



Boroughbridge
High School

Candidate Information



Headteacher: Kathryn Stephenson, BA (Hons)
Wetherby Road Boroughbridge N Yorkshire YO51 9JX
Web: www.boroughbridgehigh.com **Email:** schooladmin@boroughbridgehigh.com

Catering Services

This is an exciting time for our catering operation. From September we will be managing our catering operation internally with the support of a local award winning provision.

This is your chance to join our friendly team at this inclusive rural school. Catering for over 400 students daily and staff, you will lead an Assistant Chef along with the Catering team to deliver a new breakfast service, morning break and lunch provision.

Our new offer will be driven on three principles:

- Value for money for the customer.
- Speed of service but offering a Food Court Dining experience.
- Quality fresh ingredients.

We have an ambitious plan to transform our current offer. You will have a "Can do" attitude and be able to execute:

1. a new menu.
2. a pre-order service.
3. the establishment of a Sixth Form Café concept.
4. an exciting offer which will include a pasta bar, hot sandwiches and freshly prepared dinners along with a range of quality sandwiches and desserts.
5. our hospitality service as required (including staff, summer balls, special events and themed days).

You will be confident and have the ability to manage all elements of food hygiene, health and safety and COSHH. You will need to be able to refine the menus with support to introduce new ideas and offerings to our students.

Whilst we are looking for someone from a similar role the ideal candidate will have the drive and ability to produce excellent and attractive food using fresh ingredients every day. In order to succeed you will have excellent customer service skills and great communication skills. Great people skills are essential to inspire your team to fulfil our new vision.

We expect this to be a challenging but highly rewarding role. You will have the support of the school and experts in school catering to help you succeed. We look forward to receiving your application.



Boroughbridge
High School

Head Cook

**Term-time only (including Training Days, plus 1 week)
Full time, September Start
NYB08: £18,390 - £20,168 actual**

We are transforming our catering operation and will become self-managed in September.

This is a superb opportunity to run our catering service leading an experienced team to serve our 400 pupils and produce 350 meals.

You will need relevant qualifications and be passionate about food, service and quality.

As the school's Head Cook, you will prepare both hot and cold meals for breakfast, break and lunch whilst leading on hospitality. You will be able to take responsibility for the safe, effective and efficient operation of all activities within the kitchen of a rural inclusive secondary school.

The role would suit a cook with supervisory or leadership qualities who can train and motivate a kitchen team as well as someone who wants to create positive working relationships with staff and students and contribute to the ethos and aims of the school.

We offer a competitive salary, quality professional development and career opportunities and access to a contributory local pension scheme.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An Enhanced DBS disclosure is required for this post.

We welcome you to visit the school before applying. For an informal discussion or to arrange a visit please contact: jwaters@boroughbridgehigh.com

Please visit our school website for an application form. Applications must be submitted via email to wfirth@boroughbridgehigh.com

and received by **Midday, 16 July 2018**

Interviews will be held **W/c 16 July 2018**

Please note that CVs will not be accepted.

Note from the Headteacher

Thank you for your interest in working at Boroughbridge High School. Our belief in 'Aspiration and Support for all' means that our students are at the heart of our decision making. We strive to ensure that all students leave our school, not only with the qualifications they need to access the next stage of their education or career of choice, but with the skills and confidence to make an active contribution to the communities to which they belong.

To secure this, our curriculum is constantly evolving as we respond to the changing needs of our students. We introduced a Stage not Age curriculum for GCSE option subjects last year and have built on our commitment to developing students' leadership skills by introducing the Young Leaders Award in this academic year. This will complement existing opportunities such as our School Council and the Duke of Edinburgh's Award.

With just under 600 students, aged 11-18, we serve the community of Boroughbridge and the surrounding area, which gives our school a welcoming, inclusive atmosphere. We feel like a family and, as such, we know our students well making Boroughbridge High School a good place to work and learn.

We actively seek opportunities to improve our practice and value Continuing Professional Development for teaching and support staff to ensure that staff get the support they need to be successful and develop themselves. We encourage all members of staff to be proactive in proposing possible developments believing that we are at our most effective when everyone considers themselves to be a leader.

As a school community we are proud of our achievements and were delighted that Ofsted recognised this in December 2016 when we were judged to be 'Good'. Our aim is now to continue on our journey to 'Outstanding'. Thank you for considering joining our team on this journey.

Kathryn Stephenson

Headteacher.

How to Apply

Please complete the non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to wfirth@boroughbridgehigh and be received by: **Midday, 16 July 2018**

Interviews will be held **w/c 16 July 2018**

Thank you for your interest in this post. If you have not heard from us by 10th July please assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.

