



The Royal School

Wolverhampton



CANDIDATE INFORMATION PACK





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Wolverhampton

An all-through co-educational state day and boarding school in the heart of England

ASSISTANT CATERING MANAGER/HEAD COOK

Candidate Information Pack

Start Date: ASAP



WELCOME MESSAGE FROM OUR PRINCIPAL

Dear Candidate,

Thank you for your interest in the post here at The Royal School, Wolverhampton (RSW). To help you decide on whether this is the school for you it is important to understand where we have come from and where we are going.

The school is built upon a combination of things; it's unique heritage, record of academic excellence, outstanding educational environment, and the full support and endorsement of our Patron, the Earl of Wessex.

From this, the Governors and leadership team are committed to supporting wider access for pupils, of all abilities and backgrounds, to add to The Royal's rich and diverse educational offer.

The Royal School, Wolverhampton offers a unique proposition to families in Wolverhampton and its surrounding area of an 'all-through', 4-19, co-educational, nondenominational day and state boarding school, with the capacity over time to provide for 1500 pupils, through a carefully managed programme of growth.

Whilst remaining fully non-selective and dedicated to supporting pupils in need, this change process has enabled RSW to combine its traditional values and academic offer with a global perspective. All this is to benefit our pupils, and to create a dynamic outward looking, culturally diverse, yet inclusive school community. Within this, pupils acquire the rich subject knowledge, life skills, understanding and aspiration to succeed locally, nationally, and internationally.

We welcome your application to be part of our community and would love you to visit and see the school in action or call us to talk things through.



Mr Mark Heywood





Ethos

- Traditional values and behaviour, married with a forward looking, dynamic and global outlook.
- Excellence in the Arts, on the sporting field, in STEM and across academic breadth.
 - An outstanding co- curriculum and enrichment programme, provided through our extended day, which nurtures and develops young people across a range of talents, promotes skills for life and underpins academic success.
 - An inclusive approach to building pupil motivation, aspiration, and self-esteem, through our “all-age structure”, vertical House families, and outstanding pastoral and wrap around care, which means that pupils entering RSW at whatever age and stage can be well supported in their learning and achieve challenging individual targets.
- The development of self, personal responsibility, and accountability within a vibrant and supportive extended community through our weekly and term time boarding houses, our links with The Royal’s existing alumni and our outstanding programme of engagement with the wider local community.
- Having staff, children, and parents who are committed to learning as the passport to success.
 - A unique physical location and setting in which to grow and develop, established within the heart of the city.



RESPECT

The respect we have for one another can be seen in the diversity of our community and the acceptance of all pupils, staff and families for who they are. Respect is seen in the exemplary behaviour of our pupils and the care given to them by our staff.



TRUST

At The Royal School, our pupils take pride in being trustworthy learners. As a school, we trust our teachers to support all pupils in their learning and personal development. This trust is seen in the outstanding curriculum that is delivered every day, and the range of experiences on offer.

COMMUNITY

We truly feel like a 'Royal Family'. We welcome families, pupils and staff into our community and encourage everyone to play an active part in building strong links to our school. We provide opportunities through events such as Founders' Day and Prize Day.

INITIATIVE

Initiative and independent learning is built into our curriculum and encouraged through our extended day provision. We encourage our pupils to solve problems themselves and work hard to give them the tools to do so.

RISK

All success is founded on taking the first step into the unknown. We support our community to take risks and encourage them to develop the skills they need to be resilient. We aim to nurture their love of risk so they keep that excitement throughout their whole lives.



We have a range of strategies to help our pupils achieve success at whatever point they join us in their educational journey. They are:

- The strong ethos of the school.
- The opportunities provided through an 'all-through' approach.
- The provision of exceptional age-related pastoral care.
- Our extended day and Enrichment Programme which lasts until 4:45pm Monday to Friday.

