

**Catering Manager Application**

**Pack**

Contents

[Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust 3](#_Toc72851500)

[Our Cornerstones and Touchstones 4](#_Toc72851501)

[The role 5](#_Toc72851502)

[The application 6](#_Toc72851503)

[The application process and timetable 6](#_Toc72851504)

[Safeguarding, Safer Recruitment and Data Protection 7](#_Toc72851505)

# Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website:

# The role

Exceptional Catering Manager needed!

5 days a week, working term time plus INSET days

22.5 hours per week - 9:30am – 2pm.

Band 3 - point 6 – 11 (£10,355.62 - £11,433.39)

Our children deserve the best. We are, therefore, looking for a dynamic Catering Manager who will be a part of our innovative approach to school catering – REAch2Eat. You will also be working in our recently built kitchen, which opened in September 2019.

The successful candidate will have a passion for cooking and providing high quality meals, using fresh local produce, as well as delivering exceptional service to our demanding customers! They will play a key role in leading and developing the catering function within the school to provide an excellent service, which meets all national and local guidelines, for our students and staff.

Ideally you should hold the Level 3 Food Safety Certificate, have experience of working in a similar environment; be capable of supervising and motivating staff and manage the catering budget, with support from the School Business Manager.

In house training will also be provided along with the chance to network with other REAch2 Academy Trust schools in the area.

Burrsville Infant Academy is committed to safeguarding and promoting the welfare of all children. We expect all staff and volunteers to share this commitment.

The successful appointment will be subject to satisfactory medical checks, good references, enhanced DBS clearance and any other appropriate clearances as well as the completion of a successful probation period.

Closing date: Thursday 19TH May 2022 at midday

Interview date: Wednesday 25th May 2022

Start date: September 2022 or sooner

# The application

You are invited to submit an application form to **Catherine Milnes, School Business Manager, catherine.milnes@burrsvilleinfantacademy.org**

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact **Catherine Milnes on 01255 425106**

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:**  | Thursday 19th May 2022 at Mid-day |
| **School visits:**  |  |
| **Interviews:**  | Wednesday 25th May 2022 |
| **Contract details:** | Catherine Milnes catherine.milnes@burrsvilleinfantacademy.org 01255-425106 |
| **Salary:**  | NJC Points 6-11 |
| **Start date:** | September 2022 or sooner |

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that academies and academy personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job.  The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant’s abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely, and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

**Job Description**

|  |  |
| --- | --- |
| **Job Title** | **CATERING MANAGER**  |
|  |   |
| **Grade** | 2019 NJC Points 6-11  |
| **Reports to** | Head teacher or School Business Manager |
| **Responsible for** | All school catering staff |
| **Liaison with** | School office staff, School Specialist Support, Suppliers |
| **Job Purpose** | * Responsible for the operational efficiency of the catering service, planning, preparation and presentation of food 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.
 |
| **Duties** | **CATERING*** 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 catering 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 assist the Catering Lead with menu planning.
* To be proactive in aiming to achieve an 80% uptake across Reception and KS1.
* To be responsible for the monitoring of menus to assess meal uptake and food waste.
* 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 purchase all supplies through agreed suppliers and advise the Head teacher / Catering Lead 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 of normal working hours.

**COMMUNICATIONS*** To maintain regular contact with the Head teacher, members of the SLT and the Catering Lead
* 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 School Business Manager.

**TEAM LEADERSHIP*** To assist with the recruitment and induction of all new members of the catering staff.
* To assist with the monitoring of staff performance, providing training and development as necessary.
* 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 and equipment
* To undertake the appropriate promotion and marketing of the catering service.
* To identify and recommend improvements and cost savings to the benefit of the school.
* The above duties are neither exclusive nor exhaustive and the post holder may be required by the Head teacher 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 School’s Equal Opportunities Policy
* The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
 |

**CATERING MANAGER**

|  |  |  |
| --- | --- | --- |
| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Relevant qualifications to Level 3 Food Safety Management. Ensure the operational efficiency, planning, preparation and presentation of food to the required standard within the budget limitations as agreed with the school management.  |
| Knowledge of relevant policies and procedures | Knowledge of personnel management, hygiene and health and safety. Knowledge of First AidGeneral understanding of the operation of a schoolAbility to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations |
| Literacy | Reading and writing skills |
| Numeracy | Ability to count and undertake calculations |
| Technology | Ability to use kitchen and cleaning equipment  |
| **Communication** | Written | Ability to complete Due Diligence paperwork. |
| Verbal | Listening SkillsAbility to exchange verbal information clearly with children and adults |
| Languages | Use initiative to overcome communication barriers with children and adults |
| Negotiating | Ability to consult effectively with children and adults  |
| **Working with children** | Behaviour Management | Understand and implement the school’s behaviour management policy  |
| SEN | Understand and support the differences in children and adults and respond appropriately |
| Curriculum | Understanding of the learning experience provided by the school |
| Child Development | Basic understanding of the way in which children develop |
| Health & Well being | Understand the importance of physical and emotional wellbeing  |
| **Working with others** | Working with partners | Understand the role of others working in the school  |
| Relationships | Ability to build open and honest relationships |
| Team work | Work effectively as part of a teamAbility to work independentlyKnow when and how to seek supportKnow when and how to hand over controlKnowledge of own position within a team environment and the boundaries which apply |
| Information | Ability to provide timely and accurate information |
| **Responsibilities**  | Organisational skills | Excellent organisational skills |
| Line Management | Ability to manage and support the work of others |
| Time Management | Ability to manage own time effectively |
| Creativity | Demonstrate creativity and an ability to resolve problems independently |
| **General** | Equalities | Demonstrate a commitment to equality |
| Health & Safety | Good understanding of Health & Safety |
| Child Protection | Understand and implement child protection procedures |
| Confidentiality/GDPR | Understand procedures and legislation relating to confidentiality |
| CPD | Be prepared to develop and learn in the role |