

Primary

Academy
Transformation
Trust

Catering Supervisor

Application Pack

Ravens Academy
Clacton-On-Sea, Essex
CO16 8TZ

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01. About Academy Transformation Trust

Our Mission



Four Critical Questions

These four critical questions make it clear who we are and what we do. We ask ourselves these questions to guide our work and our improvement.



Why We Exist?

To **transform life chances** by achieving the highest possible standards and preparing all our students to lead successful lives.



How do we Behave?

- **Hard work**
We are determined to see things through to the end and are resilient when faced with challenges.
- **Integrity**
We do the right thing because it is the right thing to do.
- **Teamwork**
We work together to help everyone succeed.

What do we do?



- We educate, safeguard and champion all our learners.
- We set high standards for ourselves and our learners.
- We build the powerful knowledge and cultural capital which stimulate social mobility and lifelong learning.

How will we Succeed?

- Aligned autonomy
- Keeping it simple
- Talent development

Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 22 academies (primary, secondary, special and FE) operating across the Midlands and East of England. We are responsible for the education of over 13,000 learners, for the careers of over 2000 colleagues and for the most effective spending of nearly £100 million of taxpayer income each year.

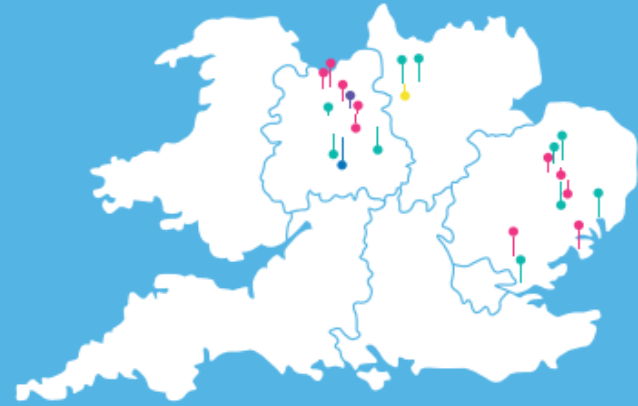
Our Priorities

Achieve greater alignment of culture and routines.

Map processes to achieve greater efficiency.

Improve attendance.

Align curriculum and improve student outcomes.



- Academy Transformation Trust
- Secondary Academies
- Primary Academies
- Special Academies
- FE Colleges



ATT | 22 Academies

Local Authority Areas | 10

Staff | 2014

Primary | 391
Secondary | 1244
FE | 111
Other | 268

Learners | 13,334

Primary | 2711
Secondary | 9280
Special | 45
FE | 1298

Governance

People Engaged | 120+
Trustees | 8
Members | 5

Finance

£99 million in funding and other income

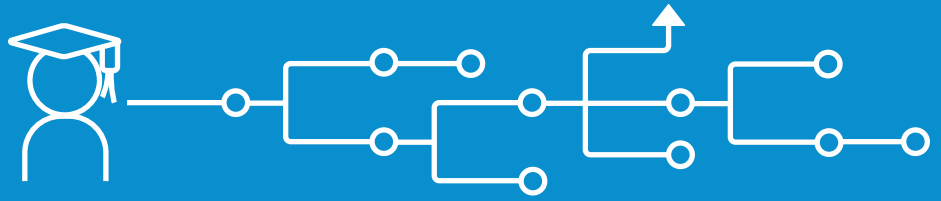
ATT Institute | Offering the very best PD opportunities for all our people & partners



Our Performance: Ofsted

We've achieved a long run of consecutive positive outcomes from Ofsted inspections. Nineteen of our academies are rated Good; one is rated Outstanding; the academy most recently inspected, after single-word judgements ceased, is Good in 3/4 key areas; the final academy has not yet been inspected.

02. Career Testimonials



Donovan Stansbury | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

Sarah Tranter | Teacher in Charge of Teaching and Learning for RSE

Bristnall Hall Academy has been a great place for me to work for over 25 years. I started here as a teacher of Music and Religious Education and then progressed to Leading Year 10, Work Experience and taking many whole school rewards trips. I even led the Religious Education department for a while. However, careers do not always have an upwards projection and for the last few years Bristnall Hall Academy has allowed me to take a step back from being a busy Year Leader to focussing on classroom teaching, which I greatly enjoy and becoming teacher in charge of teaching and learning for RSE. As I enter my final years of my teaching career, I find the younger teachers and leadership team are gifted, full of enthusiasm and importantly fun to work with.

Nicola Powling | Vice Principal

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.

Cat Rushton | Director of ATT Institute

ATT has offered me the exciting opportunity to experience a wider scope of influence over academies, to collaborate with other leaders, and to work with a range of colleagues and stakeholders in various contexts.

03. Academy Information



Ravens is an incredible Academy, which belongs to the Academy Transformation Trust family of academies. We believe that every child, every person, is capable of many amazing things. It is therefore vital that we give our children as many different experiences as possible to ensure they are well equipped to succeed in today's rapidly changing society.

Our curriculum is carefully designed with the children's specific needs and interests in mind. It is built on the firm foundations of providing our children with excellent English and Maths skills. As a school, we also seek to expand our pupils' current reality by broadening their horizons, enabling them to realise that there is a wider world out there and encouraging them to be aspirational.

