



Appointment Information Pack



Our Boothroyd Values

Honesty Excellence Aspiration Respect Teamwork

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| Vacancy | Kitchen Manager |
| Location | Boothroyd Primary Academy |
| Start date | 1 st September 2026 |
| Closing date & time Interview and assessment | <ul style="list-style-type: none">• Closing date for applications: Mon 18th May (noon)• Shortlisting: Tues 19th May• Interview and Assessment Day: ASAP |
| Salary | See Advertisement |
| Contract | Permanent Role |
| Return application to | <p>To apply for this job, please apply via the MyNewTerm APP</p> <p>CV's/other application forms WILL NOT be accepted. Thank you.</p> |



Welcome from Mr Matt Birkett, Principal, Boothroyd Primary Academy

Dear Applicant

Thank you for taking an interest in the Kitchen Manager vacancy at Boothroyd Primary Academy.

We are incredibly proud of our school and our community, where we have the privilege to support, nurture and educate approximately 600 wonderful children aged 3-11, from a wide range of cultural and social backgrounds.

Our vision is for Boothroyd to be the heartbeat of the community, where we empower all, so we all shine brightly. Teachers are instrumental in promoting our school vision, developing others and empowering all in our community. We collectively contribute to a positive culture and learning environment that enables everyone to thrive and be the best version of themselves, by living out our school values of Honesty, Excellence, Aspiration, Respect and Teamwork.

I have been the Principal at Boothroyd since January 2023, after previously been head at another school for 6 years. I can honestly say that the school is a fantastic place to work. Every day is different, but every day is rewarding. We are building something special, a place where every child has the chance to fulfill their potential through an enriching curriculum and the support of staff who truly care.

Our committed staff and children make Boothroyd a good place to work and learn. The children act as fabulous ambassadors for the school and demonstrate this through the many leadership roles they have within school. The school's standing in the community, links with local mosque leaders, and a high level of parental satisfaction creates a high level of trust in the school.

Our school website gives a good flavour of what we offer at Boothroyd and the extensive work we have done on the school curriculum, however the best thing to do is visit the school. You will then get a clear idea of the school's culture and positive energy, see the school in action and meet the staff and our wonderful children.

We hope that you will find this information pack helpful in finding out more about this post. You are very welcome to make an appointment to visit the school. I would be delighted to show you around. Please contact Academy Business Manager, Lisa Lynch, on 01924 562425 to make an appointment.

Please do not hesitate in contacting us if you would like a further conversation about any aspect of this post or about working as part of Focus-Trust. You can email me directly at m.birkett@focus-trust.co.uk or contact Lisa Lynch who will arrange a telephone call.

Kind regards

Matt Birkett
Principal



Welcome from Tracey Thornton, Chair of Governors

Dear Applicant,

Thank you for taking the time to consider applying for a role at Boothroyd Primary Academy. As Chair of the Governing Board, I would like to take this opportunity to tell you a little about myself and Boothroyd...

My whole career has been in education, including being head teacher at several different schools in several different local authorities, spanning the country. I feel that my accumulated experience, knowledge and wisdom serve me well in fulfilling my role as Chair of Governors to ensure the best possible outcomes for all at Boothroyd.

I am still working in education, now using my passion for coaching to support the development of individuals and organisations, I currently work as an Independent Education Coach and Consultant offering bespoke support in all aspects of School Improvement. In addition to my work in education, I am a qualified yoga teacher. I enjoy socialising with friends and family, theatre trips, travel and walking my crazy black Labrador.

Boothroyd Primary Academy became an academy in October 2013 and is part of Focus-Trust, which is a multi-academy chain of 15 primary academies. The school is in North Kirklees, half a mile from Dewsbury town centre in an area of significant socio-economic deprivation. It is a larger than average primary school of with approx. 600 pupils on roll, including nursery pupils. The very large majority of pupils are of Asian or Asian British Pakistani heritage. The proportion of pupils who speak English as an additional language is well above the national average as is those who are eligible for support through the additional pupil premium funding.

