

Food Preparation & Nutrition Technician
Part-time: 23.5 hours per week (0.45 FTE)
Term time only



KINGS NORTON
GIRLS' SCHOOL & SIXTH FORM



Opening a World of Opportunities



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Welcome from the Headteacher and WMAT CEO

1st June 2026

Dear applicant,

This is a fantastic opportunity for an exceptional individual to join Kings Norton Girls' School and Sixth Form on a permanent basis. This is a part-time post, working 23.5 hours per week (0.45 FTE) on a term time only basis. Hours worked daily are subject to change each academic year dependent on the subject timetable. The post is term time only and is available from September 2026. We are an outstanding school achieving excellent pastoral and academic outcomes for students within a culture of care, concern and well-being for both students and staff.

The role is key to the effective and efficient delivery of the food teaching and learning; this is delivered in a specialist classroom. The department is well resourced and equipped with specialist equipment. The successful candidate will be an experienced technician or, with training, have the potential to deliver efficient and effective support. You should have exceptional organisation skills with a professional and helpful approach to your work; please refer to the person specification for the full skill set required. The successful applicant will be joining a very supportive and forward-thinking school environment.

Further information about the role, including the job description and person specification can be found in this pack, with additional details available on the school website. The successful candidate will be committed to working with young people to ensure they thrive and will recognise the importance of building positive relationships to promote a cohesive school community. Exceptional communication and organisational skills are essential, alongside the ability to prioritise and work effectively as part of a team.

I do hope that having read further and found out more about us that you will choose to make an application; I look forward to hearing from you. To apply, please submit your application through the 'My New Term' portal which will contain your supporting statement (which should not exceed 1200 words) please explain clearly how you meet the requirements of the person specification. You do not need to submit a covering letter. Please note we do not accept CVs and only applications completed on the school's application form will be considered. If you have any queries relating to the role, please do not hesitate to contact Vicky Walsh, Food and Nutrition Subject Leader via email vwalsh@kngs.co.uk Queries regarding the application process can be sent to Mrs Denise Wilson, PA to the Headteacher (dwilson@kngs.co.uk).

Completed applications should be submitted by **8am on Monday 15th June 2026**. The selection process will take place week commencing **15th June** (date is to be confirmed).

References will be taken up shortly after shortlisting and prior to interview using the contact details you supply on your application form. References must be taken from your current (or most recent employer) where you have worked in connection with children. Candidates who have not been called for interview within two weeks of the deadline should assume their application has been unsuccessful. All offers of employment are subject to a satisfactory enhanced DBS check, a health check screening questionnaire and 2 references that are satisfactory to the school.

Thank you for your interest in this exciting opportunity; as current CEO of WMAT and Headteacher of Kings Norton Girls' School and Sixth Form, I look forward to receiving your application and learning more about what you could bring to KNGS. Please note that from September 2026, Laura Sullivan will be leading KNGS as Headteacher, following my retirement.



Yours sincerely

Mrs Nicola Raggett

WMAT CEO and Headteacher



Commitment to Safeguarding and Safer Recruitment Practices: We welcome applications from candidates of all backgrounds. WMAT is committed to safeguarding and promoting the welfare of children and young people. Online searches will be conducted as part of the pre-employment checks.

This role is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All shortlisted candidates will be subject to online checks, they will also be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks at enhanced level, along with other relevant employment checks. This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required.



About the Department and our School

We are a highly successful 11-18 comprehensive school and a founding member of the West Midlands Academy Trust (WMAT), with an excellent reputation in the local area and beyond. The school is a high achieving school, determined to develop the best in every student. This includes not only the development of subject knowledge but also student's practical skills. Consequently, we are seeking to appoint someone to the Design and Technology Team who has a passion for helping students to develop their knowledge, skills and understanding of food and nutrition. The department consists of a full-time subject leader in food nutrition and preparation.

