

THE SANDON SCHOOL RECRUITMENT PACK

CATERING MANAGER

Applications close: midday on Friday, 2 September 2022

For further information, please contact: Mrs Hampton by emailing
jhm@sandon.essex.sch.uk

Molrams Lane
Chelmsford
Essex
CM2 7AQ
www.sandon.essex.sch.uk
01245 473611



The Sandon School
Molrams Lane
Chelmsford
Essex
CM2 7AQ



Telephone: 01245 473611
www.sandon.essex.sch.uk

Headteacher: Mr A Weaver

CATERING MANAGER

Salary: Scale 7, Points 19-24 (£23,165 - £25,850 actual salary)

Hours: 37 hours per week term-time plus 5 Inset days and 2 weeks during school holidays

An enthusiastic Catering Manager is required as soon as possible to lead the development of the catering provision at The Sandon School.

You will need to have relevant catering skills and knowledge, good business skills and experience of leading a strong team. Please see the job description and person specification for further information.

We are committed to safeguarding and promoting the welfare of children. Appointments will be subject to references and enhanced DBS checks.

An Information Pack is available on our website www.sandon.essex.sch.uk or from Mrs J Hampton by emailing: jhm@sandon.essex.sch.uk.

Closing date for applications: midday on Friday, 2 September 2022.

Interviews will be held during the week commencing 5 September 2022.

We reserve the right to close this vacancy early and encourage candidates to complete and return applications as soon as possible



JOB DESCRIPTION – CATERING MANAGER

Job Title	CATERING MANAGER
Grade	Scale 7 – Point 19-24
Reports to	Business Manager
Responsible for	All school catering staff
Liaison with	Suppliers
Job Purpose	<ul style="list-style-type: none"> • Responsible for the operational efficiency of the catering service planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with the school management • Plan and manage the development of the School's Catering Provision for students, staff and special events • Maintenance of the highest standards of personnel management, hygiene and health and safety
Duties	<p>CATERING</p> <ul style="list-style-type: none"> • To be responsible for the preparation and presentation of all food to the required school standard • To ensure that methods of preparation and presentation comply with all current recognised catering standards including those for schools • To order raw materials and supplies, check deliveries and ensure all raw and cooked food is stored correctly • To ensure all cooking staff carry out the preparation and cooking of all meals to the recipe specifications and nutritional guidelines • To ensure all staff adhere to the portion standard yields as stated within the recipe specification and required by the school • To be responsible for the monitoring of menu planning and ordering • To ensure the prompt service of all meals, breaks and functions provided, as required by the Headteacher • To implement local promotions/theme days, as required • To ensure that all catering activities are carried out in line with the pre-agreed school budget • To ensure any comments regarding the catering operation – positive or otherwise - are noted and acted upon appropriately • To plan, implement and review a cycle of menus to be revised at regular intervals • To adjust the menu to eliminate unpopular or costly items • To purchase all supplies through agreed suppliers and solve difficulties with suppliers • To be responsible for stock control and rotation of stock • To occasionally organise special functions, which may be outside normal working hours • To make provision for catering services and catering supplies that will be required throughout the school and charge to relevant cost centres <p>FINANCIAL MANAGEMENT</p> <ul style="list-style-type: none"> • To ensure that all aspects of the school's Finance Regulations are followed throughout the Catering Operation • To develop a Business Plan and Operational Plan for the Catering Operation

- To have in place procedures to monitor progress against the Business Plan and Operational Plans
- To ensure there is a fully costed menu, with sufficient information to ensure portion control
- To prepare daily, weekly and monthly trading records highlighting significant variances to the operational plans
- To actively monitor satisfaction with food provided on a weekly basis
- To maximise the full potential of the catering operation in terms of turnover, profitability, quality of food and value for money for staff and students
- To hold regular team meetings/briefings with all catering staff and liaise with senior school managers, as required
- To review and monitor purchasing procedures to ensure Best Value is achieved

COMMUNICATIONS

- To maintain regular contact with the senior managers
- To actively monitor satisfaction with food provided on a weekly basis
- To hold regular team meetings/briefings with all catering staff and liaise with senior school managers, as required
- To be responsible for the immediate reporting of staff absences to the Finance Manager/Business Manager

