

# Applicant Pack

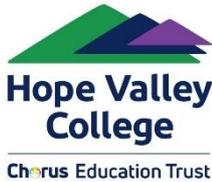
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To be read in conjunction with our 'Joining our staff' brochure



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](http://www.hopevalley-chorustrust.org)

### Catering Manager

**Salary: Grade 5 £23,541 - £25,991**

**(£20,650-£22,799 pro rata)**

**37 hours – 40 weeks per year**

**Permanent**

**To start: September 2021**

### About this vacancy

Required for a September start, Hope Valley College are looking for an experienced Catering Manager to lead our popular catering service.

Serving around 500 customers a day, we are committed to providing our students and staff with high quality, healthy food in a welcoming environment.

The successful candidate will be enthusiastic, forward thinking and able to bring new ideas to the team. They will be experienced in the cooking of large-scale food production, be able to plan menus whilst adhering to government guidelines and will also be skilled in line management and budget management.

Previous experience of catering in the education sector would be preferred but is not essential.

### To apply

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to Sarah Mappin at: [recruitment@hopevalley-chorustrust.org](mailto: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 and Finance Manager.

Deadline for applications: **11.59pm on Sunday 11 July 21.**

Interviews to be held: **19 July 2021.**

*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

<b>Post title:</b>	<b>Catering Manager</b>
<b>Profile:</b>	EO3S
<b>Grade:</b>	5
<b>Grade spinal point range:</b>	SCP 15-20
<b>Accountable SLT post:</b>	Business Support & Finance Manager
<b>Line Manager of post holder (if different):</b>	As above
<b>Staff to be supervised or line managed by post holder:</b>	Catering team
<b>Post holder will work with:</b>	Kitchen assistants
<b>Holiday and sickness relief by/for:</b>	By and for other Catering staff
<b>Purpose of job:</b>	To lead the management of an efficient catering operation, ensuring the provision of a high quality, customer focused and cost-effective school meals service.
	This post may work across the Trust schools.
<b>Version revised:</b>	June 2021

## 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 lead and manage the efficient operation and improvement of the school's catering service, in order to provide a high level of service, ensuring that legislative requirements are met and that the service is delivered in accordance with agreed standards, specification and budget. To be responsible for but not be limited to:

#### Main Duties and Responsibilities:

- Managing the preparation, cooking and serving of food to provide a comprehensive catering service for staff and students, including school events and meetings.
- Planning and advertising menus, ensuring they comply with government guidelines and legislation relating to nutrition and food and take account of the preferences of the customers and any special dietary needs.
- To be proactive in identifying opportunities for both the development of the service and improvements to ensure both a cost effective and quality service.
- To hold relevant knowledge and skills in the cooking, preparation, and presentation of meals and to advise and support all catering staff in these areas.
- Be responsible for the arrangements for the hygiene of food preparation, storage and sale of food and ensure that the most current Food Hygiene Regulations are adhered to at all times.
- Be responsible for the health and safety within the catering function including ensuring that risk assessments are in place and reviewed regularly.
- Assist with the investigation of accidents and incidents with implications for the school's catering service (e.g. fire, loss, theft, damage, unfit food or other irregularities) ensuring action is taken to prevent a recurrence or minimise the risk as appropriate.
- To ensure that any defects or breakdown of equipment are dealt with in a timely manner and reported to the site team.
- Be the main point of contact in dealing with feedback about the service (including complaints) and use this information to review and report on the quality of the service.
- Operate the tills during service times and complete all necessary sales controls and documentation for each service.

### **Line Management Responsibilities**

- To coordinate the work of the catering team – including day to day supervision and the delegation and prioritisation of tasks.
- To assist SLT and School HR with the recruitment and appointments of catering staff and be responsible for the induction, appraisal and development of the catering staff.
- To assist SLT and school HR with staff related issues including performance management and attendance.
- Conduct regular team meetings to cascade information and discuss any relevant catering issues/topics.
- To report monthly to the Business Support and Finance Manager on the performance of the catering budget and other general issues

### **Resource Management**

- To be a part of the budget setting and budget monitoring process in school – including meeting budgetary targets as agreed with the Business Support and Finance Manager.
- To approve orders, monitor stock control and process invoices for the catering department.
- To be responsible for the accurate recording of catering data, for example meal numbers.
- To regularly review choice of suppliers for food and catering equipment and consumables ensuring best value for money.

### **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 Manager

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Experience of working in a professional catering environment	✓		A
Experience of working in a school catering environment		✓	A
Cooking/ baking skills	✓		A / I
Experience in leading/managing a team of people	✓		A / I
Knowledge of managing a budget and monitoring operational performance	✓		A / I
Experience working in a busy environment with many priorities and conflicting deadlines	✓		A / I
Knowledge of health and safety legislation relevant to post	✓		A / I
Knowledge of nutritional regulations and requirements and healthy eating initiatives relevant to post	✓		A / I
Experience of menu planning	✓		A / I
Experience of ordering, checking and receipting catering stock	✓		A / I
Developing marketing plans for catering services		✓	A / I
<b>Qualifications</b>			
Good level of literacy and numeracy e.g. GCSE Maths and English or substantial relevant experience.	✓		A
Level 3 Food Safety or Equivalent	✓		A
Relevant level 4 qualification		✓	A
Evidence of regular, relevant and recent personal development.	✓		A

<b>Other skills</b>			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team whilst recognising own role as a Line Manager.	✓		A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Able to maintain accurate records	✓		A
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	✓		A / I
Able to prioritise and delegate tasks and organize workload of others	✓		A / I
Demonstrate customer care.	✓		A
Ability to work alongside and relate to young people (not necessarily in school environment).	✓		A / I
<b>Interpersonal skills</b>			
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.	✓		<b>A / I</b>
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		<b>I</b>