KS3 and KS4 Curriculum

At KS3 food preparation and nutrition is taught in an 8-week rotation with textiles, resistant materials and healthy lifestyle. Currently, students in Key Stage 3 follow a Design and Technology (D&T) curriculum which gives them a good grounding of all aspects of D & T. Students are highly motivated in these subjects and achieve high examination results. Students enthusiastically participate in the wide range of practical activities on offer. Food and Nutrition is offered as a GCSE choice; our students achieve well above the national average.

Background, Ethos and School Developments

The school: Kings Norton Girls' School and Sixth Form is an outstanding school within the West Midlands Academy trust (WMAT). The school was founded in 1910 and occupies a leafy twenty-three-acre site in one of Birmingham's most pleasant residential areas on the south side of the city. It is a very local school, with the vast majority of students living within 2 km of the school. This has enabled the development of a strong community feel and neighbourhood links. The school develops confidence in its students which, together with their enthusiasm for learning and their determination to succeed, creates a powerful dynamic for continued improvement. Staff well-being is a high priority, and as part of this, an Employee Assistance Programme is provided. Our vision and values are central to all we do as staff, students and school board members; our aim is to: ***'Open a world of opportunities. Demonstrating respect and courage in order to flourish.'***

Our students: There are presently 1,092 students on roll and the staffing establishment is 125, which includes the Headteacher, 67 teachers and 57 support staff. Team working is strong and we pride ourselves in the quality of our relationships and the tangible mutual respect and care which is in evidence across the school, which reflects our school values.

The Sixth Form is full and oversubscribed with 280 students across Years 12 and 13. In 2015 we had our first intake of boys into the sixth form; numbers here have increased significantly.

The school is a popular choice and is always over-subscribed with applications of 820+ for the 160 places in Yr 7 and 350+ for sixth form places. Our catchment for year 7 entry in 2025 was 2.005 km. In 2025 GCSE attainment was excellent with 86% of all grades at 4+, 73.8% at 5+ and 21.8% at 7+. We were praised by the Rt Hon Bridget Phillipson, Education Secretary on the excellent outcomes achieved by our disadvantaged students during 2024–2025. In 2024, the results at GCSE were outstanding with a Progress 8 of +0.64. In 2025 A level results achieved an average grade of a B- with 30.4% of all grades at A*-A.



School Leadership: In our 2025 OFSTED inspection, it was confirmed that Leaders have a meticulous understanding of their school. Staff feel supported and empowered in their roles, are well informed and staff say that leaders engage well with staff in relation to their workload.

This well-established team are supported by 7 Faculty Leaders, 5 Heads of Year, Head of Sixth Form and a wider team of Subject and Key Stage Leaders. Staff work very closely to ensure the highest standards and aspirations in all aspects of school life. Our faculty structure is as follows: -

- English
- Maths
- Science: Including Computer Science and Psychology
- Humanities: Including RE, History, Geography, Sociology and Business Studies
- Arts: Music; Drama; Art; Textiles; Design and Technology; Food, Preparation and Nutrition and Health and Social Care
- PE
- MFL: Offering French in Year 7, French and Spanish in Y8 with both languages available at KS4.

Our full curriculum structure can be found at <https://www.kngs.co.uk/curriculum/overview/>

Our networks: We are widely connected locally, working closely with South Network Schools, this brings a richness of collaboration around leadership, curriculum and inclusion. As part of this network the school is involved in developing and delivering on strategies to raise students' achievement and provides significant support for both teaching and support staff. As a member of WMAT, this has not changed and the additional benefits of cross school collaboration remain extremely valuable.

Professional Development: Professional development is a significant aspect of life at the school and is integrated into the school week. Staff are encouraged to deepen their subject knowledge and professional skills at all stages of their career. All staff new to the school participate in an induction programme and there is continued support for career growth.



Professionally this is a school with the very highest of expectations and aspirations but equally is richly rewarding. Staff are friendly, welcoming and supportive of colleagues. Our purpose is to ensure that the students, and the staff, all achieve the highest standards of which they are capable.