The school has a dedicated staff team who work hard to educate our children and address any barriers to learning. Boothroyd is a warm, friendly place where children receive a high level of educational and pastoral support. The staff are skilled in managing the many challenges the children face and the pupils are an absolute delight. We all work hard to improve outcomes for pupils and ensure everyone can shine brightly and achieve their full potential. As a Governing body, we focus on quality of education and standards and enjoy completing evidence trails in school to ensure what we hear in meetings is having impact in the classroom.

As a school we can offer you:

- Children who are keen to learn.
- Outstanding opportunities for professional development and career progression.
- A superb support network as part of the wider Focus-Trust MAT to help develop the potential of teachers earlier on in their careers.
- Opportunities to help develop teaching and learning through school and the wider Trust.
- Opportunity to be able to shape the curriculum to develop pupils' knowledge and understanding across school.
- Wellbeing support and access to Kirklees Occupational Health Schemes.

I hope I have given you a flavour of Boothroyd Primary Academy. We are a very supportive governing body with high expectations for our young people and staff, and hope that you feel encouraged to apply for the above post.

Kind regards

Tracey Thornton

Tracey Thornton

Chair of Governors

Academy details

| | |
|------------------|--|
| Address | Boothroyd Primary Academy, Temple Road, Dewsbury, WF13 3QE |
| Telephone | 01924 562425 |
| Email | boothroyd@focus-trust.co.uk |
| Website | www.Boothroydprimaryacademy.co.uk |

Job Description

| | |
|-----------------------|---------------------------|
| Academy | Boothroyd Primary Academy |
| Job title | Head of Kitchen |
| Grade | 4 (SCP 14-18) |
| Accountable to | Principal |
| Line manager | Academy Business manager |

Purpose of the role

To manage effectively the school kitchen to the operational and financial requirements set out by the School Business Manager/Principal.

To undertake the preparation, cooking and service of meals to the required standard and to the needs of the pupils.

Main duties

- Responsible for ensuring hygiene, health and safety standards are maintained within all units.
- General kitchen and cleaning duties as required.
- To ensure complaints raised by the client are investigated and remedial action taken.
- Responsible for keyholding and kitchen security.
- Responsible for the health, safety and welfare of self and colleagues in accordance with Academy's Health & Safety policies and procedures and current legislation.
- To ensure that all equipment is used and maintained as per manufacturer's instructions.
- To order and control all materials required for the catering service.
- To ensure that the financial targets are achieved.
- Continual contact/liason with ABM.
- Liaison regarding any special catering requirements.
- Ensure service standards of the Academy are met.
- Attend meetings as required.
- To report all mechanical and structural defects and faults in accordance with procedures.
- To report all product and supplier problems.
- To participate in Academy's programmes of in-service training as a trainee and, when required, as a trainer facilitator.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Principal (or nominated representative) in consultation with the post-holder and if she/he wishes with her/his trade union representative.

Food Preparation

- Responsible for food and beverage production.
- Responsible for menu planning, produce orders and maintenance of stock levels to meet the unit's requirements, receipt of stores, material and other items in connection with the service.
- Service of food and beverages.
- Monitor waste and portion control.
- Correct storage and use of food and materials.

Administrative Management

- To report accidents using Academy procedure.
- To administer timesheets.
- To ensure all documentation related to the unit is completed accurately and punctually.

Management Information Systems & ICT

- Ensure resources, support and training are provided to enable staff to make the best use of available ICT.

The Academy environment

- Work with the SBM when dealing with outside bodies or contractors planning work schedules and supervising work to ensure this is carried out to the required standards and within the appropriate timescales.

Management

- Raise awareness of any HR issues around assessment of salaries, sickness and maternity/paternity procedures, redundancy and other matters of dismissal.
- Facilitate the organisation of staff development.
- Ensure all catering employees have been trained in the key areas of their jobs and to monitor employees' performances in these areas.
- To administrate relief staff for unit
- To conduct performance appraisal with all catering staff to promote high work standards and personal development.