TEAM LEADERSHIP

- To recruit and induct all new members of the catering staff
- To monitor staff performance, providing training and development as necessary
- To participate in the Performance Management of catering staff
- To be involved in the discipline of staff in accordance with the School Procedure, as required

HEALTH AND SAFETY

- To report all accidents and unfit foods
- To ensure that all aspects of health and safety legislation are complied with so far as the catering service is concerned
- To ensure that the cleaning schedule is complied with and carry out cleaning as required

OTHER

- To take all necessary steps to ensure maximum security of kitchen supplies, equipment and monies
- To undertake the appropriate promotion and marketing of the catering service
- To identify and recommend improvements and cost savings to the benefit of the customer

The above duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager • To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace • To ensure that all duties and services provided are in accordance with the School's Equality Policy • The Governing Board is committed safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
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In all the above to have regard to whole school policies.



PERSON SPECIFICATION – CATERING MANAGER

General heading	Details	Examples
Qualifications & Experience	Specific qualifications & experience	<ul style="list-style-type: none"> Relevant qualifications to NVQ Level 3 Ensure the operational efficiency, planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with the school management.
	Knowledge of relevant policies and procedures	<ul style="list-style-type: none"> Extensive knowledge of personnel management, hygiene and health and safety. Knowledge of First Aid General understanding of the operation of a school Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations
	Literacy	<ul style="list-style-type: none"> Reading and writing skills
	Numeracy	<ul style="list-style-type: none"> Ability to count and undertake calculations
	Technology	<ul style="list-style-type: none"> Ability to use kitchen and cleaning equipment and competent or ready to learn IT where necessary for role
Communication	Written	<ul style="list-style-type: none"> Ability to write menus and reports
	Verbal	<ul style="list-style-type: none"> Listening Skills Ability to exchange verbal information clearly with children and adults
	Languages	<ul style="list-style-type: none"> Use initiative to overcome communication barriers with children and adults
	Negotiating	<ul style="list-style-type: none"> Ability to consult effectively with children and adults
Working with Children	Behaviour Management	<ul style="list-style-type: none"> Understand and implement the school's behaviour management policy
	SEN	<ul style="list-style-type: none"> Understand and support the differences in children and adults and respond appropriately
	Curriculum	<ul style="list-style-type: none"> Understanding of the learning experience provided by the school
	Child Development	<ul style="list-style-type: none"> Basic understanding of the way in which children develop
	Health & Wellbeing	<ul style="list-style-type: none"> Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	<ul style="list-style-type: none"> Understand the role of others working in the school
	Relationships	<ul style="list-style-type: none"> Ability to build open and honest relationships
	Team work	<ul style="list-style-type: none"> Work effectively as part of a team Ability to work independently Know when and how to seek support Know when and how to hand over control Knowledge of own position within a team environment and the boundaries which apply
	Information	<ul style="list-style-type: none"> Ability to provide timely and accurate information

Responsibilities	Organisational skills	<ul style="list-style-type: none"> • Excellent organisation skills
	Line Management	<ul style="list-style-type: none"> • Ability to manage and support the work of others
	Time Management	<ul style="list-style-type: none"> • Ability to manage own time effectively
	Creativity	<ul style="list-style-type: none"> • Demonstrate creativity and an ability to resolve problems independently
General	Equalities	<ul style="list-style-type: none"> • Demonstrate a commitment to equality
	Health & Safety	<ul style="list-style-type: none"> • Good understanding of Health & Safety
	Child Protection	<ul style="list-style-type: none"> • Understand and implement child protection procedures
	Confidentiality/Data Protection	<ul style="list-style-type: none"> • Understand procedures and legislation relating to confidentiality
	CPD	<ul style="list-style-type: none"> • Be prepared to develop and learn in the role



Key Information Sheet for a Support Staff post at The Sandon School

Catering Manager

This sheet sets out the key information for any candidates applying for a support staff position at The Sandon School. Please read this information carefully and retain this sheet for reference during the application process.

Application process:

Applicants must complete the application form and submit it to the school by no later than the closing date advertised. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Selection process:

Applications will be ranked against the person specification for the role.