Key Facts and Statistics about the school

Type of School	Multi Academy Trust. Non-selective comprehensive girls' school, age range 11-16: Co-educational sixth form post 16.
Location	South Birmingham in the suburb of Kings Norton, West Midlands.
Age range	11—18
Number of students	1092
Number of staff	1 Headteacher, Teaching 67, Support 57
Date school established	1910
External recognition	Ofsted rating: Outstanding, July 2019. Ungraded inspection January 2025, maintained and improved standards.
Attendance	95.5% (pre-Covid), 94.1% May 2025.
Pupil Premium	Year 7 to 11, 30%
SEN	18%
EAL	12%

The school's academic achievements 2025

GCSE Results	<p>% gaining 7+ in English and maths 18.2%</p> <p>% gaining 5+ in English and maths 61.3%</p> <p>% gaining 4+ in English and maths 82.4%</p> <p>English Grade 4 or above: 89.4%</p> <p>English Grade 5 or above: 80%</p> <p>English Grade 7 or above: 42.1%</p> <p>Maths Grade 4 or above: 84.4%</p> <p>Maths Grade 5 or above: 63.8%</p> <p>Maths grade 7 or above: 23.3%</p> <p>Entering EBACC: 82.5% (compared with national average of 40.5%)</p> <p>Achieving EBacc: 5+ 43.8%, 4+ 63.1%</p>
A Level Results	<p>A* - A all entries: 30.7%</p> <p>A* - B all entries: 59.4%</p> <p>A* - E: 97.5%</p> <p>Average grade: B-</p> <p>Value Added: -0.07 2025; +0.12 2024</p>
Progress 8	+0.64 (2024); +0.67 (2023)
University Admissions	Our students progress to high quality destinations; they are successful with applications to Russell Group universities, Oxbridge, an increasing number of apprenticeships, conservatoires, many other top universities and carefully planned gap years.



About West Midlands Academy Trust (WMAT)

WMAT has approximately 500 staff and 4000 students. At the heart of our Trust is our vision: “Achieving more together.” This vision drives everything we do, as we work to equip young people with the knowledge, skills, and mindset to thrive academically, socially, and personally, not only during their time in school, but also in the workplace and in life. The Trust’s culture is driven by our vision of “Achieving more together” which is realised through:

- A relentless focus on delivering an excellent quality of education across all our academies, ensuring strong progress and attainment for all students.
- A commitment to personal development and well-being for both staff and students.

At WMAT, we believe in “achieving more together” through shared commitment, strong leadership, and a focus on continuous improvement, creating a brighter future for every student. The Trust’s vision is supported by its values of:

- Integrity
- Collaboration
- Aspiration
- Respect
- Equality and Inclusion.

We pride ourselves on: -

- Genuine collaboration between academies, where sharing expertise and providing mutual support is fundamental.
- Collective responsibility, ambition, and high expectations for all staff and students across the Trust.
- Supported accountability, driven by a collaborative, reciprocal and robust Trust quality assurance programme, to ensure we achieve our goals together.
- High-quality, tailored staff professional development to support continuous growth.
- A staff-focused culture, where the role of leaders is to facilitate exceptional provision, enabling staff to perform at their best for the benefit of our students.

We also understand the importance of respecting individual school identities, whether through their names, logos, uniforms, timetables or curricula. While we adopt a strategic approach that is responsive to the needs of each school, we recognise that one size does not fit all as we look towards future opportunities.

Our operational model focuses on: -

- Earned autonomy with accountability, offering schools variable delegations and freedoms based on performance and need.
- Shared services that maximise efficiency, reduce costs, and enhance school leadership capacity to prioritise educational provision.
- Central policies designed to foster collaboration, ensure compliance, and ease workload pressures. School led policies such as Behaviour for Learning, reflect the individual needs of the school.
- Financial sustainability is also a key priority for us. The Trust and the individual schools within it are financially secure and sustainable.
- School led budgeting with a focus on each school being financially self-sufficient, ensuring resources are allocated effectively to teaching and learning, and pupil support alongside strategic estates and resource management.



