

Catering Manager Application Pack

Location: **The Limes Primary Academy**

Lime Avenue

Oulton

Lowestoft

Suffolk

REAch2 Registered address:

REAch2 Academy Trust

Scientia Academy

Mona Road

Burton Upon Trent

Staffordshire

DE13 0UF

www.reach2.org

Contents

- Letter from Steve Lancashire, Chief Executive
- The application process and timetable
- Information about the role
- Background on REAch2
- Job Description
- Person Specification

Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust

Dear Candidate,

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust has academies based all across England and includes schools at various stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Sir Steve Lancashire

Chief Executive, REAch2 Academy Trust

The application process and timetable

Closing date for applications – Thursday 14th June 2018 at 9am

Interviews – Thursday 21st June 2018

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

The application

You are invited to submit an application form, which is available together with this document.

REAch2 Academy Trust has an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete and return the Equal Opportunities Monitoring form separately from their application (see below).

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

If you would like an informal discussion with the Regional Catering Manager, please contact Dee Formby at dee.formby@reach2.org or telephone 07785 445305.

Completed application forms should be sent to: Mrs K. Cracknell, The Limes Primary Academy, c/o Gunton Primary Academy, Gainsborough Drive, Lowestoft, Suffolk. NR32 4LX or head@thelimesacademy.org

Completed equal opportunities monitoring forms should be sent separately to:

REAch2 HR DEPARTMENT e-mail: recruitment@reach2.org

About the role

Are you:

- Hard-working, honest, dependable and self-motivated?
- Capable of establishing good working relationships with staff, pupils and parents?
- An exceptional cook, passionate about healthy, high-quality nutrition?
- Committed to team-work and able to lead a team?
- Child-centred and solution focused?

If so, you'll love to work at **The Limes Primary Academy!**

The Limes is a brand new, state of the art school being built on the Woods Meadow estate in Oulton, Lowestoft. Our children deserve the best and as our Catering Manager at The Limes you will be a part of our innovative new approach to school catering – REAch2EAT. You will have a passion for cooking and providing high quality meals using fresh, local produce as well as delivering exceptional service to your demanding customers.

Food served in school forms a part of our healthy school's ethos, and exceptional nutrition supports our drive for exceptional opportunities for learning. The successful applicant can expect to work as part of a committed school team as well as a wider support network of REAch2EAT Catering Managers.

The academy headteacher is looking to appoint permanent staff and join her in having the unique opportunity to build and grow the school from its infancy and be part of the founding team opening the academy in September. There is no doubt about it, setting up the academy from scratch will take vision, dedication and hard-work, but being part of that exciting and rare journey will be very rewarding, seeing the academy take shape over the next few years and being part of that vision and growth from the very start. We can offer you:

- A firm commitment to you and your professional development
- Friendly, supportive, enthusiastic and hardworking colleagues, staff and governors
- A growing learning community
- Encouragement to develop new ideas and the opportunity to make a real difference
- Opportunities to further develop your career within our Multi Academy Trust, REAch2, the largest primary-only academy trust in the country
- A support network within REAch2EAT including our Regional Catering Manager
- A stunning school environment, with state of the art facilities
- And, most importantly, AMAZING children just waiting to meet you.

Background on REAch2

The REAch2 Academy Trust originated from the successful school improvement and partnership work led by Hillyfield Primary Academy in Waltham Forest, London. The Trust has grown to become a national family of primary academies committed to raising standards and achieving excellence for all pupils, whatever their background or circumstance.

Schools, staff and children within the Trust benefit from a strong ethos of support and collaboration across the REAch2 family. Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust.

REAch2 Trust is part of a teaching school alliance (led by the REAch2 Tidemill Academy in Deptford). As a result, teachers and leaders within the REAch2 family are able to access a range of teacher and leadership development opportunities, including the Improving Teacher Programme and the Outstanding Teacher Programme, as well as programmes for middle leaders and newly qualified teachers.

The Trust is focused on ensuring it supports, develops and empowers its staff so that, in time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. This underpins our approach to school improvement – including the successful improvements that have been achieved so far in many of our schools that have joined the Trust as sponsored academies.

REAch2 benefits from the involvement of leading educationalists, including our board member Professor John West-Burnham, and strong links to prestigious institutions such as the Institute of Education.

Our cornerstones and touchstones

REAch2 is a cornerstone of every academy in the Trust: a strong, responsible foundation providing a solid base, from which every academy can build and grow. Defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

What gives each REAch2 Academy its uniqueness are the touchstones of the Trust: seven principles which make our Academies distinctive. 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.