Fulfil wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the Academy and the Trust.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Liaise with external agencies with regard to pupil progress, safety and welfare.
- Work with other staff across the Trust and in other maintained Schools or other Academies.
- Communicate effectively with parents with regard to pupils' achievements and well-being.

Personal and professional conduct

The Head of the school kitchen is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout their career.

All catering staff need to uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the Academy, by:

- treating pupils, staff, parents and visitors with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to an adult working in an Academy environment;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others;
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs; and
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Professionals working in the Focus-Trust must have proper and professional regard for the ethos, policies and practices of the Academy and the Trust, and maintain high standards in their own attendance and punctuality.

Professionals must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities; and within the policies, handbooks and guidelines of the Academy and of the Focus-Trust.

General

The post holder will:

- Be expected to actively support the work and ethos of the Focus-Trust.
- Be expected to undertake such additional duties as may reasonably be requested by the Senior Business manager or their representative.
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust. Any breaches of confidentiality must be reported to the SBM immediately.
- Participate in arrangements for appraisal and in the identification of areas in which s/he would benefit from training and undergo such training.
- Proactively keep abreast of developments in relation to the post, and whenever possible and appropriate, attend professional development opportunities.
- Comply with and support all policies related to equal opportunities and safeguarding children.

This job description is neither exhaustive nor exclusive, and it may, after consultation with the post holder be subject to modification and amendment in accordance with the needs of the academy.

Head of Kitchen
Person specification

Key:

App – Application Form

Ref – Reference

SP – Selection process. This could include a range of exercises, including an interview.

| | Essential/ Desirable | How identified |
|--|-------------------------|-------------------|
| Experience | | |
| Experience of cooking in a busy catering environment | E | |
| Experience of planning menus and ordering food stocks relating to those menus | | |
| Experience of accounting for cash, reconciling against sales and following financial procedures | | |
| Experience of working in a team to meet an immovable deadline | | |
| Skills and abilities | | |
| Communication skills to deliver polite, courteous and effective customer service | D | |
| Interpersonal skills to build and maintain effective working teams | D | |
| Organizational skills | D | |
| Literacy skills | D | |
| Numeracy skills | D | |
| IT Skills | D | |
| Knowledge | | |
| Knowledge of key areas of Health and Safety | E | |
| Understanding of healthy eating options, alternative diets, allergens and Nutritional Standards in Schools | E | |
| Knowledge and understanding of equality and diversity issues within a school community | D | |
| Child protection | | |
| Understands why safeguarding is important when working with children. | E | App/SP |
| Personal qualities and attributes | | |
| Moral purpose (Equality, children and adults treated with respect) | | SP |
| Excellent communicator (Listening, putting a message across) | | SP |
| Child centered | | SP |
| Self-motivated and able to motivate others | | SP |
| Enjoys challenge | | SP |
| Works to deadlines | | SP |
| Enthusiastic and optimistic | | SP |
| Excellent problem solving/analytical skills | | SP |
| Self-awareness, knowledge of strengths and limitations | | SP |
| Qualifications | | |
| Basic food hygiene certificate | | |
| NVQ 3 in Catering or equivalent | | |
| Willingness to gain a First Aid Certificate | | |

About our School and Academy

Boothroyd Vision, Values & Strategy

Our Boothroyd Strategy 2024 - 2026

Our vision: We empower all so we can all shine brightly

Our commitment: To work in partnership with families to ensure we provide the best opportunities for all children to thrive. To improve end of Key Stage outcomes and achievement across school.

Our five priorities:



Have strong partnerships with parents to support them with their child's learning and ensure attendance is good.



Building a learning culture with moral purpose by prioritising children's personal development.



Ensuring the highest quality education by embedding our pedagogical strategy and supporting children's lifelong learning.



Improving well-being of all by developing resilience through training and support.



Improving outcomes for all children in all subject areas.



