

HEAD OF CATERING SERVICES

JOB INFORMATION



RGS



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HEAD OF CATERING SERVICES

Newcastle upon Tyne Royal Grammar School

Required from September 2024



THE POSITION

We have an exciting opportunity for an enthusiastic and talented Head of Catering Services to join our Catering Services team in providing a high quality, professional and responsive catering service to the Junior and Senior Schools and staff. The Head of Catering Services will manage a team of 20 and will report to the Director of Finance and Operations.

Service is cafeteria style and offers a wide choice including soup, a choice of hot and cold main courses and puddings, a vegetarian dish, open sandwiches, and salad meals. The team prepare around 1,500 meals each day as well as preparing a number of formal dinners over the academic year for between 30 and 120 guests.

Very little frozen food is used and the team, working together, takes great pride in producing interesting and healthy food whilst catering for a wide variety of dietary requirements.

The successful candidate will be an active participant and contributor to the Finance and Operations team and work collaboratively across the whole school although key relationships will be with the Head of Facilities and Estates, the Head of Finance and the wider Finance and Operations team.



Job Description: Head of Catering Services
Closing Date: 9.00am Monday 05th August 2024
Contact: Rachel Amey (DFO) dfo@rgs.newcastle.sch.uk



THE SCHOOL

Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools.

In 2023, RGS was named overall 'Independent School of the Year' in The Telegraph Group's national awards. RGS also consistently tops the region's academic league tables and was awarded the Sunday Times' 2024 North East's Top Independent Secondary School, both the overall winner and for Academic Performance. While we pride ourselves on academic excellence, we are just as well known for our high level of pastoral support, involvement in a wide range of sports and other co-curricular activities, and our commitment to bursaries and partnerships.

RGS is fully co-educational with over 1,300 students aged 7-18 years (Years 3 to 13) and our academically selective places are highly coveted. We have more than 250 students in the Junior School, which shares the same outstanding site as the Senior School. Our Sixth Form is one of the largest in the independent sector with more than 340 students.

The school is based in the heart of the City, immediately opposite Jesmond Metro station and our excellent transport links attract students from far and wide. The school occupies over 30 acres of land and has state-of-the-art facilities, including a 25m swimming pool, two Sports Halls, five new art studios, a new library, a new Sixth Form Centre, a Performing Arts Centre with professional-standard theatre, several outdoor football/rugby pitches, an artificial turf pitch and the former County Cricket Ground.

RGS is a special place, known and respected throughout the whole country as well as the North East. It's a place where aspirations are high, results are outstanding, and opportunities are endless. Our students go on to study highly selective courses at the most sought-after universities, but also leave the school realising that life outside the classroom has been equally beneficial.



THE TEAM

The Head of Catering Services will join a multi-disciplinary catering team consisting of a Head Chef, 4 Assistant Chefs and a team of Catering Assistants.

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MAIN DUTIES AND RESPONSIBILITIES

Reporting to the Director of Finance and Operations, the principal duties of this position, are to oversee the efficient operation of an extremely busy school catering department. Other duties include, but are not limited to:

- Oversee and have responsibility of ensuring statutory and school standards of hygiene, food safety and health and safety are adhered to, in accordance with the current legislation.
- To deliver and provide food and beverages to the highest standards within the financial budget limitations and in line with School Healthy Eating guidance.
- Responsibility of stock management and procurement of all items for the Catering Department.
- Management of the Head Chef and Catering Assistants and support the Head Chef in the management of the catering function support them in their management of the Assistant Chefs.
- To ensure, and promote, good relations between the Catering Department and the whole school community including working with the School Council of both the Senior and Junior School.
- Support the Head Chef in food preparation and service, including packed lunches and sports meals, as required.
- Responsibility to verify all general cleaning duties are completed in line with Health & Safety standards, and oversight of the kitchen equipment monitoring system on a daily basis.
- Occasional weekday and weekend overtime to support special functions/events in school including provision for external bookings.
- Oversight of lunch counter service and lunch queue within the dining facility.
- Working independently or in close cooperation with other support staff teams, actively assisting in the provision of support services across the school, e.g., coordinating the set up and clearing away after events to ensure the school is ready for students the following day.
- Attending and leading in team meetings, training activities and performance development as required.
- Work in conjunction with the school's Food and Nutrition Teacher to organise and implement after school cocurricular activities during term time, which may cover both Junior and Senior Schools.
- Support the Sports Department in the education of students in sport nutrition.
- Other reasonable additional duties which may be required from time to time.

