



Durham
Academy



Catering Manager

Candidate Information

Start Date: September 2024

Creating lifelong opportunities for every child

Welcome from the Headteacher

'Creating lifelong opportunities for every child'

In January 2023 we are delighted that Durham Academy has become part of the ALP family of schools. We are committed to establishing ourselves as an excellent school. In order to make this a reality we are focused on ensuring that pupils are fully supported, yet challenged to push themselves beyond what they think they are capable of. We pride ourselves on being a fully inclusive and truly comprehensive school built on traditional principles and high standards where 'every child matters'.

Our driving aims are to develop a school community where our pupils are:

- **Confident**
- **Ambitious**
- **Respectful**

We aim to prepare all in our care to leave the school fully equipped to meet the challenges they may face, and with a sense of service to their communities. We value our positive relations between staff and pupils and are proud of our friendly and purposeful atmosphere.

We have an extremely positive ethos, with very strong pastoral and academic guidance and a real emphasis on learning. We pride ourselves on delivering high class support, care and welfare for all our pupils. This school is, and will always be, fully inclusive and puts the pupils at the very centre of all that we do.

We believe that Durham Academy is a happy, safe and enjoyable place to be with a purposeful atmosphere. We also want the school to be at the very heart of the local community and to be the school of choice of all who live here. The learning environment we provide allows pupils to grow and develop academically, socially and personally into responsible, caring and confident young people.

We seek to provide the best possible educational experience and outcomes for every child, where pupils make excellent progress and secure their most appropriate destination when they leave. We value the individual differences of our pupils, encourage them to succeed in everything they do. We strive to provide excellent quality of education, fostering the very best relationships, having a personalised and enriched curriculum, having the highest aspirations for all our pupils and collaborating widely with a range of partners.

Alison Jobling
Headteacher

The Catering Department

All school catering is delivered by our in-house teams, our teams are made up of a Catering Manager, Supervisors and Catering Assistants.

The offer to students consists of Breakfast Club, Breaktime & Lunch. Our menus are put together to comply with the School Food Standards. Students are surveyed yearly on the food offer and the feedback is used to help produce the school menu.

We work closely with our suppliers to make sure our food is as local as possible to comply with our sustainability standards.

All diets can be catered for plus any students with allergies or food intolerances can have special menus put together for them. We believe that food should not be a barrier to learning and students are encouraged to have a healthy diet to help them achieve their best.

The role of Catering Managers requires staff management, ensuring food is prepared safely and efficiently, maintain high standards of hygiene and cleanliness in the kitchen and dining areas. Catering Managers also handle administrative tasks such as Financial Reporting, stock management, ordering supplies, and maintaining records of meals served all with our in-house food management system.

The Person

- Possesses excellent listening and communication skills.
- Displays a high level of organisational skills, both verbal and written.
- Displays a high level of organisational and time management proficiency.
- Exemplifies the values and ethos of the school as a positive role model.
- Collaborates as a team player, demonstrating flexibility and commitment.
- Exhibits excellent people management skills.
- Proficient in managing cleanliness and organisation in the kitchen.
- Effective communicator, able to interact with colleagues and pupils.

Job Description

JOB TITLE	Catering Manager
CONTRACT TYPE	Permanent, Term Time Only
HOURS	34.5 Hours per week.
ACCOUNTABLE TO	Central Catering Manager / Senior Leadership Team
GRADE	Grade 5 (7-12) £19,603 - £21,319
REQUIRED	September 2024

RESPONSIBILITIES OF ALL POST HOLDERS

ETHOS

Employees are expected to support and contribute to the school ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

RESPONSIBILITIES FOR ALL SUPPORT STAFF EMPLOYEES

Support staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.
- Model the values, ethos and vision of the Trust.
- Contribute to the overall ethos, work and aims of the Trust.
- Maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of, and support, difference and ensure that all pupils have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

SPECIAL CONDITIONS OF THIS POST HOLDER

Specific Conditions of this post are:

- To participate in training and other learning activities and performance development as required.
- To contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- To promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To carry out duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.
- To accept an Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before and appointment can be confirmed.

SPECIFIC RESPONSIBILITIES OF THIS POST

ROLE PURPOSE:

The main purpose of a Catering Manager is:

- To manage a catering service which not only provides high quality meals, but also considers issues such as healthy eating as an important part of what the school catering service offers.
- To ensure the team are effectively led and organised in order to produce and maintain high standards of hygiene, quality, and presentation.

SPECIFIC RESPONSIBILITIES OF THIS POST

Catering Managers will:

- Successfully produce and deliver, to the highest possible standard, the agreed food and beverage offer to all school users.
- Assist with the development of regular innovations to improve the catering service and food offers. This will include considerations for nutrition, special diets and be reflective of current industry trends.
- Ensure all school catering users always receive excellent standard of food.
- Assist with the provision of an effective, efficient, and financially sustainable catering service.
- Assist with and ensure compliance with all legislation such as Better Business Safer Food, Food Safety Law, Natasha's Law.
- Line manage the catering and lunchtime team and ensure a professional catering service is delivered.
- Assist with training of catering and lunchtime team.
- Assist in the development and implementation of Trust catering strategies.
- Motivate staff to always deliver food to a high standard.
- Ensure all deliveries are checked for high quality and quantity, following correct procedures if any issues with stock.
- Assist the Central Catering Manager in providing meaningful, accurate information including sound budgetary control and monitoring of financial performance.
- Ensure excellent customer service standards are maintained.
- Periodically deliver special or theme days in collaboration with other the allocated School's curriculum.
- Ensure that all cleaning systems are adhered to with appropriate daily, weekly and periodic monitoring. Ensure all cleaning checks are completed and recorded.

The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.

Person Specification

	Criteria	Essential	Desirable
Application	Application form and a well-structured letter of application indicating interests and	*	
	Fully supported in references.	*	
Qualifications and Professional Development	Educated to NVQ Level 2 or above in any Catering Discipline.	*	
	Level 3 Award in Food Safety (or commitment to achieve).	*	
	Allergen training qualification (or commitment to achieve).	*	
	First Aid Qualification (or commitment to achieve).	*	
	A basic COSHH award (or commitment to achieve).	*	
	Manual Handling Training (or commitment to achieve).	*	
Experience	Recent and relevant experience working as a Catering Manager.		*
	Line Management experience of a medium catering department.		*
	Use of food safety management systems.		*
	Working within a school/ MAT.		*
Skills, Qualities and Abilities	Have a genuine passion for high quality, fresh food and delivering excellent customer service.	*	
	Eye to detail always ensuring the highest level of service.	*	
	Excellent customer service skills.	*	
	Ability to follow tasks through to completion.	*	
	Excellent time management.	*	
	Ability to use IT systems including Microsoft Office.	*	
Personal Attributes	Able to work flexibly to support others and respond to unplanned situations.	*	
	Able to follow direction and work in collaboration.	*	
	Have a positive attitude to personal development and training.	*	
	Be able to work in ways that promote equality of opportunity, participation, diversity, and responsibility.	*	
	Demonstrate effective communication and interpersonal skills.	*	
	Demonstrate integrity, confidentiality, impartiality, and empathy.	*	
Special Requirements	Be able to travel and work in designated schools across the Trust.	*	
	Be willing to occasionally attend evening meetings.	*	

Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.

Application Guidance

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **9am, Monday 1st July 2024 addressed to:**

**Durham Academy
Bracken Court
Ushaw Moor
Durham
DH7 7NG**

or by e-mail to the School Reception, contact@durhamacademy.org.uk

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

REFERENCES

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.