Our Boothroyd HEART Values:

**HONESTY, EXCELLENCE, ASPIRATION,
RESPECT, TEAMWORK**

Who can help us achieve this?

| | |
|---------------|--------------|
| 600+ Children | 100+ Staff |
| 250+ Families | 8+ Governors |

Here at Boothroyd Primary Academy we aim to provide:

- A wide range of experiences to enhance learning through a rich broad and balanced curriculum
- Teaching that inspires and challenges
- A safe, bright, welcoming and happy environment in which to learn
- A warm welcome for all, working in, and with the whole school community to ensure success of our children
- Equal opportunity for each individual to succeed, and respect for differences
- Opportunity for children to express themselves creatively, to grow in confidence, and to fulfill their potential.

Furthermore, we aim to develop children and young adults who are:

- Honest, loyal and trustworthy
- Considerate, kind and tolerant
- Courageous, resilient and strong of character
- Loyal, loving and fair
- Aspirational and the best versions of themselves

We believe in education that is free to all and that:

- entitles all children to the same high standards and expectations
- is the responsibility of all – staff, parents and the wider community

- reflects the background and needs of our children, whilst instilling ambition and independence
- gives all children access to their learning and helps them to develop skills for life

We believe our children are growing up in a rapidly changing world. We will strive to prepare them for this by:

- developing their skills and interests in technological innovations that will enable them to take their place in a changing employment market
- ensuring that the values that our families currently hold dear are strengthened
- supporting them to play their part in combating global warming and encouraging them to use our natural resources carefully.

Our Curriculum

Learning experiences at Boothroyd Academy are rich and varied in order to expand the experiences of the children. Learning is planned for both in and out of the classroom, and will involve many visits to sites outside school, including Crow's Nest Park and local museums. The National Curriculum and the Early Years Foundation Stage Curriculum is delivered through themes chosen to fuel the imagination of the children.

Our Pupils

The school is a larger than average primary school of with approx. 600 pupils on roll, including nursery pupils. The very large majority of pupils are of Asian or Asian British Pakistani heritage. The proportion of pupils who speak English as an additional language is well above the national average as is those who are eligible for support through the additional pupil premium funding.

Our Staff

Our leadership team comprises the Principal, Deputy Principal, two Assistant Heads and two senior leaders (Senior Academy Business Manager/Pastoral Care Leader & DDSL). In addition to middle leaders, teachers and teaching assistants, we have a pastoral team who works with children and families, staff and outside agencies to offer support for wellbeing and develop parental engagement. The running of the school is also supported by admin, site, kitchen and lunchtime teams.

Our Facilities

Boothroyd Primary Academy is a bright and welcoming two-storey traditional construction that, in addition to classroom accommodation, has been extended and adapted from its original construction to provide:

- EYFS Unit and Nursery
- Stand-alone outside classroom containing full ICT Suite and Community Room
- Fully equipped music room
- School kitchen providing over 400 daily school meals which are cooked fresh on site
- Hall and gym with large screen/full surround sound technology
- Extensive school grounds/playing fields
- School Minibus
- Breakfast and after school provision

Our School Organisation

Our pupil admission number is 90 and there are three classes for each year group, from Reception to Year 6. In addition to class teachers, learning is supported in classes by teaching assistants and higher-level teaching assistants – the number of these is dependent upon needs within classes/year groups. There is also a 26 place Nursery within EYFS.

Our extra-curricular activities

A range of extra-curricular activities usually operates in the autumn and summer terms, during which staff generally run an after-school club once a week. Examples of clubs offered include football,

