

JACK HUNT ACADEMY

Hard work Integrity Kindness



Candidate Pack



KEYS
ACADEMIES
TRUST

About the School

A Welcome from the Headteacher



Dear Applicant

Thank you for your interest in this exciting role. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care.

At Jack Hunt Academy, we have a strong ethos centered on the belief that every student has the right to a first-class education, and we consistently promote high expectations for all our students. We want all our learners to leave JHA well educated; of good character; and ready for ambitious next steps. Our core values are:

- Hard Work
- Integrity
- Kindness

Jack Hunt Academy is a vibrant place of learning, underpinned by expert teaching of a challenging and broad curriculum. We provide high levels of pastoral care and support via our fantastic Year system, as well as a comprehensive PSHE programme. We believe that for students to thrive, they need to be happy, safe and receive high levels of support.

We think that enrichment opportunities are important for all students, and our offer in this area is extensive. We believe in high standards of behaviour and conduct, and our school is a happy and calm place to learn where positive relationships flourish. We are a diverse and inclusive school, and we are committed to comprehensive education.

Academic success is very important to us, and we have a strong track record. Our students achieve well and many progress into our successful and flourishing Sixth Form. Our students have strong destinations after leaving Jack Hunt Academy. However, academic success is only part of our purpose. We also provide excellence in music, drama, sport, and the arts and we value all practical and creative pursuits. We also develop the qualities that are important in any young person such as self-reliance, courtesy, respect, initiative, and determination.

We are an outward facing school. We are proud to belong to Keys Academies Trust, and this gives us the opportunity to collaborate with other schools. We also work with an extensive network of education providers, businesses, and charities within Peterborough and beyond. These networks allow us to offer our students a rich blend of opportunities.

If you think that this post at Jack Hunt Academy could be for you, we would love to receive your application.

Yours sincerely,

Jon Hebblethwaite,
Headteacher

For more information about this post, or to organise a visit to the school, please contact the HR department at recruitment@jhs.pkat.co.uk

About the Trust

Our trust is a vibrant, diverse, and ambitious group of five academies in west Peterborough. Formed in 2018, we are a relatively young trust, which emerged from a strong, but loose, alliance of primary schools working with our large Jack Hunt secondary school.

Our schools serve communities which have many similarities but also significant differences, due to the cultural and economic diversity of the city. We celebrate these differences and ensure that each school retains a distinct identity within the trust.

Working together as a multi-academy trust has allowed us to use the expertise across our 5 schools to meet our common goals to give our pupils and students an inclusive, innovative learning community that respects and benefits everyone and has aspirational plans for the future. Our vision is to unlock the potential and create strong life chances for all the children we educate.

Our iLearn Project is an important pillar in our educational provision both in the classroom and at home. Through the supply of personal iPads to staff and to children in years 6,10,11,12 and 13, we can leverage the significant enhancement to teaching and learning afforded by technology.

To ensure the transition from Primary to Secondary school we are proud of our Year 7 'My World' curriculum. This has been carefully planned to support the best outcomes for students and encourage independent and reflective learners, through the development of exhibition standard project work.

The Trust's Young Explorers programme replicates the Duke of Edinburgh scheme for all Year 5 pupils across the Trust and forms part of the Year 5 curriculum. Our rich offer for all the children in our Trust also includes a wide range of sporting activities and undertaking sports leadership courses; University visits in both Key Stage 2 and Key Stage 5; day trips, educational visits and residential; theatre groups in school and educational visits to theatre productions; and a wide of competitions where pupils and students can showcase their talents.

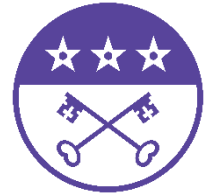
All in our trust have high aspirations for, and high expectations of, every single pupil and student. We want them to be well-rounded, confident, caring young people with leadership skills who are motivated to achieve their best in lessons and beyond the classroom. We want them to be involved in the school, local and global community and leave us as life-long learners, equipped to build on their success and contribute positively to our future.