Such strategies have been evidenced through a range of recent national studies as having maximum impact on the motivation, self-esteem, and attainment of those pupils at greatest disadvantage.

Excellence for all: inspiring individuals to achieve their personal best and to compete and contribute as local and global citizens.



We build an aspirational culture through our senior mandatory and balanced co-curricular programme. Including:

- Combined Cadet Force (CCF) for all.
- Access to Excellence through the Elite Swimming Academy.
 - Sports.
 - Performing arts.
- Cultural, aesthetic, and intellectual development.

This encourages our pupils to become confident, resilient, caring, and enterprising individuals. Yet at the same time, they are trained to operate as leaders, mentors, and members of a team in the widest sense.

Our Boarding dimension helps us to:

- **Enrich to our school and local community.**
- **Support our fundamental ethos of 'wrap around care' (which includes our 'day boarding', offering additional enrichment, targeted support and intervention, and supervised study sessions).**
- **This has also strengthened our care of children who attract Pupil Premium, Children who are Looked After (CLA) and any child experiencing a temporary difficulty in home circumstances because we have an on-going flexibility in supporting those most disadvantaged to succeed.**



This leads to:

- **Working constructively with the Local Authority in Wolverhampton, and more widely with Sandwell and Dudley in supporting CLA and pupils with a Statement of Need/SEND.**
- **Developing our role in broadening local choice and diversity, and simultaneously raising aspirations and outcomes.**
- **Being able to address the urgent demand for more local pupil places, at both primary and secondary.**
- **Being able to provide a supportive community for vulnerable pupils, including, as recently requested, unaccompanied refugee children who would benefit from the boarding environment we offer.**
- **Being able to empower our pupils to grow, successfully challenge stereotypical assumptions and exceed their expectations within a nurturing, inclusive and culturally diverse community.**



Job Description:

Job Title: Assistant Catering Manager/Head Cook

Grade: RSW Level 4/5 Salary £20,576 to £29,7820

Accountable to: Catering Manager

Responsible for: Cooks, Catering Assistants

Terms of employment: Permanent: 37.5 hours per week – including weekends and evenings. Term Time plus 1 week (including inset days)

Start Date: ASAP

Duties and responsibilities:

The duties and responsibilities listed below are not exhaustive and there may be occasions when the post holder is expected to undertake other areas of work as directed by the PA to the Principal.

The role requires flexibility and will require weekend working, annual leave cover and can be amended at any time according to the school needs.

Main purpose of role:

The core focus of this job is to assist the Catering Manager in running the catering facilities for the school and to deputise for the Catering Manager when necessary. You will work with the Catering Manager to deliver a financially effective and efficient catering service operating to the highest standards of food safety. The post holder will do this by carrying out duties such as food preparation and service and other kitchen management duties including the supervision of staff, ordering food, stocktaking and administration, serving meals to children and staff. To develop a strong, inclusive and happy catering team to engage positively with pupils, staff and guests.

General responsibilities:

- **Safeguarding and promoting the welfare of the child** · Be responsible for promoting and safeguarding the welfare of the young people that you come into contact with.
- **Effective communication and engagement with children, young people and their families and carers.** · Engage productively with students at service times and ensure high standards of customer care and ensure the wider team have positive relationships with pupils, staff and guests · Inform, involve and support young people in developing good dietary habits
- **Child and young person development** · Listen actively and respond to concerns and dietary requests from young people, especially boarding pupils