QUALIFICATIONS/TRAINING/KNOWLEDGE/SKILLS

The following are essential:

- Minimum of City & Guilds 706/1/2 Qualification
- Food Hygiene Certificate (Level 2 minimum)
- A vast knowledge of different dietary requirements and food allergies.
- An ability to lead a team in a busy environment.
- Take a pride in their work.
- A strong commitment to quality standards and good practice as they relate to catering operations, including:
 - Proven experience in health and safety, food safety, safe use of cleaning materials and environmental health issues associated with an understanding of COSHH safety procedures.
- A willingness to actively support the ethos and vision of the school.
- The post holder must show a professional, positive and enthusiastic approach to work and must be flexible and sensitive to the needs of a wide range of school users.
- They must:
 - be customer focused.
 - be confident and courteous.
 - be organised and methodical.
 - have good timekeeping.
 - have a tidy appearance.
- Show an understanding, or willingness to learn the issues associated with working among young people in a school.

The following are desirable:

- Experience of working in a school or similar environment.





HEALTH & SAFETY

An awareness of Health and Safety, and environmental health issues are essential. Supporting the Head Chef in providing lunch for over 1500 pupils and staff in a safe environment for the school community and its visitors, the post holder must perform their duties in accordance with the school's health and safety procedures and policies, taking remedial action and reporting hazards where additional action is required, including:

- Ensuring that appropriate signage is in place when cleaning is in progress.
- Make safe any hazards where possible, and ensuring the area is cordoned off.
- Ensuring that all allocated equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.

SAFEGUARDING

- To demonstrate a personal commitment to safeguarding students and colleagues' wellbeing.
- An understanding of, and commitment to, the special needs of working with young people. These include safeguarding, health and safety, security and handling confidential information at times.
- To ensure any safeguarding concerns or incidents are reported appropriately and in line with the RGS safeguarding policies.
- To comply with all safeguarding policies and procedures and the RGS Staff Code.

OTHER

- Participate in training and other learning activities as required and participate in appraisal and professional development.

PERSONAL QUALITIES

Essential

- Excellent communication skills.
- Be well organised, be flexible and respond quickly to changing demands.
- Experience in negotiating supplier contracts.
- Enthusiastic and motivated.

- A customer-orientated approach to all stakeholders.
- Very good administrative skills and a good working knowledge of basic IT applications (e.g., email, Office 365 and databases).

Desirable

- Ideally, an understanding of the workings of a school or college.
- Knowledge of iSAMS, our school management information system.



LIVING IN THE NORTH EAST

Whilst the North East is beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to a city and region which we love, and believe you will too. Newcastle is a medium-sized city with an historic centre and a vibrant life of its own. There's culture and arts in the form of the award-winning BALTIC Art Gallery and The Glass House, alongside several theatres that attract national touring productions. There's music from classical to club and we are home to the Royal Northern Sinfonia. There's also a growing food culture with some fantastic restaurants.

If you like sport then there's certainly no shortage of top-class entertainment: from Premier League football being played at St James' Park and EFL at the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at the Falcons, not to mention basketball and even ice hockey, and then there is the annual Great North Run. The North East has also produced some of the country's finest athletes in track and field and there are clubs aplenty to get involved with, most famously in Gateshead.

The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches are up the road in Northumberland, less than 40 minutes by car. There's mountain biking, road cycling, climbing, and endless hill walks in stunning countryside. There are green spaces all over the city too, with plenty of parks for children and dogs alike to run around.

There are three local teaching hospitals, two universities in the city with another three close by. Some pioneering medical work goes on at the RVI, Great North Children's Hospital and the Freeman Hospital.

History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded and very friendly local population and we have most things you could want.

There are excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.





MAIN TERMS AND CONDITIONS

- Start date: We expect the role to start September 2024 pending completion of the successful candidate's pre-employment checks.
- The post will report to the Director of Finance and Operations.
- This is a full-time, term time only, permanent role with the school with some additional days to be worked in the summer holidays to oversee the shut down and re-opening of the kitchen.
- The successful candidate will be required to work all staff training days throughout the academic year.
- The successful candidate will also be expected to work the annual safeguarding training day in September each year, which is compulsory for all staff (date varies each year).
- The successful candidate will also be required to work limited special events e.g., RGS Day and Open Day,
- The normal working hours will be 40 hours per week, Monday to Friday, (8 hours per day) with a 30-minute unpaid lunch break. The core hours for this role will normally be 7.00am until 3.30pm, however there will be occasions in which the Head of Catering Services is required to be flexible regarding start/end times to support key functions of the school (i.e., training and/or cocurricular clubs), in ordinary circumstances, the latest finish for these occasions would normally be 5.30pm.
- A competitive salary will be offered for this role and will reflect the experience and skills offered by the successful applicant. RGS staff salaries are reviewed on 1st August each year.
- The school offers a generous annual leave entitlement of 31 days plus Bank Holidays for all year-round support staff.
- The employee will be required to comply with a range of RGS policies, in particular, those regarding Data protection, use of ICT facilities, Child Protection, Staff Code and Health and Safety, a copy of which will be made available.
- Except for a few days at the start and end of each main School holiday (Summer, Christmas and Easter) the Head Chef will not be expected to attend for work during the students' school holidays or during the week of each half term. Single day pupils' holidays will be a normal working day.
- Given the requirements of the role, holiday during term time is not permitted.
- **Evening Working Hours-** There are about 20 special evening events throughout the year, which may consist of either a formal meal or a buffet or providing coffee and biscuits during the interval of a concert which the Head of Catering Services will be required to support.

