

UNITED SCHOOLS FEDERATION

St. Michael's C. of E. Nursery & Primary School St. Catherine's C. of E. VA Nursery & Primary School
St. Mary's C. of E. VA Primary School Marldon C. of E. VA Primary School Ipplepen Primary School



November 2017

APPOINTMENT OF A KITCHEN MANAGER - ST. MARY'S SCHOOL

POST - PERMANENT

An opportunity has arisen to join our federation kitchen staff, working at St. Mary's School, Brixton,

The federation is seeking to recruit a Kitchen Manager from January 2018 at our small, friendly village primary school in Brixton, Near Plymouth. Under the direction of the Federation Kitchen Manager, you will be responsible for the day to day catering operations providing a lunchtime hot meal service to the pupils and staff. Overtime for cookery club, training and exceptional busy periods will be payable.

We are looking for a committed, friendly and professional person with a welcoming personality to join our team. You must have previous experience of working in catering and have a good knowledge of food hygiene and preparation. A moderate amount of lifting is necessary as part of the duties such as moving dining furniture and provisions. A CIEH Level 2 Award in Food Safety in Catering or equivalent is desirable but this training can be completed while in post and any further training can be given under the direction of the federation's experienced catering staff.

St. Mary's has been an 'outstanding' school and a flagship for our federation. The children, parents, staff and governors, together with the local community, are supportive and welcoming and this would make an ideal opportunity for someone wishing to run their own kitchen but with the knowledge that a team of catering staff is on hand for guidance and assistance when required.

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

As always, a DBS disclosure is required for this post.

BACKGROUND

Our federation of schools provides the highest quality of primary education within the context of a caring and supporting Christian ethos:-

The United Schools Federation (USF) is led by the Executive Headteacher, Martin Harding.

St. Michael's at Kingsteignton remains the largest in the federation led by Mrs Karen West, Head of School. St. Michael's is hugely popular with a waiting list of parents keen to join the school. Popularity and success has increased the school to the current 443 pupil size with two classes in each year group.

Although the school building is the oldest of the four, with extensions and improvements St. Michael's is fortunate to offer a full range of facilities including a large playing field. A successful Breakfast and After School Club is a huge bonus to working parents and the town, together with nearby Newton Abbot, offers many amenities including the community run Kingsteignton Pool.

St. Catherine's at Heathfield was founded in March 1898. It, like St. Mary's and Marldon, is a Voluntary Aided Church of England School and this tradition is maintained. A brand new school building was completed in September 2005 and St. Catherine's now caters for children from 3 - 11 and currently has 180 on roll. (Head of School - Marcus West). St. Catherine's also offers an Early Birds Club as an early morning drop-off point for working parents and has been highly recommended by numerous well-wishers. Numbers are slowly increasing.

St. Mary's, Brixton, Nr. Plymouth was also purpose-built for primary education in 1989 on donated land to replace the original Victorian school. St. Mary's is the smallest of the federation and currently has three classes. Mrs Claire Webb is currently Head of School and, as with St. Catherine's, St. Mary's is increasing in size and at present has 109 children.

Marldon School, Nr. Paignton (also Voluntary Aided Church School) is another hugely popular school of choice in the middle of Marldon village and has close links with the thriving local community, including the Neighbourhood Lunch Club which provides lunches for elderly people in the village. Since it was built in 1964 the school has significantly changed, pupil numbers have more than doubled, now 203, and the building has been adapted to accommodate these children. (Head of School - Adrian Clements).

Ipplepen School is very fortunate in occupying one of the most spacious and attractive sites in the whole of Devon, with a large playground, extensive playing field and an environmental area with pond. This highly popular school is a recent addition to the federation and Mrs Amanda Lacey is the new Head of School. Currently there are 188 children on roll.

Kingsteignton School is a Free School due to be built in Kingsteignton. The school opened in September 2016 in temporary accommodation at St. Michael's School until the new building is completed, anticipated to be in 2018, and currently runs with two classes - Reception and mixed Year 1 and 2.

STAFFING

The Executive Headteacher works in close partnership with the Heads of School, Assistant Headteachers, Senior Leadership Teams and staff to further develop all federation schools. We have a hard-working and friendly team of teaching assistants, administration staff, play-workers and meal time assistants who, together with our catering, caretaking and cleaning staff, strive to make our federation the finest it can be. Several staff have joint roles across the federation and can be seen at different schools during the working week.

GOVERNORS

The United Schools Federation has a governing body of 18 meeting at least twice a term. The governors are, without doubt, a credit to the school and work tirelessly to support the Executive Headteacher and Heads of Schools.

SALARY - GRADE C, POINT 12 - £8-36 per hour (*full time equivalent £16,123)

You will be paid at the end of each month and be employed for 38 weeks of the year. Payment will be split equally over twelve months e.g. you are still paid in August even though you will not be working. *As you do not work full time you will receive a much lesser amount - for example - if you work 20 hours per week, 38 weeks per year, your estimated salary would be £7,211.

FURTHER INFORMATION

You may like to browse our school websites for background information as it will give you a sound background to our busy schedules. Parents and friends regularly receive newsletters to keep them informed of events at the schools, including the large range of after school clubs.

TO APPLY

- The closing date for applications is 12 noon on the 22nd November 2017.
- If you would like further information or wish to discuss aspects of the post please telephone the school on 01752 880436.
- Postal applications should be sent to Ms M. Henley, Federation Kitchen Manager, St. Michael's C. of E. Nursery & Primary School, Church Street, Kingsteignton, Newton Abbot, Devon, TQ12 3BQ.
- Electronic applications may be emailed to applications@stmichaels.education
- Candidates will be informed by email or telephone, followed by a letter of confirmation if chosen for interview. Interview date week beginning 27th November 2017.
- If you have not heard that you have been invited to interview by 27th November then please assume that you have not been successful in your application for interview.

Good luck and we look forward to hearing from you.