All shortlisted applicants may be subject to:

1. A face-to-face interview with the selection panel.
2. A practical task(s)

Details will be provided prior to interview.

Shortlisted candidates:

Applicants who have been shortlisted for the post will usually be notified by telephone or email.

Prior to the interview date referees will be contacted to request references on all shortlisted candidates.

Further information and school visits:

Applicants who require further information or would like to visit the school should contact Mrs J Hampton by phone on 01245 241141 or by emailing jhm@sandon.essex.sch.uk.

Key Information for candidates regarding terms and conditions

Hours per week: 37 Hours

Initial working pattern: To be confirmed at interview, but with an early start time before the start of the school day

Working weeks per year: 41 weeks (term time plus five INSET days plus two weeks during school holidays)

This is a part-time post and the successful candidate will work during each week of term time including non-pupil days plus two additional weeks during holiday time.

Holiday will be deemed to be taken during school closure periods. There is no entitlement to take holiday during term time.

Pay

This post is paid on Pay Scale 7 (£26,927 - £29,174). The actual pay range for this role is £23,165 - £25,850. These figures include the pro-rated holiday pay entitlement for someone with less than 5 years' service.

Employees are paid monthly in twelve equal payments across the year.

Probation

All individuals new to employment with the school will be required to satisfactorily complete a six-month probationary period.

THE SANDON SCHOOL

Molrams Lane, Chelmsford, Essex CM2 7AQ

Opened in 1955, The Sandon School is an 11-18 co-educational Comprehensive with around 1280 students. It is a true comprehensive school with a full range of abilities. With results consistently above the national average, it has an excellent reputation in the community and the school underwent an Ofsted Inspection in March 2018 which found it to be a good school.



The Sandon School is fortunate to have a well-qualified, motivated and experienced staff. Many of the staff are currently undergoing a variety of professional development activities focused on teaching and leadership in particular.

The school is a stand-alone academy, having achieved academy status in 2011, and has been successful in a number of capital bids. As a result, the site is both attractive

and well equipped in all areas of the curriculum. The school is extremely well resourced in relation to ICT with all classrooms equipped with data projectors/interactive whiteboards and many with a wide range of specialist ICT facilities.

The school's ATLAS Centre (Access to Learning at Sandon) is a hub of learning for the whole school and incorporates numerous computers as well as a well-stocked library.

Specialist sports facilities include a dedicated sports hall with an international standard specialist floor, a smaller sports hall, a dance studio and multi-gym, two flood lit 4G Astro Turf pitches, extensive playing fields and hard play areas and a well-equipped gymnasium.



Other specialist facilities include a fully-equipped drama studio with banked seating for an audience of 100, a large performance space, several smaller music practice rooms and a dedicated media suite. As well as nine laboratories, the science department also has an outdoor garden for environmental studies.

The majority of lessons are taught in specialist classrooms and there is a Sixth Form Centre with dedicated study facilities for Sixth Form students.



For administrative and pastoral purposes the school is organised into three divisions: Lower School (years 7 and 8), Middle School (years 9, 10 and 11) and Sixth Form (years 12 and 13). Heads of School/Sixth Form are supported by Heads of Year and together are jointly responsible for monitoring students' progress and ensuring the well-being of the students within the school to facilitate their learning. Students entering the school are placed in all-ability tutor groups and are set by ability early in Year 7 for English and maths, and in Year 8 for science and languages.

The school provides a full range of courses for GCSE and A Level/Level 3 examinations as well as non-GCSE Certificate courses at KS4. The school has successfully developed a vocational curriculum programme for some students at KS4.

The school enjoys the support of a dedicated Parent Teacher Association (Friends of Sandon School) which organises fundraising and social and educational activities. It is instrumental in providing the school with many items of equipment and 'extras'.



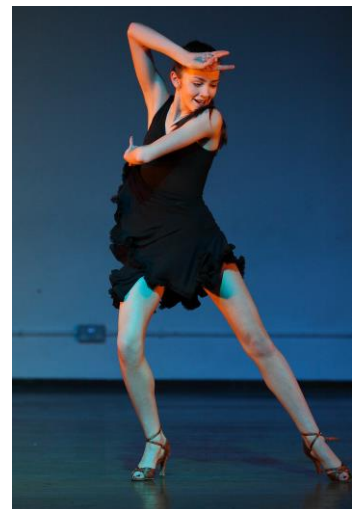
At The Sandon School students are given the opportunity to participate in the highly regarded Duke of Edinburgh's Award scheme. Currently Bronze and Silver awards are offered.

