

Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

Job Advert



Hope Valley College is a comprehensive secondary at the heart of the local community. It is a small, friendly and supportive school and sits within the village of Hope in the Derbyshire Peak District. It joined Chorus in September 2019, when it also welcomed a new Principal. In 2019 the students achieved the fourth best GCSE results in Derbyshire out of all non-selective schools.

Hope Valley College is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

You can view the school website at: www.hopevalley-chorustrust.org

Catering Supervisor

Salary: Grade 3 £21,575 to £21,968 (£17,455 - £17,773 pro rata)

35 hours – 39 weeks per year

Permanent

To start: January 2023

About this vacancy

We are looking for an enthusiastic, hardworking Catering Supervisor to join our friendly Catering Team. Serving around 500 customers a day, we are committed to providing our students and staff with high quality, healthy food in a welcoming environment.

We require a motivated individual who can provide a practical catering support service which will include the preparing, cooking, and service of food to students, staff, and visitors.

The successful candidate will be forward thinking and able to bring new ideas to the already successful department.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Lisa Critchlow (HR Administrator) at: recruitment@hopevalley.chorustrust.org

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted. Applicants are welcome to discuss any aspect of the role with Annabel Millington, Business Support & Finance Manager.

Deadline for applications: 11.59pm on Wednesday 14 December 2022.

Interviews to be held: 19 December 2022.

At Chorus Trust we are committed to the Safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy <https://www.chorustrust.org/policies>

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Job Description: summary

Post title:	Catering Supervisor
Profile:	EO2S
Grade:	G3
Grade spinal point range:	5-6
Accountable SLT post:	Business Support and Finance Manager
Line Manager of post holder (if different):	Catering Manager
Staff to be supervised or line managed by post holder:	N/A
Post holder will work with:	Catering Manager Catering Assistants
Holiday and sickness relief by/for:	By and for other Catering staff
Purpose of job:	To prepare, cook and serve food to allow the school to provide a comprehensive catering service for students, staff and visitors.
	This post may work across the Trust schools.
Version revised:	January 2022

Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

These include but are not limited to:

Specific duties and responsibilities

To provide a practical catering support service which will include assisting with the preparation, cooking, and serving of food for student's staff and visitors to the high standards expected by the school. The catering department provides food for around 500 customers per day.

These include but are not limited to:

- To assist with the preparation and cooking of break and lunch time food, following the menu cycle as directed by the Catering Manager.
- Assist the Catering Manager with planning and costing menus, recipes, rotas, making orders, and the receiving, checking and storing of deliveries
- Assist the Catering Manager in the induction and training of new staff, the coordination of rota's, day to day duties and supervision of the Kitchen Assistants
- Provide a healthy and safe working environment for staff and ensure the adherence to health and safety policies and safe working practices
- Maintain high standards in the hygiene of food preparation, storage and sale of food and comply with Food Hygiene Regulations at all times
- Load service counters and ensure sufficient supplies of food throughout the service period
- Operate the tills during service times if required and complete all necessary sales controls and documentation for each service
- Clean the kitchen including kitchen equipment, washing of crockery, cutlery and serving dishes
- In the absence of the Catering Manager deputise as required (be responsible for checking the kitchen at the end of day, ensuring all food is put away correctly, windows are closed and equipment is switched off etc.)
- Ensure that all catering equipment is safely maintained and reports any defects to the Catering Manager
- Report to the Catering Manager any incidents of accident, fire, theft, loss, damage, unfit food or other irregularities

- Provide high levels of customer service, reporting any customer complaints or compliments to the Catering Manager
- Prepare and assist at any special functions which may occur outside normal working hours i.e., Parents' Evenings, Presentation Evening etc
- Assist the department to continue to develop the catering service and the school catering approach to Healthy Eating
- Undertake any necessary training associated with the duties of the post;

Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: Catering Supervisor

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Experience of working in a professional catering environment	✓		A
Experience of working in a school catering environment and an understanding of the School Food Standards		✓	A
Cooking/ baking skills	✓		A / I
Customer services experience.	✓		A
A comprehensive knowledge of Health and Safety practices in a kitchen	✓		A/I
A comprehensive knowledge of food hygiene principles	✓		A/I
Awareness of current nutritional requirements and healthy eating initiatives		✓	A/I/
Working in a busy environment with many priorities and conflicting deadlines.	✓		A / I
Experience of supervising staff		✓	A / I
Experience of working as a team	✓		A / I
Qualifications			
Good level of literacy and numeracy eg GCSE Maths and English or substantial relevant experience.	✓		A
Vocational Qualification e.g. NVQ Level 2 or above in Catering & Hospitality		✓	A
Basic Food Hygiene Certificate	✓		A
Evidence of regular, relevant and recent personal development.	✓		A

Other skills			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓	✓	A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Able to work calmly under pressure	✓		I
Demonstrate customer care.	✓		A
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
Interpersonal skills			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I

Child protection

A commitment to the responsibility of safeguarding and promoting the welfare of young people.

✓

I