- We prioritise “good growth”, expanding the Trust thoughtfully to ensure the right schools join at the right time.
- A conducive physical environment that sets high expectations for learning and work, supported by an efficient central team and infrastructure.

We are proud of many developments over the past year, both at Trust and individual school level. Now WMAT is at a point of change, with exciting opportunities for growth; these are based on our strong foundations in all aspects of educational excellence, finance and operations, leadership and management and Trust and school governance.

Executive Leadership Team

- Chief Executive Officer: 0.4 FTE
- Chief Finance and Operations Officer: 0.8 FTE (currently seconded until January 2027)
- Three Headteachers of the founding schools at point of transfer/conversion.

Shared Services (currently)

- Head of HR: 1.0 FTE, permanent.
- IT Lead: 0.4 FTE, currently seconded until January 2027
- Estates Lead: 0.4 FTE, currently seconded until January 2027
- Marketing Lead: Full time, currently seconded until January 2027

Finance teams: Three school teams now work in central location at Swanshurst School, in order to realise greater efficiencies across the Trust’s financial functions. KNGS finance staff work on a weekly rota basis at the KNGS site.





Job Description

Hours: 23.5 hours per week

Line Management: Subject Leader for Food Nutrition and Preparation

Main Duties: To provide support to staff and students for Food Preparation and Nutrition

SPECIFIC DUTIES

- Maintaining standards of hygiene and safety within work areas.
- Routine cleaning, care and maintenance of large and small equipment, reporting any faults and following up repairs.
- Maintenance, cleaning and checking of pupil work units.
- Prepare and develop materials and/or resources for teachers and students as required.
- Organise storage systems for student work and other materials, routine filing of resources and worksheets.
- Print / photocopy worksheets as required.
- Advise staff on the state of materials and other stocks and undertake inventory checks.
- Order materials, equipment and food items as needed following the school's financial procedures
- Maintenance of cold food storage systems to include cleaning/defrosting of fridges and freezers, temperature checking, stock rotation and disposal of waste products.
- Ensure the student's practical work is stored safely and hygienically.
- Regular checking, stock rotation and cleaning of dry store items.
- Regular purchasing of ingredients.
- Management, laundering and supply of clean linen.
- Setting up food and equipment needed for lessons Collect and maintain data about student's food allergies and physical needs to ensure teachers are aware of possible issues and ensure safety of students.
- Support students during practical activities.
- Maintain the cleanliness of working areas to include cupboards, drawers, sink areas and cooking and preparation equipment.

Ethos and Values

- Ensure that the school's ethos and values are promoted.
- Contribute to the development of whole school policies and reviews as appropriate.

General

- To carry out other duties as may be commensurate with the grade and nature of the post.
- To participate in the schools' arrangements for appraisal and continued professional development.
- To be first aid trained.

Note

- Support staff working closely with teachers will inevitably be privy to much that is confidential and this confidentiality must be adhered to.
- Compliance with GDPR and data protection.



- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time, after consultation with the holder of the post.
- It is a requirement of the post to have appropriate DBS clearance.
- The post-holder is expected to make themselves aware of and comply with KNGS Health & Safety Policy, including functions delegated to their role within the policy
- To actively participate in professional development opportunities as required by the school for the role.

Responsibilities: As a member of staff at this School, you are expected to act in accordance with the ethos of the school at all times and follow all policies and the staff code of conduct. You can expect to have opportunities to contribute to the growth of the school, and for your professional development to be furthered.