The catchment area of the school covers a wide rural area in addition to the immediate locality of Great Baddow, Sandon and Chelmer Village. The main villages served by the school are Danbury, Bicknacre, East and West Hanningfield, and Chelmer Village from which approximately 60% of

students are currently transported daily to school by means of contract or local service buses.

The school occupies a very pleasant location on the east side of Chelmsford. Located near to the A12, it is easily accessible by car and is well served by public transport. Chelmsford is situated 32 miles from London and has a train service to Liverpool Street (around half an hour). It is within easy reach of the east coast with its many sailing centres, and also Colchester, Ipswich. Southend and Brentwood. During the last 20 years, Chelmsford has undergone rapid expansion and this is continuing. It is a popular residential city and serves London as a commuter centre.

At Sandon we are proud of our school and its achievements. If you would like further information, please contact Mrs Jo Hampton on 01245 241141 or email jhm@sandon.essex.sch.uk.



AIMING HIGHER TOGETHER

RECRUITMENT AND SELECTION POLICY STATEMENT

1. The Governing Board is committed to:

- safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people
- promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued
- promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs

and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2. The Governing Board recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required where applicable to the role and settling:
- receipt of satisfactory references*
 - verification of identity
 - a satisfactory DBS disclosure if undertaking Regulated Activity
 - verification that you are not on the DBS Children's barred list and therefore not barred from working with Children
 - verification that you are not prohibited from teaching
 - verification of medical fitness
 - verification of qualifications
 - verification of professional status where required eg QTS status

- the production of evidence of the right to work in the UK
- verification of successful completion of/exemption from statutory induction period
- verification that you are not subject to any s128 directions preventing you from holding a management position within a school
- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2009 or that you have provided a disqualification waiver from Ofsted

NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.

*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is made.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police).

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service.

The Governing Board is committed to ensuring that people who have convictions/cautions/ reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2009 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information eg was it a caution or a conviction.
- How long ago did the incident(s) occur?
- Whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.

- If the offences were self-disclosed on the SD2 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

When making a recruitment decision The Governing Board will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This Governing Board is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

8. The school processes personal data collected during the recruitment process in accordance with its data protection policy. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment procedure. On the conclusion of the procedure, data collected will be held in accordance with the School's retention schedule.

A copy of our Recruitment Procedure is available upon request.

Privacy Notice – Applicants



The categories of school applicant's information that we collect, process, hold and share include:

- personal information (such as name, address, national insurance number, contact information, teacher number, referee contact information, close personal relationship information with current staff, ability to travel, pre-employment check information)
- special categories of data including characteristics information such as gender, age
- employment information (such as current levels of pay, current role, employment history (including reasons for leaving), breaks in employment history, training history)
- qualifications (and, where relevant, subjects taught)
- Medical or disability information where relevant

Why we collect and use this information

We use this data to undertake the recruitment of new staff

The lawful basis on which we process this information

We process workforce information under Article 6 (To fulfil our legal obligation under the Education Act 1996 and the performance of our public task) and Article 9 (processing of special category data) of the General Data Protection Regulations. To comply with contract law, HMRC regulations, eligibility to work in the UK and Keeping Children Safe in Education (as updated).

Collecting this information

Whilst the majority of information is provided by you, some information will be sought from previous employers, DBS service, The Teaching Regulation Agency, Overseas Embassies and referees. If you refuse to provide this information we may be unable to process the application or continue with the recruitment process.

Storing this information

If unsuccessful we will hold this information for 6 months from the date of employment of the successful candidate in accordance with our data retention schedule.

Who we share this information with

We routinely share this information with members of the HR and recruitment team, interviewers, relevant Governors, Headteacher and legal services contracted by the school.

Why we share school workforce information

We do not share information about applicants with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mrs Axtell, Business Manager.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact Mrs Axtell, Business Manager.