



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

KITCHEN MANAGER Application Pack



CN CORE School Values

Community Opportunity
Excellence Respect



Castle Newnham School

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Dear Applicant

KITCHEN MANAGER

Thank you for your interest in this exciting post with our all-through federation.

Castle Newnham provides all-through schooling where ambition and care for each of our pupils are at the heart of everything we do. We came together as Castle Newnham in January 2016 to develop all-through schooling in the community from reception right up to 16. Our aim is to serve the needs of our local community for high standards and a coherent and smooth transition throughout each child's 'one journey'. Knowing pupils throughout their time in education and close working with families is a central component of our vision. Our CORE values are Community, Opportunity, Respect and Excellence and we aim to embed these values in all aspects of school life.

Our primary provision has an Ofsted grade of 'outstanding' whilst our secondary provision was graded 'good' in all areas at its first inspection in September 2018. The challenge now is to ensure that pupils' experience of education remains excellent throughout their education, whatever their starting point and to achieve the best possible end-of-key-stage and examination outcomes. We actively seek colleagues with a positive outlook and enthusiasm for working with children and young people as well as a desire to constantly improve and learn in whatever is their area of expertise.

Our school is well thought of in the community and both school sites are set relatively close to the centre of Bedford in a pleasant suburb. The South Site is situated in a listed Victorian building on Goldington Road. On this site, are classrooms leading off two main halls, offices, a dining room and a new building housing the nursery, library and care club. The North Site is a short walk away near the University of Bedfordshire on Polhill Avenue, of which we are a lead school in a very well-reputed teacher training partnership with the university. Most classrooms are in the main building which includes the four storey tower. There is a separate self-contained primary block which houses Years 5 and 6, a modern sports hall and practical teaching spaces for both primary and secondary pupils. The Performing Arts teaching area includes a studio theatre for our many school productions for all ages and is also used by and is home to the Bedford Music Hub.

This application pack, as well as our [website](#), should give you a flavour of the wide and growing range of opportunities our pupils enjoy and participate in. Our senior leaders, teachers and support staff are a committed and dedicated team and our pupils are a source of great pride in their enthusiasm, courtesy and care for others. They demonstrate our 'traditional values' of hard work, good behaviour and kindness on a daily basis. One colleague recently tweeted the following message 'I'm so proud to work in a school where I honestly feel like I can legitimately have a work/life balance and still manage to do well at work. Having a supportive and understanding set of colleagues makes all the difference'. I think this sums up the school's ethos. We encourage strong links with families, with our local partners and with international partners.

We are keen to recruit a Kitchen Manager to a permanent post. We are seeking a colleague to lead our existing team of kitchen assistants to oversee the day to day running of the kitchen including cleaning equipment, checking supplies and rotating stock. Previous experience of working in the catering industry or similar field is essential, however training will be given.

Also included within this application pack: -

- Job Advertisement
- Job description and personnel specification

Please email Lauren Crowley at lcrowley@castlenewnham.school for an appointment if you wish to visit the school and/or discuss the role in more detail.

I hope this information, alongside that on our [website](#) will encourage you to submit an application for what we believe is a superb opportunity for the right candidate. We accept applications via MyNewTerm only (full details are available on our website in the vacancies section). We reserve the right to appoint should a suitable candidate be found before the closing date.

Yours sincerely



Mrs Ruth Wilkes
Federation Principal



Castle Newnham School

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KITCHEN MANAGER
Permanent to start September 2024
NJC 4D points 15-20
£21,450 - £23,374 actual
32.5 hrs p/w, 7.30am to 2.30pm
Monday to Friday, term time only

We are keen to recruit a Kitchen Manager to a permanent post. We are seeking a colleague to lead our existing team of kitchen assistants to oversee the day to day running of the kitchen including cleaning equipment, checking supplies and rotating stock. Previous experience of working in the catering industry or similar field is essential, however training will be given.

As well as a supportive team and strong professional development, Castle Newnham offers:

- well-behaved, happy, confident and enthusiastic pupils who are keen to learn;
- a school highly valued and supported by parents and the community;
- a nurturing, enthusiastic and committed staff, who can rise to a challenge;
- great opportunities to make your mark and to be part of something exciting and unique

Please email Lauren Crowley at lcrowley@castlenewnham.school for an appointment if you wish to visit the school and/or discuss the role in more detail.