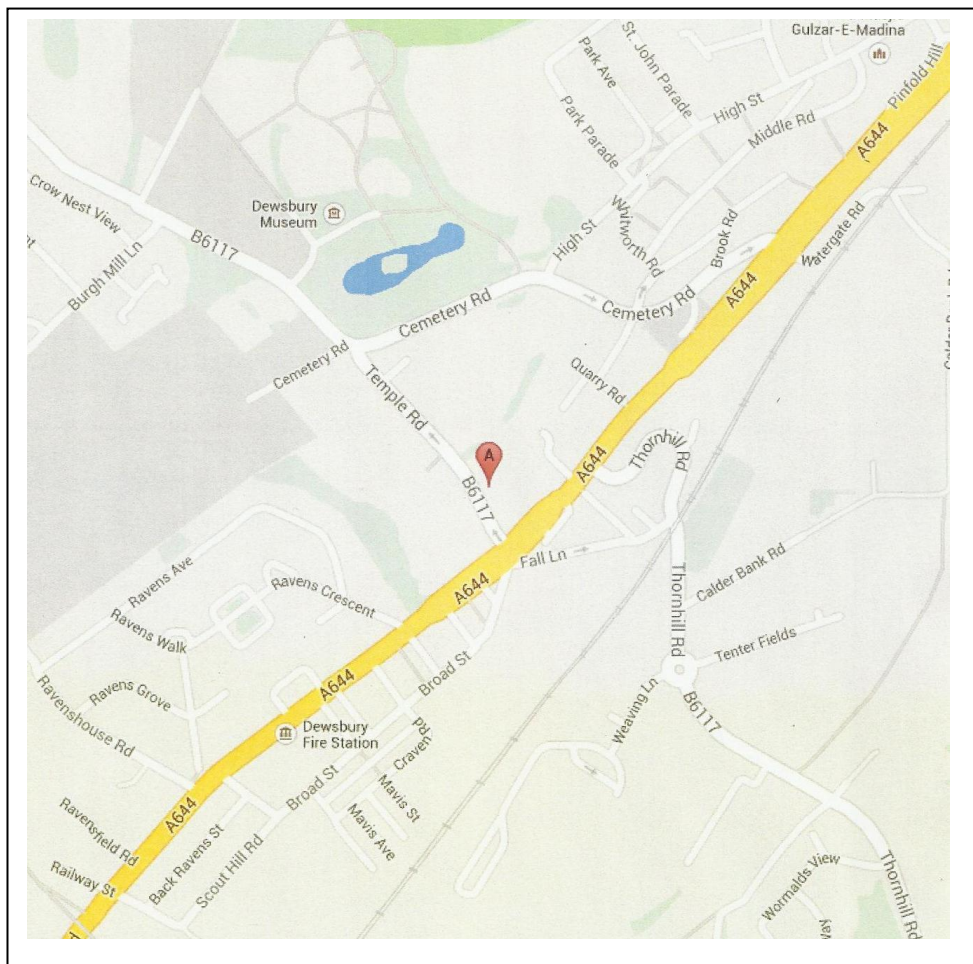
choir, multi-skills, cooking, arts & crafts. Children also get opportunities to take part in inter-school sports and community events.

School Quick Facts

| Academy Quick Facts | |
|---------------------------------|--------|
| Number of children | 603 |
| Number of teaching staff | 30 |
| Number of support staff | 80 |
| % FSM | 41% |
| % SEN | 14.2% |
| % EAL | 82.71% |

Our Geographical Area

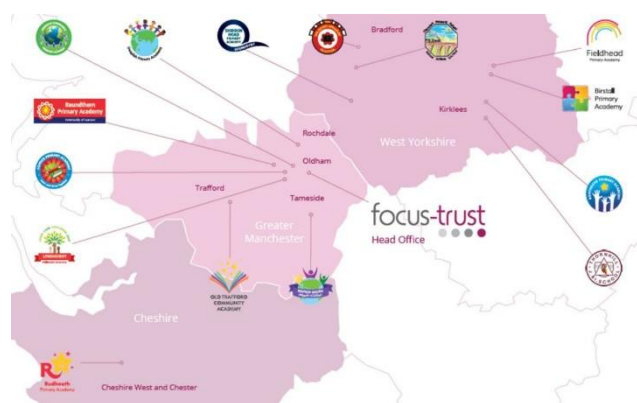
We are situated in Westtown, Dewsbury about 1 mile from the town centre. The car park is accessed from Cemetery Road. In addition to our partner academies within Focus-Trust, we also work collaboratively with schools within the local Dewsbury Learning Partnership and with a range of secondary schools in the local area to which our pupils transfer at the end of Year 6.



