



# **Pilton Bluecoat Church of England Academy**

## **Advert**

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### **Assistant Kitchen Manager**

# Assistant Kitchen Manager

# Advert



## Role Overview

**Job Title:** Assistant Kitchen Manager

**Start Date:** ASAP

**Salary:** £13.47 | (Grade C)

**Hours Per Week:** 16 (Mon/Tues/Thurs/Fri: 10:30am–13:30pm and Wednesday 9:30am–13:30pm)

**Working Weeks:** 38 Weeks

**Status:** Permanent | Part Time | Term Time Only

**Closing Date:** 12 Noon on Thursday 25<sup>th</sup> June 2026

**Interview Date:** Week commencing 29th June 2026

Pilton Bluecoat Academy is seeking to appoint a motivated and enthusiastic Assistant Kitchen Manager to join our dedicated and supportive team. This is an exciting opportunity for someone who is passionate about providing high-quality catering services and contributing to a positive dining experience for pupils and staff across our schools.

The successful candidate will play a key role in the day-to-day operation of the catering service, working closely with the wider catering team to ensure the safe production and delivery of nutritious meals within a clean, hygienic and well-organised environment. The role includes supporting the kitchen manager who supervises a small catering team in the planning, preparation, cooking and service of school meals, ensuring all food is prepared and served to the highest standards and in accordance with dietary requirements, allergies and food safety regulations.

The postholder will supervise the mobile catering team's delivery of meals between Pilton Bluecoat Academy and Pilton Infants' Academy, supervising staff involved in food distribution and ensuring catering equipment is safely transported between sites. This includes collecting food from the kitchen, liaising with the Kitchen Manager regarding the daily menu, dietary requirements and allergen information and ensuring all meals are correctly packed, clearly identified and maintained at the required temperatures for transportation. Upon arrival at the receiving site, the postholder will unload and check food temperatures, ensuring meals continue to meet food safety standards and are served in strict accordance with individual dietary needs and allergy requirements. The role also includes maintaining cleanliness within serving areas, washing dishes and supporting the clearing and resetting of dining spaces following lunch service to ensure facilities remain clean, tidy and ready for use.

We are looking for someone who is organised, reliable and flexible, with the ability to work effectively as part of a team and the confidence to support and supervise colleagues when required. The successful candidate will be committed to maintaining high standards of food hygiene, health and safety and any other ad hoc responsibilities as required while helping to create a positive lunchtime experience for children. If you enjoy working in a school environment and take pride in delivering a high-quality catering service, we would love to hear from you.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

In-service training and ongoing support will be provided where appropriate.

### **Why Join Us?**

We offer a welcoming environment where teamwork and professional development are highly valued. In-service training is provided where appropriate. Additional benefits include:

- Pension: Membership of a generous pension scheme (LGPS)
- Health & Wellbeing: Access to Medigold Occupational Health who provide our employees with a range of free health and wellbeing benefits including access to Thrive; a mental wellbeing app and free seasonal flu vaccinations.
- Work-Life Balance: Wellbeing and Long Service days
- Schemes: Cycle to work scheme

For more information and to view the full details of this role, you can access the advert via our website at [www.teamacademytrust.com/vacancies](http://www.teamacademytrust.com/vacancies)

We actively welcome visits to our schools. Should you have any further questions or wish to arrange a visit, please contact Mat Harts Head of School via [office@piltonbluecoat.devon.sch.uk](mailto:office@piltonbluecoat.devon.sch.uk)

### **How to Apply**

If you would like to contribute to a Trust committed to providing outstanding learning experiences for all pupils, please apply via mynewterm. To submit your application, you will be required to register as a candidate and complete the full application form on their platform, as we are strictly unable to accept CVs.

As this post is advertised on multiple platforms, we reserve the right to interview upon receipt of suitable applications; candidates are therefore encouraged to apply at their earliest opportunity.

TEAM Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and expects all its staff and volunteers to share this commitment. An Enhanced DBS check will be undertaken and references taken up before interview. All shortlisted candidates are subject to a pre-employment online search prior to interview.

# Assistant Kitchen Manager

# Job Description



## Job Purpose

To manage the safe production of food within a hygienic environment, supervising a small kitchen team in the preparation and service of school meals each day. The role will also involve collecting meals from the Pilton Bluecoat Academy kitchen and delivering them to the Pilton Infants' Academy site, overseeing the distribution of food, cleaning of serving areas, washing of dishes and the safe transportation of catering equipment back to the main kitchen.

In addition, the postholder will support the catering team with a range of day-to-day catering activities and undertake other ad hoc duties as required to ensure the smooth and efficient operation of the service.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

## Main Duties and Responsibilities

- Supporting the kitchen manager with planning, production, cooking, cleaning, preparation of dining room and service procedures.
- Day to day supervision of a small mobile catering team.
- Liaise with Teachers on any educational/ themed meals.
- Comply with all health and safety regulations.
- Ensure kitchen, service and dining areas are kept clean and clear, report any equipment faults.
- To work as part of a team in order to meet the aims and objectives of the establishment.
- Providing catering for special functions/school events.
- Having due regard for catering budget.
- Collect food from food preparation kitchen and discuss daily menu and allergies with kitchen manager as appropriate.
- Check that the food is packed correctly and is at correct temperature for transportation.
- Transport to new site.
- At new site, unload and check food is still at correct temperature; serve food to pupils and staff.
- Ensure waste is disposed of correctly
- Ensure service area and dining area is clean at end of service
- To assist in the lunchtime serving of meals to ensure that the mealtime is completed on time in a safe and hygienic setting.
- Report behavior observations to a teacher in order for them to maintain the school's standard of discipline and behavior.
- To pack equipment and transport back to food preparation kitchen.
- Adhere to school policies to maintain a safe environment for pupils and other staff.

# Assistant Kitchen Manager Person Specification



In your supporting statement and application form, please demonstrate how you meet the essential criteria for the role. All other criteria are considered desirable.

Attribute	Essential	Desirable
Management of people	<ul style="list-style-type: none"> <li>Able to supervise staff</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Proficient cook/caterer</li> </ul>	<ul style="list-style-type: none"> <li>Experience of running a commercial kitchen</li> </ul>
Communication	<ul style="list-style-type: none"> <li>Able to communicate with managers, head teachers and staff on catering management issues.</li> <li>Ability to fulfil all spoken aspects of the role with confidence and fluency in English.</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>Practical and motivated</li> </ul>	
Strategic Thinking	<ul style="list-style-type: none"> <li>Able to understand the role that the service plays within schools service and TEAM MAT as a whole.</li> </ul>	
Technology / IT Skills	<ul style="list-style-type: none"> <li>MS Word</li> <li>Digital food thermometers</li> </ul>	
Education and Training	<ul style="list-style-type: none"> <li>Good standard of education, numerate and literate</li> <li>Knowledge of catering hygiene standards</li> <li>HASAW act</li> <li>Basic Food Hygiene</li> </ul>	<ul style="list-style-type: none"> <li>Catering qualification to C&amp;G level</li> </ul>
Equal Opportunities	The school and its staff seek to eliminate discrimination, advance equality and foster good relations.	
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary	
Other relevant factors	Commit and conform to the school's Customer Service Standards	



## *Part of* TEAM Multi-Academy Trust



### Pilton Bluecoat Academy Contact Information :



01271 345952



[www.piltonbluecoat.devon.sch.uk](http://www.piltonbluecoat.devon.sch.uk)



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