Person Specification

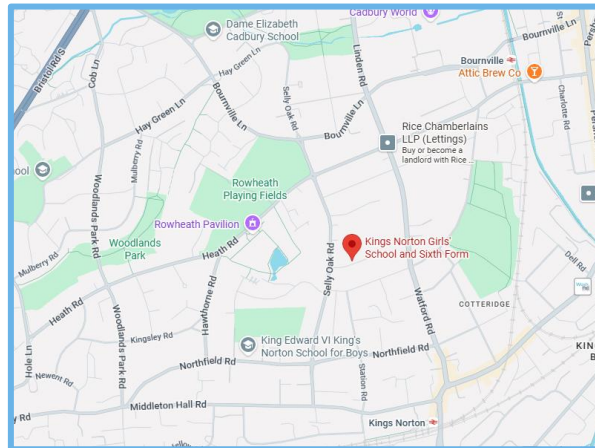
The following outlines the key skills and experiences required for this position. The shortlist process will assess each candidate against the essential criteria listed below, expecting candidates to demonstrate knowledge and understanding of each area, and to show evidence of having applied (or awareness of how to apply) this knowledge and understanding in an appropriate context. You should refer to these requirements when completing your application, and short-listed candidates will be expected to demonstrate these through the subsequent selection process.

	Essential	Desirable
Experience		
Experience in preparation and cooking of basic food products.	X	
An understanding of food hygiene and safety.		X
Experience of supporting students in a practical environment.		X
Skills and Attributes		
Good organisational skills	X	
Ability to follow instructions	X	
Creative skills	X	
ICT and clerical skills	X	
Communications skills verbal and in writing	X	
Practical skills	X	
Professional and helpful approach	X	
Self-motivated with a positive and flexible approach	X	
Ability to work on own initiative but recognising the need to escalate queries as appropriate	X	
Team player	X	
Knowledge of electronic display and presentation formats		X
Ability to main confidentiality and work with discretion	X	
Ability to work and communicate with young people	X	
Qualifications and Training		
A good standard of literacy, numeracy and ICT	X	
Grade C/4 or equivalent in maths and English	X	
Other		
A successful enhanced DBS check	X	
Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.	X	



Our local area

Kings Norton Girls' School and Sixth Form is located in the leafy suburb of Kings Norton, closely bordered by Bournville which benefits from green open spaces. The area is renowned for its exceptional schools at both primary and secondary level. KNGS is well connected to local transport links, including the Birmingham Cross City rail line from Redditch to Lichfield, with 2 adjacent train stations: Kings Norton and Bournville.



KNGS is part of the South Area Network (SAN) of Secondary schools. KNGS takes an active part in the SAN, a grouping of 21 secondary schools in South Birmingham that includes mainstream (both mixed and single sex) alternative provision and SEND specialist settings. SAN focuses on collaboration, professional development, and sharing resources through initiatives, this culminates in a cross-network training afternoon between schools each February and celebration of the Arts at an event in June. The SAN also facilitates a collaborative sharing panel to support those students that may be struggling in their home school, with all schools playing an active part in both referring and receiving student referrals.

The area our school serves, offers a strong sense of community with a mix of residential neighbourhoods and local amenities. Our school is within easy reach of the 2 other schools in our Trust; Hall Green Secondary School and Swanshurst School, this supports collaborative working.

Privacy notice for job applicants

This privacy notice advises job applicants of the school's data protection responsibilities on the collection and processing of their personal information. We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. We are required to explain how and why we collect such data and what we do with that information. This notice will also provide information as to what you can do about your personal information that is held and processed with us. We have appointed Matt Henry, Data Protection Officer as the person with responsibility for ensuring that applicants' personal information is held and processed in the correct way. He can be contacted at mhenry@wmatrust.co.uk. Questions about this policy, or requests for further information, should be directed to him.

You can find our privacy notice on our website at <https://www.kngs.co.uk/wp-content/uploads/2022/05/Privacy-Notice-Job-Applicants-v2-May-2022.docx.pdf>

Submission of your application form confirms that you have read and understood our privacy notice.