The Board of Trustees of Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Job Information

Design & Technology Food Technician
Jack Hunt Academy



Salary: NJC SCP Grade 5, Point 5-7

Hours: 35 hours per week, Term Time plus 1 week

Type of role: Permanent

Closing date: Monday 20 September 2026 9.00am

Start date: November 2026

Job Description

Purpose of Job

The main purpose of the job is to support the smooth running of the DT department with a focus on Food and Nutrition.

KEY TASKS

Food Technician

- Maintain the laundry ensuring all classrooms have sufficient clean towels and cloths
- Maintain good order in the store, book cupboards and drawers
- Maintain the hygiene of refrigerators, microwaves, cookers, freezers and blast chillers.
- Maintain Risk Assessment records of all equipment used in Food and Textiles to conform with inventory requirements and report damage.
- Report any maintenance and IT incidents and faults to the help desk
- Responsible for the up keep of the resources area and assisting with preparation of materials.
- Setting up, clearing and cleaning after food demonstrations
- Using a sewing machines for basic repairs e.g. aprons
- Preparing and maintaining general classroom displays.
- Calculate the amount of food ingredients needed as detailed in the School Recipe Books. Produce accurate lists of the total amounts of ingredients needed for all students.
- Calculate resources needed to be purchased by the school.
- Calculate the amount of food ingredients being supplied by the School for any Celebration Days
- Purchase ingredients and resources cost effectively to the school and keep records of purchases
- Balance monies spent on the company charge card with Bank Statements supplied by Finance.
- Liaise accordingly with Finance.
- Liaise with the Teaching Staff to plan at least a week in advance the resources and equipment for lessons
- Measure out / prepare supplied ingredients prior to the start of each Food Practical lesson.
- Setting up of and assistance during each practical class.
- Setting up and preparing food items for Sensory Analysis.
- Liaising with KS4 students to ensure all equipment, display items and specialised ingredients are available and ready to use.
- Preparation of ingredients and equipment for practical exams
- Providing support during practical exams
- Provision of display equipment and student name cards for presentation of their work.
- Accurate preparation & cutting of Textiles fabrics and resources to specifications provided by Textile teachers.

- Check all orders placed through the Finance system upon receipt, check they are accurate and report any discrepancies.
- Production of resource packs as requested by D & T Teaching staff.
- Administrative duties as appropriate including Departmental Minutes, photocopying, laminating in conjunction with Reprographics.

OTHER DUTIES

- Any other reasonable duties as requested by the Headteacher.
- To participate in the Trust support staff appraisal scheme and in training courses as and when necessary.
- Other administrative and general duties as may be required from time to time

This job description will be reviewed periodically. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify Trustee consideration of revising the allowance remunerated.

It may be necessary from time to time adapt working hours to suit the needs of the organisation. Any permanent changes to working patterns would be notified.

Person Specification

This post involves supporting the smooth running of the D&T department with a focus on Food and Nutrition

Applicants will be judged against the following criteria:-

Essential

- The ability to show Initiative.
- The ability to respond well to periods of pressure.
- A desire for high standards of work produced.
- A sound general education which includes English and Mathematics at GCSE C (or its equivalent)
- A consistently high standard of personal presentation.
- A willingness, on occasions, to be flexible with working hours.
- A willingness to be trained and acquire new skills.
- Has the ability to fulfil all spoken aspects of the role with confidence through the medium of English.
- Be able to work independently.

Desirable

- Experience of working in a school.
- Experience in food handling and food preparation.

You are invited to demonstrate how you satisfy some of the above criteria in your letter of application.

THE DESIGN AND TECHNOLOGY CURRICULUM AREA

Design and Technology is taught by a team of 8 teachers. The responsibility structure is built around the Curriculum Area Leader and Deputy Curriculum Area Leader who are responsible for co-ordinating curriculum developments, student assessment, monitoring of progression and the day to day running of the Curriculum Area.