- **Integrated working** · Communication and teamwork with school colleagues' other practitioners and professionals to ensure a collaborative and happy workplace
 - **Operational Issues** · To be responsible for the food safety management and organisational issues within the kitchen, storage and associated service areas including - · Ordering goods and materials. · Receiving and storing goods and materials in line with expected standards · Preparing, cooking and serving appetising and nutritious meals. · Preparing the dining room for service including putting in place dining tables and chairs. · Washing up, clearing and cleaning the kitchen, dining room and associated areas.
 - **People management** · The Supervision and directing of staff in carrying out their duties
 - **Communications** · Communication with the catering team ensuring tasks are carried out to the highest standards · Reporting any concerns/issues to the Catering Manager
 - **Skills development** · Attend training courses and meetings as required for personal development and mandatory training.
 - **Resource Management** · Ensure efficient care and maintenance of equipment including reporting faults.
 - **Systems and Information** · Ensure all work is carried out in accordance with the policies and procedures included in: o Food Safety Management System o Operations Manual o Health and Safety Policy o Employee Manual · Complete all required weekly / termly paperwork returns accurately and timely
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Data Protection · Comply with the Royal School's policies and supporting documentation in relation to Data Protection, Information Security and Confidentiality.

Health and Safety · Implement your health and safety responsibilities as an employee · Ensuring checks are completed and appropriate records kept · Work with colleagues and others to maintain health, safety and welfare within the working environment.

Flexibility · The Royal School provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Royal School Policies and Procedures.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Assistant Catering Manager/Head Cook - Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE	SPECIFICATION	ESSENTIAL
<p>Education/ Training</p>	<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 • Professional Catering Qualification (Level 2) • Certificate in food safety (Level 2) 	<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 • Qualification in nutrition / healthy eating • Certificate in Health and Safety • Certificate in food safety (Level 3) 	<p>Skills, Knowledge & Abilities</p>	<ul style="list-style-type: none"> • A high standard of cookery skills • The ability to maintain a high level of food hygiene, food safety and health and safety standards • Strong communication and interpersonal skills • The ability to think on your feet and take initiative • Tact and diplomacy • Teamworking skills • The ability to lead and motivate staff • An appreciation of customer expectations and demands • Stamina and the ability to work under pressure • A well-organised approach to work • Flexibility and the ability to solve problems in a pressurised environment • Customer-facing experience • Experience in improving service delivery • Drive and determination to improve standards 

Assistant Catering Manager/Head Cook - Person Specification

SPECIFICATION	ESSENTIAL		SPECIFICATION	ESSENTIAL
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Positive attitude to work, excellent attendance and punctuality record. • Ability to work in a highly confidential manner and undertake safeguarding training. 		<p>Other Requirements</p>	<ul style="list-style-type: none"> • Flexibility to working hours to accommodate school requirements e.g. sick/holiday cover. • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality, and diversity.
<p>Experience</p>	<ul style="list-style-type: none"> • Working in catering establishments including the cooking and service of food • Working to a budget and in particular food costing • Working in an environment of providing food suitable for different cultural, health and religious needs • Supervision of staff 	<ul style="list-style-type: none"> • Working in a school. 		<ul style="list-style-type: none"> • Candidates must demonstrate awareness/understanding of equal opportunities. • A commitment to follow all requirements, training and adhere to all policies ensuring and promotion of the safeguarding and welfare of students. • Candidates must demonstrate an understanding and knowledge of the individual's responsibility for promoting and safeguarding the welfare of children and young people. 

Benefits Of Working At The Royal

The Royal School offers significant benefits for its staff:

- Regular CPD programme and investment in training
- Cycle to work scheme
- Free meal provided when taken in the dining room
- Free tea and coffee provided
- Opportunities for you and your family to attend boarding activities e.g. parties, Alton Towers, visits to cities and museums
- Two additional weeks holiday compared to many schools (one week prior to Christmas, one week early in the summer)

The school's distinctive ethos and culture where a truly holistic view of the personal development of the child is central to all that we do. The wider 'enrichment' programme at this all-through 4-19 boarding and day school is essential and helps develop confident pupils well equipped for life beyond the school. All staff contribute to this extensive programme with their personal interests and to join in with existing activities.

Application process

The Royal School Wolverhampton



Closing date

Submit application form by
Friday 20th October (Midday)

Return applications to

lcallaway@theroyal.school





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