shortlisted candidates, before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided. Online searches Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. Probation All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Archway Learning Trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

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Equal Opportunities

Archway Learning Trust are dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all. We are committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

If you require assistance in reading this information or in completing the application form, please contact hr@archwaytrust.co.uk