In Years 7, 8 and 9 all students follow courses in Design and Technology, Food and Nutrition and Textiles on a termly rotation system.

At Key Stage 4 students have the option to follow either AQA Design and Technology or WJEC Hospitality and Catering.

Within Design and Technology, students are encouraged to adopt an iterative approach to their own project development. They are exposed to and encouraged to explore a range of materials and processes and are given tasks designed to stretch their confidence, creativity and resilience. Problem solving is at the heart of all activities. The department believes very strongly in developing individual skills and interest and is committed to providing equal opportunities for all students. The use of ICT forms an integral part of the design process and students use a wide range of software to present, analyse and disseminate information in addition to modelling ideas.

At post 16, AQA Product Design is offered. This is becoming an increasingly popular option in the Sixth Form.

Design and Technology has become a popular area of the curriculum and this is in recognition of the important and valuable contribution it can make to the learning experience of each student. The Curriculum Area has expanded over recent years, offering some excellent facilities including a large specialist workshop with a machine area that has four large lathes and milling machine. Attached to this area is a foundry area, with a brazing hearth, enamelling kiln and welding bay. Materials are stored in a secure area and are prepared in a separate machine area where there is a planning machine and circular saw facility. Generally, there are good facilities to carry out all manufacturing processes. A part-time Technician supports the work of the teachers.

The Curriculum Area has exclusive use of a purpose-built ICT room and is increasingly investing in high-end CAD/CAM equipment. In addition, there are two well-equipped food rooms. Access between the work areas is quite easy as they are self-contained. In total there are 8 work areas, good storage and a staff planning area.

The Curriculum Area supports work in the relevant sections of the Duke of Edinburgh Award Scheme.

The Design Technology Curriculum Area is lively and enthusiastic and teachers work extremely well as a team with relationships between colleagues being excellent. As a team we are committed to preparing our students by giving them opportunities and involvement in developing their technological understanding and capability.

How to Apply

For more information, and to access our online application form, visit our website at <https://www.keystrust.org/vacancies>

Or, for a short cut, scan the code below:



Please use the below links to access our Safeguarding Policies:

Safeguarding and Child Protection Policy (Trust): <https://www.keystrust.org/SafeguardingandChildProtectionPolicy>

Recruitment of Ex-Offenders Policy Statement: <https://www.keystrust.org/RecruitmentofExOffendersPolicy>

Work for Us

Our Trust culture is centred on valuing people, through supporting their ambitions and career paths, so that we are a respected and attractive employer. By creating a culture where staff feel respected, empowered and inspired, we create a positive learning environment.

We are keen to reward and recognize our staff and have developed a comprehensive range of employee benefits to achieve this.

Our staff benefit from:

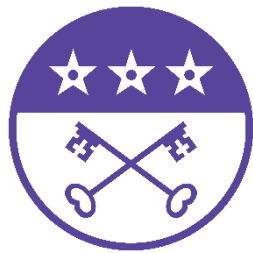
- Professional Development and extensive CPD programmes
- Perkbox employee benefits platform providing big discounts on shopping, dining and entertainment
- Generous Occupational Pension Schemes
- Generous sickness benefits to support you in a time of need
- Free parking at all Keys schools
- Nursery provision
- Free on-site annual flu vaccination scheme
- 24/7 free and confidential Employee Assistance Programme
- Wellbeing programme and support
- Additional planning days
- iPads and Laptops for all teaching staff
- Open door listening policy to Senior Leaders

Our people vision:

- Our people are proud of our Trust and the difference we make to young people
- We are all hungry to learn and we offer career development and opportunities for all
- Everyone enjoys coming to work, we are inclusive and listen to our people
- Our leaders serve our people ensuring their professional and personal need are supported
- Our people go the extra mile because they feel well rewarded and valued and that we care

Safeguarding Statement

Keys Academies Trust (Keys) and Jack Hunt Academy are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the School with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy subsequently comes to light.



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Peterborough
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**Ledbury Road
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