

The School of Artisan Food

## HEAD OF SCHOOL

### Job Description & Person Specification



THE SCHOOL OF  
ARTISAN FOOD

The School of Artisan Food is a new, not-for-profit education and training provider based in North Nottinghamshire. The school will be offering the UK's only full time course in Artisan Food, an intensive 1 year programme that commences in September 2010. In addition, the school is developing its existing range of successful short courses.

To support the development of the School and to help with the introduction of the Diploma course, we are now looking for a Head of School to take responsibility for its day to day management, and play a key part in its future development.

#### Job Specification

##### KEY RESPONSIBILITIES

- Leading and managing the team and working with the Director & Trustees of the School to ensure that the school operates efficiently and effectively.
- Overall responsibility for the delivery of all courses and training, including the 1 year Diploma Course, Short Courses and other bespoke training.
- Day to day management of the School.
- Budget Control.
- Coordinating and managing the teaching staff.

##### PERSON SPECIFICATION

###### *Essential*

- A proven manager with at least 4-5 years experience working with budgets and people
- Educated to at least Degree level, ideally in a food, science or anthropology related subject
- An understanding of the education sector, and some experience of working within it.
- An understanding and knowledge of the Artisan Food Sector and its wider context.

###### *Desirable*

- Post Graduate education
- Some experience of pastoral care, and/or teaching experience would be an advantage but not essential for this role.

#### How to Apply

Please complete the attached application form and return with a covering letter to:  
**The Director, The School of Artisan Food, Lower Motor Yard, Welbeck. S80 3LR**

If you have any questions, please email to [gareth@schoolofartisanfood.org](mailto:gareth@schoolofartisanfood.org)

Applications should be submitted **no later than 5:00pm on 17<sup>th</sup> June, 2010**