WHAT WE OFFER

- During term-time, staff are provided with a free lunch, if on site.
- For non-teaching staff we offer a support staff pension scheme, The Aviva Pension Trust for Independent Schools (APTIS). On receipt of a 6% employee contribution the school makes an employer contribution of 10%. There is also the option of a 3% employee and 5% employer contribution if preferred. This scheme is administered via Salary Exchange (also known as Salary Sacrifice) for those who are eligible. You can opt out of the Salary Exchange arrangement whilst remaining in the pension scheme. Further details of the scheme and salary exchange will be provided on appointment.
- Membership to life assurance scheme through Aviva which pays out 5x annual salary in the event of death in service.
- The employee will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme after a qualifying period. Details of the scheme will be provided on appointment.
- The school offers an optional healthcare plan for all staff which includes optical, dental and physio cover, access to telephone GP consultations and a host of other benefits (terms and conditions apply). Further information will be available to the employee once in post.



- As with all RGS employees, the employee will be encouraged to become involved in the wider life of the RGS community.
- It is the school's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
- Ongoing educational support and development of all staff with the provision of external and internal training courses, and our middle leaders training programme for existing and aspiring managers.
- We offer an interest free travel loan for a corporate Metro travel pass after a qualifying period. Further information will be available upon starting in post.
- We offer a Bike to Work scheme for qualifying members of staff. Terms and conditions apply. Details will be shared upon starting.
- Opportunity to see free school productions in the Miller Theatre located in our Performing Arts Centre.



- Access to our onsite confidential counselling service.
- We offer access to the school medical team (1 doctor and 2 nurses) for triage medical advice and free flu vaccinations.
- Free use of a well-equipped gym, fitness suite and swimming pool at permitted times.
- Supportive and friendly community.
- Invitation to join staff clubs and wellbeing activities during term-time.
- Staff social events throughout the year.



HOW TO APPLY

Candidates are advised to read the 'Information for Applicants' with particular care before applying.

Enquiries about this post should be made in the first instance to Rachel Amey (DFO) in the first instance. For an informal chat about the post, contact Rachel Amey on 0191 281 5711 or email dfo@rgs.newcastle.sch.uk.

If, having looked through the website (www.rgs.newcastle.sch.uk) and read this job information pack and the Information for Applicants, you think this particular post would suit you, please say so (and why) in:

1. A covering letter and
2. A fully completed RGS application form.

You must complete the application form, even if you want to also attach a CV. Please email all documents to jobs@rgs.newcastle.sch.uk by the closing date.

The closing date for this role is 9.00am Monday 05th August 2024

Interviews are likely to be held week commencing 12th August 2024

We will hope to make the appointment as soon as possible following interview, offering the post and gaining acceptance.

Reasonable travel expenses will be considered to attend an interview if candidates live outside the local area. This is normally up to a maximum contribution of £100 on provision of receipts. If your expenses will be significantly higher than £100 and an overnight stay is required, please note all expenses will need to be booked and approved in advance. If you plan to claim expenses, please contact the Head's Secretary, Sandra Ellis S.Ellis@rgs.newcastle.sch.uk in advance of your interview, who will talk you through the policy and advise on eligibility for reimbursement.

Safeguarding and Safer Recruitment

RGS is committed to the safeguarding of children and promoting the welfare of children and young people and expects all staff, volunteers and those working in school to share this commitment. The school applies the Government's Safer Recruitment procedures to all candidates. More information regarding the checks can be found in the Information for Applicants and 'Keeping Children Safe in Education' (September 2023).

Equal Opportunities

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body. We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are proud to be an equal opportunities employer and all qualified applicants will receive consideration for employment regardless of neurodivergence, age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. Whilst all applications are considered on merit, we would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in our staff community.

We encourage all candidates to complete an 'equal opportunities' form with your application. This will be sent directly to the HR team for monitoring purposes.



CONTACT DETAILS

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne, NE2 4DX

Tel: 0191 281 5711

General enquiries: communications@rgs.newcastle.sch.uk

www.rgs.newcastle.sch.uk



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