



Appointment of an **Catering Manager**

This role is flexible for the right candidate – on either a term time only contract or fulltime
37 hours per week

Start date: as soon as possible

Closing date: 21 October 2018

Interviews: Thursday 25 October 2018

Dear Applicant

Rastrick High School is a large mixed gender school with Academy status situated in Calderdale, neighboured by the towns of Brighouse and Elland in the heart of West Yorkshire, close to Junction 25 of the M62 meaning we are just 25 minutes from Leeds and only 35 minutes from Manchester. Our large, vibrant and oversubscribed school has over 1500 and we employ over 200 staff. In September 2015, we opened an onsite nursery for both staff and community use at very competitive rates.

Rastrick High School is an exciting and enriching place to work; we have superb students, a bespoke CPD programme focused on the development of the 'craft' of teaching and a committed and enthusiastic team of staff. There is a strong focus on high standards and aspirations, built around the simple message that teaching is the most important thing we do.

Our classrooms are large and well equipped, with the vast majority containing electronic whiteboards. We have many recently built learning environments, including a £2.3 million Sixth Form Centre and a £2 million mathematics block, added to this the large number of computer suites and a floodlit AstroTurf pitch, all of which, help support the learning of all our students and help make Rastrick an oversubscribed school and a very special place to work.

Rastrick High School has a strong commitment to continuing professional development and training. Further support for new colleagues includes:

- structured induction and performance review programme for all staff including weekly CPD focused on improving and developing teaching.
- additional induction support for Newly Qualified Teachers
- a strong student support team which is focused on creating a calm atmosphere where students are ready and able to learn
- opportunities to share and develop good practice through weekly CPD sessions, developed to focus on the delivery of outstanding teaching

If you want to be challenged in an environment of support, good humour and a shared belief that every child will reach their potential then please apply to be part of our team.

Yours faithfully



Steve Evans
Headteacher

GDPR Disclaimer: Please note and appreciate that whilst we review all CV's and applications, due to the high volume that we receive on a regular basis, we can only respond to candidates that have been successful with their application. Therefore, if you do not hear from us within 14 working days of your application, please accept that your application has been unsuccessful. In line with the General Data Protection Regulations (May 2018) (replacing the Data Protection Act 1998) we will permanently delete information for all unsuccessful applications and we will not keep candidate information on file for future vacancies at this stage of our process

Job Description

Job Title: Catering Manager

Job Scale: NJC Scale Points 22 to 25
Full Time salary would be £23111 per annum
Term time only salary would be £20622 per annum

BASIC JOB PURPOSE

This is a fantastic opportunity for an enthusiastic, driven professional to join our Academy in Brighouse. We are flexible for the right candidate in terms of the type of contract we can offer; full time (all year round) or term time only.

The Catering Manager will be responsible for the performance of the whole catering provision. You will be responsible for improving the quality of food as well as developing the catering provision to deliver healthy and high quality meals that meet Nutritional Standards. This is a salaried post, additional hours for hospitality or project and development work are incorporated within the advertised salary.

You will be required to implement menus, prepare, cook and serve fresh food of the highest standard to our students. You will be responsible for the ordering and rotation of stock, budget and financial controls of the kitchen. Health and safety of the environment, food and staff as well as leading and managing the team to ensure the efficient organisation of the catering service.

You will need to possess a love of great food, organisational skills, enjoy a challenge and really want to make a difference to the lives of young people.

Reporting to: Services Manager

MAIN RESPONSIBILITIES

	Leading, managing and motivating catering staff and ensuring that all staff are appropriately deployed and trained.
	Keep appropriate financial records and ensure that daily reconciliation sheets are analysed
	Ensuring that everything is prepared for the appropriate food services which include breakfast (before school), breaktime and lunchtime.
	Planning menus for school meals, also planning and co-ordinating food for other school functions as necessary.
	Ensuring that all necessary Health and Safety checks are maintained on a daily basis and appropriate records are being kept.
	Responsible for sourcing and liaising with suppliers to ensure that best value is being obtained; this would include checking invoices to ensure agreed prices are being correctly invoiced.
	Checking stock levels and placing orders with suppliers
	Checking deliveries and ensuring stock is appropriately stored
	Making sure that the kitchen is clean and that the necessary standards are consistently maintained

	Ensuring that dried stock is being rotated and dates are checked on a daily basis
	All other reasonable catering duties as requested by the Services Manager or members of the Senior Leadership team.

Other Specific Duties:
<ul style="list-style-type: none"> • To continue personal professional development as required. • Attend staff and other meetings and participate in staff training and development events as required. • To actively engage in the performance review process. • All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee's current salary. • To work in the best interests of the School, students, parents and staff. • To adhere to the School's policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>

PERSON SPECIFICATION

Job Title: Catering Manager	
Skills, aptitude, knowledge and experience	<ul style="list-style-type: none">• Experience of working within a busy kitchen environment• Experience of staff supervision (is that the same as above?)• Ability to manage time effectively to complete tasks to a high level within the set timeframe• Able to prioritise workloads within a team of staff• Knowledge and experience of hygiene systems within a kitchen environment• Able to communicate clearly, understand and give instruction to others.• Be flexible to changing demands of the role• Take pride in a job well done• Ability to demonstrate an understanding of why Equal Opportunities are important in employment and service delivery• Ability to demonstrate why customer care is important in employment and service delivery• Have an awareness of and display a commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people• To undertake any training relevant to your role
Personal qualities	<ul style="list-style-type: none">• Enthusiasm for the role• Good organisational skills• Methodical• Punctuality• Flexibility• Reliability and trustworthiness