

Advert - Kitchen Manager



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| School: | Bowhill Primary School |
| Job Title: | Kitchen Manager |
| Salary: | Grade D – E (£24,702 – £31,356 Depending on Experience) Pay award pending |
| Hours per week/weeks per year or FTE: | 40 hours per week Monday to Friday, 7am-3pm 39 weeks per year, term time. |
| Temporary/Permanent: | Permanent |
| Start date: | 3rd September 2024 |
| Closing date: | Monday 8 th July at midday |

Bowhill Primary School is a large, popular school situated out the outskirts of Exeter. Our ethos is based on developing a sense of community, aspiring to excellence, demonstrating a responsibility shown by all and respecting our environment. We have a very supportive community and are striving to achieve high standards in everything that we do.

We have an exciting opportunity for an experienced Kitchen Manager to join our team of catering staff for the start of the new school year in September.

As Kitchen Manager you will be confident to lead a small team and undertake all the day to day operations of a busy kitchen including the planning and development of the schools catering provision for pupils, staff and special events.

Our Kitchen Manager will be fully responsible for the operational efficiency of the schools kitchen including planning, preparation, cooking and serving food in order to maximize the quantity and efficiency of the department, while providing excellent customer satisfaction at all times.

You will be adept at managing budgets, stock orders, menus, dealing with suppliers & maintaining all relevant regulations and health and safety compliance. You should have experience in managing a small team of staff to include training, continual development, holding team meetings & giving day to day instruction, so excellent communication and proven leadership skills are essential.

You will be responsible for the food provision at Bowhill Primary and the other schools within the Trust, as such you will be required to visit the other schools so a full driving license and vehicle is essential.

You will need to be honest, reliable and hardworking with effective timekeeping and attendance. Previous relevant experience managing a busy kitchen is essential along with relevant catering qualifications to NVQ level 3 or equivalent.

Hours of work are 7am – 3pm, Monday to Friday, 39 weeks per year during term time. A full and comprehensive job description is available on request. We also offer a very generous pension scheme and a very dynamic, friendly environment.

If you are interested in joining our hardworking and professional team we would love to hear from you. Please complete our application form which you can find on our website at www.exeterlearningacademytrust.co.uk/category/vacancies/ and return it by the closing date.

Closing date: Monday 8th July 2024 Interviews will take place on Thursday 11th July 2024

Exeter Learning Academy Trust (ELAT) is a partnership of primary schools based in Exeter. The Trust currently has four schools: Alphington Primary School, Bowhill Primary School, Ide Primary School, and St Thomas Primary School.

We are a people-focused organisation with strong principles of enabling every child and adult within our Trust to thrive. We have high aspirations for all our children, regardless of their starting point, and in turn, expect our staff to have high aspirations of themselves. We believe that our strength lies in working together and using our collective skills and expertise to benefit the children in our schools.

Full details of the job description, personal specification and application form can be found on the Exeter Learning Academies Trust website www.exeterlearningacademytrust.co.uk. Please send your completed application form to jobs@elatschools.com

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check. This role also requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

If you would like any further information, an informal conversation or to arrange a school tour, please contact the Head teacher at Bowhill Primary School 01392 206585.