We are committed to helping our pupils make links across themes and subject disciplines, by providing a cohesive learning journey. We believe the curriculum should be connected in a meaningful way, evidencing clear progression and should demonstrate a consistent approach throughout school.

Our expectations are consistently high; not just of us as educators but of the children and families that join together to constitute a vibrant learning community.

Ravens is about teamwork and about forming binding, positive relationships built on mutual trust. Children thrive here in a happy and nurturing environment. Our staff encourage a love of learning and work closely with parents to create a sharing community where all feel a sense of belonging.

Our children are polite and friendly. Visitors to the school often comment on the friendly and welcoming environment that characterises our community.

To find out more, please visit www.ravensacademy.attrust.org.uk



Our PD Curriculum is delivered through three pillars:

Transformational Leadership

Transformational Teaching

Transformational Services

Professional Development at ATT:

04. The ATT

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

academytransformationtrust.co.uk/institute

05. Job Description



Catering Supervisor

Reporting to: Catering Manager

Purpose of the job

- To prepare, cook and present food which meets the academy standards and according to the Catering Manager's direction.
- To assist the Catering Manager in the day-to-day management of kitchen staff.
- To assist the Catering Manager in the day-to-day management of the kitchen.
- To assist the Catering Manager in ensuring that a high standard of service is provided.
- To deliver excellent standards of customer service.

Duties and Responsibilities

Food

- To assist in the planning and preparation of innovative menus which cater for different dietary requirements as appropriate.
- To assist with the planning, operation and control of the production and service relating to breakfast, breaktime, lunchtime, hospitality and after school services.
- To ensure food is prepared in accordance with all relevant legal regulations and in-house procedures.

Kitchen Operations

- To be an ambassador/ role model in relation to personal high food safety standards.
- To assist with stock control/stock taking including ordering, receiving and checking supplies via the computerised book work system.
- To ensure all deliveries are checked and correctly stored.
- To instruct General Assistants in food production methods.
- To carry out additional tasks concerned with the operation of the kitchen, as and when required by the Catering Manager.
- To deputise for the Catering Manager as and when required.

Kitchen Management

- To assist with the use and maintenance of the computerised bookwork system.
- To assist with the planning and supervision of schedules of work for catering staff.
- To assist with the training and induction of staff as required.
- To support the Catering Manager in their role as Health and safety coordinator within the academy kitchen, ensuring health and safety procedures are adhered to by all staff working within the catering environment.
- To follow the cash handling procedures and accounting procedures and to ensure such procedures are adhered to by all catering staff.
- To support the promotion and development of the catering service.

Other

- To operate a basic range of ICT software Word, Internet etc.
- To be aware of and adhere to applicable rules, legislation and procedures, e.g. City Council, academy procedures and national legislation.
- To maintain confidentiality of information acquired in the course of undertaking duties for the academy.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/ she comes into contact with.
- To ensure all tasks are carried out with due regard for Health and Safety.
- To undertake appropriate professional development including adhering to the principles of performance management.
- To adhere to the ethos of the academy.
- Attendance at appropriate staff meeting and parent evenings as required.
- To assist, when necessary, with promotional activities / special events. This may include occasional evening work.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the academy.

Safeguarding:

- Individuals have a responsibility for promoting and safeguarding the welfare of children.
- To have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the academy.

This role descriptor is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The job holder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This role must reflect the expectations within KCSIE (latest version).

The principle responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

06. Person Specification

Catering Supervisor

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> Relevant Training and Cookery qualification or equivalent experience required. Food Safety Level 2. 	<ul style="list-style-type: none"> NVQ Level 2 or equivalent in Catering
Experience	<ul style="list-style-type: none"> Food hygiene and cookery skills. Able to use general catering equipment safely and correctly. Knowledge and understanding of catering related legislation, such as Natasha's Law 2021. 	<ul style="list-style-type: none"> Experience in Supervision other members of staff. Experience in ordering commodities, food costings and general administration duties. Experience and knowledge of working in a large-scale catering environment.
Competencies	<ul style="list-style-type: none"> The ability to work as part of a team. The ability to work independently and make sound decisions. Excellent communication and organisational skills. Good customer care skills Ability to operate IT equipment eg. Tills. 	
Personal Qualities	<ul style="list-style-type: none"> Ability to establish positive and professional relationships with staff, visitors and students. Interpersonal and communication skills. Ability to meet the physical demands of the role. Ability to keep calm under pressure. Good time keeping. Demonstrate good leadership skills and lead by example. 	
Other Requirements	<ul style="list-style-type: none"> Must be able to work flexibly and within contracted hours. Attendance at meetings, INSET/parent's evenings/academy events as required. Be first aid qualified or willing to complete training. Administer first aid as required within the academy. 	

07. How to Apply

Catering Supervisor

Applying:

Please apply by visiting
www.academytransformationtrust.co.uk/vaca



Status: Permanent
Hours per Week: 30
Weeks per Year: 39

Salary:

NJC Scale Point: 6 - 9
Actual salary £17,562- £18,417 per annum
FTE Salary £25,183- £26,409 per annum



Closing Date: Tuesday 22 April 2025

Start Date: As soon as possible



Interviews:
To be confirmed





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