The touchstones are:

- **Learning:** children and adults will flourish in their learning and through learning discover a future that is worth pursuing;
- **Leadership:** we aspire to an unwavering emphasis on the highest quality of leadership at all levels. The Trust seeks out talent, develops potential and spots the “possible” in people as well as the “actual”.
- **Enjoyment:** 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 will release in children their natural curiosity, fun and determination.
- **Inspiration:** inspiration breathes energy and intent into our schools: through influential experiences of people and place, children are compelled to believe that no mountain is too high and that nothing is impossible.
- **Inclusion:** we celebrate the economic, social and religious differences that serving a range of communities across the country brings and we encourage diversity. Embracing inclusion, particularly those children with special education needs, ensures that the Trust serves all and believes everyone can and must succeed.
- **Responsibility:** we take accountability seriously and by being responsible for every child, we act judiciously with control and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements.
- **Integrity:** we are a trust that has a strong moral purpose. As a Trust we recognise that we lead by example and if we want children to grow up behaving appropriately and with integrity then we must model this behaviour. We welcome the fact that all our decisions and actions are open to scrutiny.

You can learn more about the touchstones, and hear from staff and pupils across REAch2 schools, at our website: www.reach2.org

Job Description

Job title	Catering Manager
Salary Scale	Grade 3 (above the bar) Point 17 - 21 (£18,672 - £20,541)
Responsible to	Senior School Business Manager, Headteacher and Regional Catering Manager
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.
Job Description	
Catering	
<ul style="list-style-type: none"> • To be responsible for the preparation and presentation of all food to the required statutory regulations and Trust 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 catering staff adhere to the portion standard yields as stated within the recipe specification and required by the Trust. • To be responsible for the monitoring of menus to ensure food waste is minimised, uptake is at agreed levels and ordering is effective. • To ensure the prompt service of all meals, breaks and functions provided, as required by the Headteacher. • To implement Trust 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 work with the Regional Catering Manager on menu production, as required, and to adjust the menu to eliminate unpopular or costly items, in consultation with the Regional Catering Manager. • To purchase all supplies through agreed suppliers and advise the Regional Catering Manager of any unresolved difficulties with suppliers. • To be responsible for stock control and rotation of stock. • To organise special functions as requested, which may be outside of normal working hours. • To ensure all catering staff are trained on all the kitchen equipment and their training upskilled to ensure cover is available in case of staff sickness/absence. 	

Communications
<ul style="list-style-type: none"> • To maintain regular contact with the Headteacher, the Senior School Business Manager and the Regional Catering Manager. • To actively monitor customer 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 appropriate person.
Team Leadership
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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 Senior School Business Manager.
Whole School/Other
<ul style="list-style-type: none"> • 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 Equalities Policy.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Headteacher. This job description will be reviewed annually and may be amended at any time, to meet the changing demands of the school, following discussion between the Headteacher and member of staff.

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

The Limes Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An Enhanced DBS disclosure will be sought through the Criminal Records Bureau as part of the Academy's pre-employment checks.

The Limes Primary Academy recognises that all individuals have fundamental human rights and therefore adopts a rights based approach to equality. We shall develop practices that promote the right for everyone to participate in all aspects of life within school by promoting initiatives that remove barriers to participation and by actively promoting equality and social inclusion.

We recognise that prejudice and inequality of opportunity exist within life and we commit ourselves to challenging and redressing these injustices by applying equal opportunity within school.

Person Specification

	Essential
Qualifications and Experience	<ul style="list-style-type: none"> • Relevant qualifications to NVQ Level 3 • Experience in the operational efficiency, planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with the school management. • Knowledge of personnel management, hygiene and health and safety. • Knowledge of First Aid • General understanding of the operation of a school • Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations • Good literacy and numeracy skills • Ability to use kitchen and cleaning equipment
Communication	<ul style="list-style-type: none"> • Ability to write menus and reports • Listening Skills • Ability to exchange verbal information clearly with children and adults • Use initiative to overcome communication barriers with children and adults • Ability to consult effectively with children and adults
Working with Children	<ul style="list-style-type: none"> • Understand and implement the school's behaviour management policy • Understand and support the differences in children and adults and respond appropriately • Understanding of the learning experience provided by the school • Basic understanding of the way in which children develop • Understand the importance of physical and emotional wellbeing
Working with Others	<ul style="list-style-type: none"> • Understand the role of others working in the school • Ability to build open and honest relationships • Work effectively as part of a team • Ability to work independently • Know when and how to seek support • Knowledge of own position within a team environment and the boundaries which apply • Ability to provide timely and accurate information
General Responsibilities	<ul style="list-style-type: none"> • 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 • Demonstrate a commitment to equality • Good understanding of health & safety • Understand and implement child protection procedures

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| | <ul style="list-style-type: none">• Understand procedures and legislation relating to confidentiality• Be prepared to develop and learn in the role |
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