



# Grove House School

*Candidate Information Pack  
Catering Manager*

**Supporting Excellence**

*[admin@grovehouse.essex.sch.uk](mailto:admin@grovehouse.essex.sch.uk) | [grovehouseschool.co.uk](http://grovehouseschool.co.uk)*

# Headteacher's Letter

## Grove House School

Sawyers Hall Lane, Brentwood, Essex, CM15 9DA

Headteacher: Miss L Christodoulides, BA Hons

Telephone: 01277 361498

Email: [admin@grovehouse.essex.sch.uk](mailto:admin@grovehouse.essex.sch.uk)



Dear Applicant

Thank you for your interest in Grove House School. I would like to take this opportunity to tell you a little more about us. We are a growing special school that opened in September 2015. We currently have just over 100 pupils on roll across years 4-12. Our school will ultimately cover the 8-19 age range. All of our pupils have an EHCP and have come to us from mainstream settings and alternative provision. Our pupils' priority needs will be around speech, language and communication although many will have associated difficulties such as attention management issues, moderate learning difficulties and social and emotional needs.

Currently we have 8 form groups - two KS2, four KS3 and two KS4. Classes are ideally in groups of 12 pupils. Each class is supported with at least 2 Learning Support Assistants who stay with the class group across all lessons. Our teaching and therapy staff work together in the classroom throughout the school day and have allocated joint planning time.

We are a very friendly, supportive and welcoming staff. Our staff team is growing rapidly as our pupil numbers increase. Our curriculum, whilst based on the national curriculum, is continually reviewed and ever changing as we look to meet the wide variety of individual pupil needs within each class group. Whilst this may have its challenges it also is extremely rewarding in that our staff have the flexibility to be creative and innovative in the development and delivery of the curriculum.

This is such an exciting time for us – every aspect of our new school is evolving at a rapid rate. The chance to be a part of this continued growth phase in our provision is a rare opportunity. I do urge you to come and visit, look around our site and meet the pupils and our staff team.

We have a highly skilled and dedicated board of governors, some of whom were the proposers of the free school. They have supported us way beyond expectations and continue to be a valuable asset to the school.

I very much hope the post is of interest to you – please do contact us for further discussion and to arrange a visit.

Kind regards

*Lisa Christodoulides*

# SEAX Trust

## Grove House is part of the SEAX Trust

### Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

**Provide outstanding educational experiences for children and young people with special educational needs**

**Put the well-being and achievement of pupils at the heart of all decision making**

We consider the main asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

### Be rewarded by us ...

We offer a clear and competitive **pay policy** and **progression route**

**Holiday pay** and **salary** which is paid *evenly* across the year for our support staff, Teachers and Local Government **Pension Scheme** facilities

### Progress with us ...

A focus to provide high quality **professional development** opportunities for all staff

An extensive range of **in-house training** opportunities

Experienced and **dedicated practitioners** who are keen to help you learn

A range of exciting internal **career opportunities**

### Be inspired by us ...

**Challenging** roles and **recognition** of achievement

A **motivational** strategy towards both education and business

Staff **involvement** in wider decision-making

### Be reassured by us ...

A strategic aim to ensure a **fair work/life balance**

A **highly supportive** organisational culture

A firm commitment to the strengths of **equality and diversity**

A sense of **cohesion and belonging**

A policy to raise **matters of concern**



# Key Information

**Please read this information carefully and retain this sheet for reference during the application process.**

## **Application process**

Applicants can apply in writing and submit it to the school via Kate Peters (k.peters@grovehouse.essex.sch.uk) no later than **12 noon** on the closing date of **Wednesday 18th September 2019**. 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 will be subject to a face to face interview with the selection panel.

There may also be a skills test or practical assessment.

Further details regarding selection panel members and any planned assessments will be made available to shortlisted candidates in due course.

## **Shortlisted candidates**

Applicants who have been shortlisted for the post will be notified as soon as reasonably practical upon completion of the shortlisting process.

## **Referees**

Referees will be contacted **prior to the interview date** to request references on all shortlisted candidates.

*The school may review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in a school.*

## **Interview date**

Interviews will be held at **Grove House School on Monday 23th September**.

## **Further information and school visits**

Applicants who require further information or would like to visit the school should contact Kate Peters, 01277 361498 or k.peters@grovehouse.essex.sch.uk

## **Staff Well-being Cover**

Grove House offer extensive Staff Wellbeing and Medical Insurance Cover which includes physiotherapy, counselling and GP on-line support services.