JOB DESCRIPTION

All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan

Reviewed June 18

Head Cook

<i>Responsible to:</i>	<ul style="list-style-type: none">• Premises and Facilities Manager• Headteacher
------------------------	---

<i>Salary NYCC Band:</i>	NYB08
<i>Full Time/Part Time:</i>	Full Time
<i>Hours:</i>	37 hours per week
<i>Full Year/Term Time Only:</i>	Term-Time Only (plus 1 week) Including training days

Professional Responsibilities

ALL ASSOCIATE STAFF

1.	To work within the school's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Head or Line Manager

Headteacher: Kathryn Stephenson, BA (Hons)

Wetherby Road Boroughbridge N Yorkshire YO51 9JX

Web: www.boroughbridgehigh.com **Email:** schooladmin@boroughbridgehigh.com

Specific Responsibilities

General	<ul style="list-style-type: none"> • Support the Premises and Facilities Manager in ensuring the school's catering experience is delivered at an excellent standard, using quality ingredients, on time, within budget and offers excellent value for money while complying with all statutory legislation. • Line manages Catering team with the support of the Premises and Facilities Manager.
Tasks	<p>Compliance</p> <ul style="list-style-type: none"> • Ensure food safety compliance in all aspects of catering provision. • Ensure national nutritional standards are met in line with a seasonal menu cycle. • To prepare a range of school compliant meals and snacks to the agreed menu. • To create, agree and follow the list of school complaint recipes. • To serve food and wash –up when required. • To assist and encourage pupils with their choice during service. • To monitor, record temperatures and ensure HACCP standards are maintained. • To ensure that all Health, Safety, Cleanliness and Hygiene is carried out as instructed. and is maintained at the required standard. • To follow a safe system of work. • Maintain training records. <p>General</p> <ul style="list-style-type: none"> • Oversee all school events catering . • Implement stock control through precise ordering and monitoring wastage (including stocktaking) • Utilise the cashless catering system to monitor menu to improve provision. • Review and agree the pricing structure with the Premises and Facilities Manager. • Review person specifications and job descriptions of the team. • Complete annual performance reviews with support and guidance. Ensures the efficient use of services including gas, electricity and water. • Working with children, teachers and parents to encourage healthy eating
Duties and Responsibilities	<ul style="list-style-type: none"> • To encourage pupils during service. • To follow the school behaviour policy. • To participate in the school's procedures for Performance Management. • To undertake training as appropriate. • Ensure proper standard of cleanliness are maintained

Headteacher: Kathryn Stephenson, BA (Hons)

Wetherby Road Boroughbridge N Yorkshire YO51 9JX

Web: www.boroughbridgehigh.com **Email:** schooladmin@boroughbridgehigh.com

	<ul style="list-style-type: none"> • Report any mechanical defects and need for repairs to Director of Business Services • To undertake any other duties that might be reasonably required commensurate with the grade of the post.
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
Systems and Information	<ul style="list-style-type: none"> • Carry out all work in accordance with relevant policies, procedures and regulations <ul style="list-style-type: none"> ○ The Food Safety Management System ○ COSHH ○ The Risk Assessment Manual ○ Policies & procedures • Complete all required weekly / termly paperwork returns accurately and timely.
Planning and Organising	Plan balanced multi-choice menus according to nutritional standards and taking into account the dietary needs and preferences of pupils, their varied cultural and religious backgrounds, costs and budgets
Data Protection	To comply with the school's (and supporting) documentation in relation to Information Governance this includes GDPR/Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users.
Customer Service	<ul style="list-style-type: none"> • <i>The School requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</i> • The school requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

	Incumbent	Line Manager
Signature:		
Date:		

PERSON SPECIFICATION

Reviewed June 18

Head Cook

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge <ul style="list-style-type: none">• Knowledge of current guidance and legislation with respect to food hygiene and food safety• Knowledge of the importance of good dietary habits of young people and the need to encourage good food choices• The knowledge and understanding of good cookery and correct working practices in a kitchen environment• Knowledge of a range of techniques, procedures and practices for preparing, cooking and serving food	<ul style="list-style-type: none">• Knowledge and understanding of current guidance and legislation with respect to catering in schools (Nutritional Standards)• Knowledge of the work of the School Food Trust• Promotion skills to encourage the uptake of healthy school meals
Experience <ul style="list-style-type: none">• Experience of working in catering establishments including the cooking and service of food• Experience of menu planning & costings• Experience of managing staff	<ul style="list-style-type: none">• Experience of working in school catering establishments• Experience of managing budgets
Occupational Skills <ul style="list-style-type: none">• The ability to maintain a high level of food hygiene, food safety and health and safety standards when carrying out duties• Be reliable, dependable and have a smart and tidy appearance• Be able to work as part of a team• Good organisational and time management skills• Stock management skills• Good interpersonal communication skills• An excellent standard of cookery skills• Creativity	

Headteacher: Kathryn Stephenson, BA (Hons)

Wetherby Road Boroughbridge N Yorkshire YO51 9JX

Web: www.boroughbridgehigh.com **Email:** schooladmin@boroughbridgehigh.com

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> • Ability to work under pressure and meet deadlines • Customer care skills • Ability to work under pressure 	
Qualifications <ul style="list-style-type: none"> • Level 2 Award in Food Safety in Catering • Food hygiene certificate • Level 2 Numeracy and Literacy • Willingness to undertake relevant training 	<ul style="list-style-type: none"> • Catering Qualification e.g. NVQ Level 3 in Professional Cookery, City and Guilds 706/1/2 or equivalent • Qualification in nutrition / healthy eating • Health and Safety qualification • Advanced Food Hygiene
Other Requirements <ul style="list-style-type: none"> • Enhanced DBS clearance • Physical ability to carry out the duties of the role 	