What you might want to know about Focus Trust

Who are we?

Focus-Trust was incorporated in May 2012 as a primary trust. The Trust has links with the sponsor, Focus Education, but is an entirely separate legal entity. As with all academy trusts, the Trust is a company limited by guarantee and an exempt charity. The Trust's offices are situated in a newly converted historic mill conversion in Chadderton, Oldham with excellent motorway networks to access our schools.



The defining feature of Focus-Trust is that it is a specialist primary phase trust. This means that the work of the Trust is driven by the distinctive needs of primary schools. Whilst the Trust has robust systems for accountability, each school has their own distinctive identity, ethos and culture, and this is a commitment to every school when they convert and join the Trust.

Focus-Trust currently has a small centrally employed team. The members of the team are highly skilled and committed to the vision, culture and values of the Trust.

All the schools within the Trust are willing partners who have actively chosen to join Focus-Trust and there is a very high degree of consensus, cooperation and commitment from within the group.

The Trust has robust policies and systems in place to govern and guide its work. These have been gradually implemented as the Trust has grown. The Trust has well-established productive relationships with trade unions and meets half termly with a group of national trade union representatives to discuss policy development. This has enabled us to introduce and change a range of policies in a streamlined and cooperative way.

Additional information:

Equality of opportunity

Focus-Trust is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition.

Safeguarding

Focus-Trust is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures. Applicants should be aware that the recruitment process will include an assessment of your suitability to work with children.

Right to work in the UK

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that,

you are eligible to work within the UK. Photographic proof of identity will also be required.

Validation of qualifications and identity

All shortlisted candidates will be asked to bring original certificates or relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies of the successful candidate will be retained on their personnel file. The copies of unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

References and Social Media Checks

If you are shortlisted, we will take up references before the interview date, unless you state otherwise on your application form. However, two satisfactory references must be received before we can confirm any offer of an appointment. One of your referees must be your current or most recent employer. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of references or open references will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

In line with our safer recruitment policy, on-line presence checks will be undertaken if you are shortlisted. This check is designed to complement the range of standard recruitment checks and allows us to identify a candidate's online presence which potentially could damage the organisation's reputation.

Disability

To comply with the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the named person on the advert, if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Disclosure of a criminal record

Employment in this role is subject to an enhanced check with the Disclosure and Barring Service (DBS). Checks will also be made against the lists showing people barred from working with children. All checks must be satisfactory before any offer of employment can be confirmed and before commencement of work can take place.

Dress code

We expect all staff to dress professionally and appropriately for the roles undertaken. We pride ourselves on the high standards of dress of both our pupils and staff; these standards are led by our staff who we expect to set an example.

Knowledge and skills profile

This is an important part of your application and is your opportunity to explain how you meet the person specification for the post. You should demonstrate, using no more than 2000 characters, your skills, knowledge and experience and give short examples. Describe how you match the requirement of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give is well organised, relevant and brief. You may find it helpful to use sub-headings in order to keep your statement well focused. If you do not submit this profile, you will not be considered for short listing.

Policies

Focus-Trust and the schools have a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. These can be found on the Trust website www.focus-trust.co.uk and₁₂

school websites. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that they have read and understand the Code of Conduct and some of the key policies, e.g. Safeguarding and Child Protection, Health and Safety, Acceptable use of IT.

Pensions

Focus-Trust contributes to Teachers' Pensions and Local Government pensions in the same way and with the same level of contribution as local authorities.

Employer Relations

Focus-Trust has a Trade Union agreement which recognises the teacher and support staff unions. This is further supported by an ongoing and productive relationship with key trade union officials.

Thank you for taking the time to read this information pack. We wish you every success in any application you may make.

Please return all completed documents via MyNewTerm **by 12 noon Monday 6th October 2025**