*All staff at Grove House School commit themselves to contributing fully to the ethos and life of the school both in school and outside. The school operates its own salary structure broadly in line with School Teachers' Pay and Conditions.*

*Grove House School is committed to safeguarding and promoting the welfare of children and young people. It expects all staff, volunteers and contractors to share this commitment. The successful candidate will be expected to obtain DBS clearance at enhanced level and Section 128 clearance.*

# Job Description



**Reports to:** Business Support Manager

**Liaison with:** Other Catering Staff, School Admin Staff, School Specialist Support, Suppliers

**Grade:** Band 3 to mid point (6-11), from £10,473

## Job Purpose

- 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.
- Maintenance of the highest standards of personnel management, hygiene and health and safety.

## Catering Duties

- To be responsible for the preparation and presentation of all food to the required statutory regulations and school standards.
- To ensure that methods of preparation and presentation comply with current recognised catering standards and food safety legislation.
- 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 nutritionally balanced menus to be revised at regular intervals as instructed by the Headteacher and Business Support Manager.
- To adjust the menu to eliminate unpopular or costly items.
- To purchase all supplies through agreed suppliers and advise the Business Support Manager of any unsolved 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.

## **Communications**

- To maintain regular contact with the Business Support Manager and Administrative Staff.
- To actively monitor satisfaction with food provided on a weekly basis.
- To hold regular briefings with catering staff and liaise with leadership, as required.
- To be responsible for the immediate reporting of staff absences to the Business Support Manager.

## **Team Leadership**

- To assist with the recruitment and induction of new members of the catering staff.
- To assist with the monitoring of staff performance, providing training and development as necessary.
- To assist 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 & 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.
- To regularly reconcile Petty Cash expenditure to receipts and liaise with the School Finance Officer.

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**

- 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 & safety in the workplace
- To ensure that all duties and services provided are in accordance with the Trust's Single Equality Policy

The Local Academy Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.



# Person Specification



Qualifications and Experience	Detail
Specific qualifications & experience	<ul style="list-style-type: none"> <li>• Relevant qualifications to NVQ Level 3 or equivalent</li> <li>• Ensure the operational efficiency, planning, preparation and presentation of food and beverages are to the required standard within the budget limitations as agreed with the school management.</li> <li>• Completion of DCSF Induction Programme</li> </ul>
Knowledge of relevant policies and procedures	<ul style="list-style-type: none"> <li>• Extensive knowledge of personnel management, hygiene and health and safety.</li> <li>• Knowledge of First Aid</li> <li>• General understanding of the operation of a school</li> <li>• Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations</li> </ul>
Numeracy Literacy Technology	<p>Reading and writing skills</p> <p>Ability to count and undertake calculations</p> <p>Ability to use kitchen and cleaning equipment</p>
Communication	Detail
Written Verbal  Languages  Negotiating	<p>Ability to write menus and reports</p> <p>Listening Skills, ability to exchange verbal information clearly with children and adults</p> <p>Use initiative to overcome communication barriers with children and adults</p> <p>Ability to consult effectively with children and adults</p>
Working with Children	Detail
Behaviour management  SEN  Curriculum Child development Health and wellbeing	<p>Understand and implement the school's behaviour management policy</p> <p>Understand and support the differences in children and adults and respond appropriately</p> <p>Understanding of the learning experience provided by the school</p> <p>Understanding of the way in which children develop</p> <p>Understand the importance of physical and emotional wellbeing</p>

<b>Working with others</b>	<b>Detail</b>
Working with partners	Understand the role of others working in the school
Relationships	Ability to build open and honest relationships
Team work	<ul style="list-style-type: none"> <li>• Work effectively as part of a team</li> <li>• Ability to work independently</li> <li>• Know when and how to seek support</li> <li>• Know when and how to hand over control</li> <li>• Knowledge of own position within a team environment and the boundaries which apply</li> </ul>
Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	<b>Detail</b>
Organisation skills Line Management Time Management Creativity	Excellent organisational skills Ability to manage and support the work of others Ability to manage own time effectively Demonstrate creativity and an ability to resolve problems independently
<b>General</b>	<b>Detail</b>
Equalities Health and Safety Child protection /safeguarding Confidentiality /data protection CPD	Demonstrate a commitment to equality Good understanding of Health & Safety Understand and implement child protection and safeguarding procedures Understand procedures and legislation relating to confidentiality Be prepared to develop and learn in the role

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