WE RESERVE THE RIGHT TO APPOINT SHOULD A SUITABLE CANDIDATE BE FOUND BEFORE THE CLOSING DATE

**For further details about our school
please go to the school's website www.castlenewnham.school**

Castle Newnham Federation is committed to safeguarding and promoting the welfare of children
The position requires an enhanced criminal records bureau (DBS) disclosure
As detailed in the latest Keeping Children Safe in Education guidelines, online searches (social media screening) will be undertaken for all shortlisted applicants



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Castle Newnham Federation

Job Description

Post:	Kitchen Manager
Responsible to:	Federation Catering Manager. Federation Business Manager in the absence of the Federation Catering Manager
Grade:	4D points 15-20
Key relationships:	Federation Principal, Senior Leadership Team, relevant teaching and support staff
Location:	Castle Newnham – based on South site but able and willing to work on both school sites
Working pattern:	32.5 hours per week, Monday to Friday, 7.30am to 2.30pm, term time only
Disclosure level:	Enhanced
Job purpose:	As Kitchen Manager, you'll be leading a small team of kitchen assistants and overseeing the day to day running of the kitchen, including cleaning the equipment, checking supplies and rotating food stock. You'll be supported by the Federation Catering Manager.

Main duties and responsibilities:

- Managing the kitchen assistants on a day to day basis
- Making sure the kitchen is a safe and hygienic place to work
- Organising the inventory, storage, and distribution of foodstuffs and supplies
- Helping to plan menus, apportion ingredients and use food surpluses in consultation with the Federation Catering Manager
- Control portion costs by working out the number of portions per food batch
- You will be required to cook and potentially work on a different school site as and when required to cover staff absences
- Undertake basic cooking of food as required to the standards specified by the Federation Catering Manager.
- Maintain standards of food handling, food hygiene and cleanliness in line with legislation and school policy
- Assist with serving meals and cleaning duties as required within the kitchen or dining room, including general washing up and clearing away.

- Ensure that all food is prepared, cooked and served in strict accordance with the published menu and with the Government's School Food Standards.
- Assist in the delivery of any special dietary, emergency and hospitality catering, as required.
- Work with the schools biometric payments system, as required.
- To undertake any other duties of a similar level and responsibilities as may be required.
- To deputise in place of the Federation Catering Manager in their absence as and when required.

Professional standards

- Support the ethos, vision, principles and values of the federation;
- Treat colleagues, pupils and all members of the community, with respect and consideration;
- Treat all stakeholders fairly, consistently and without prejudice;
- Set a good example to staff and pupils in terms of appropriate dress, standards of punctuality and attendance;
- Maintain a high level of confidentiality at all times;
- Support the aims of the federation through attendance at and participation in events such as open evenings, option evenings and the like (as appropriate to responsibilities);
- Take responsibility for own practice and professional development and participate in arrangements as adopted by the federation for the assessment of own performance and that of colleagues, adhering to the federation's policy on staff appraisal;
- Read and adhere to the various policies of the federation, including safeguarding, and implement the relevant sections of federation improvement plans;
- To undertake specific and appropriate tasks as identified by the Federation Principal as and when required;
- Maintain a calm sense of perspective and good humour when supporting colleagues in potentially difficult situations;
- Play a full part in ensuring that all deadlines are met as published in the school calendar;
- Be proactive and take responsibility for matters relating to health and safety.

Safeguarding children

Castle Newnham Federation is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

General

The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Terms and Conditions.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

This job description and person specification may be renegotiated by the Federation Principal if changing circumstances arise.

Post Holder:

Name _____ Signed _____ Date: _____

Line Manager:

Name _____

PERSON SPECIFICATION

JOB TITLE: Kitchen Manager

Attributes	Essential	Preferred
Education/Qualifications	<p>Educated to GCSE level with English at Grades A*-C or equivalent</p> <p>Relevant qualification in hospitality and catering</p>	
Experience	<p>Previous experience of catering work</p> <p>Experience of working in a commercial kitchen environment</p>	<p>Previous experience of managing a team within a catering role</p> <p>Experience of working in a school kitchen</p>
Skills/Knowledge/Aptitude	<p>Good interpersonal skills</p> <p>Good organisational skills</p> <p>Ability to work as part of a team and to use initiative when required</p> <p>Ability to cope with conflicting demands, deadlines and interruptions</p> <p>Ability to maintain confidentiality at all times</p>	
Motivation	<p>Willingness to be flexible</p> <p>Willingness to undertake further training as appropriate</p>	
Other	<p>Willingness to undertake First Aid/Food Hygiene training</p> <p>Willingness to work on different school sites as and when required</p>	<p>Current First Aid/Food Hygiene Certificate</p>