



**GREAT
HEIGHTS**
ACADEMY TRUST



**COLNE VALLEY
HIGH SCHOOL**

Assistant Catering Manager

CANDIDATE INFORMATION PACK

*Welcome to Colne Valley High School where we are currently looking to appoint a new Assistant Catering Manager. Colne Valley High School is on an exciting journey of renewal and transformation as part of Great Heights Academy Trust. Our recent **Ofsted inspection** highlighted our ambitious curriculum, strong staff-student relationships, and improving behaviour and attendance. While areas for further development remain, we are already making great strides in strengthening parental engagement, ensuring consistency in teaching and learning and embedding high expectations across all aspects of school life. This is a fantastic time to join our dedicated catering team, playing a pivotal role in shaping the school's future and driving excellence for our students, staff, and community.*

Great Heights Academy Trust strive to always provide an inspirational, positive, and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm, and mutual respect. We aim to nurture academic, personal, spiritual, and social development in a caring and professional manner so that all can achieve their full potential, and all can reach GREAT heights.

At Colne Valley High School we are a warm, welcoming community that works together to achieve the best possible outcomes for every single child in our community.



A broad & strong 2-18
offer for West Yorkshire



**COLNE VALLEY
HIGH SCHOOL**



Welcome

Dear Colleague

It is my great pleasure to welcome you to our vibrant and dynamic learning community. At Colne Valley High School, we are committed to achieving excellence together, fostering an environment where every student can thrive academically and personally. Our actions are underpinned by our RITA values - Respect, Integrity, Teamwork, and Aspiration. Respect is at the heart of everything we do. We believe in the inherent worth of every individual and strive to create a culture where everyone feels supported and valued. Integrity guides our actions; we hold ourselves to the highest standards, ensuring that honesty and fairness are integral to our daily interactions. Teamwork - students, staff, and families work together and challenge one another to achieve our collective goals. Finally, Aspiration - we encourage our students and staff to dream big and to work positively towards the high standards we set for ourselves. Our RITA values provide more than a code of conduct, they help to prepare our students to be responsible, respectful, and active citizens in our thriving and diverse society.

At Colne Valley High School, we believe that high expectations lead to high achievement, and we are committed to ensuring that every member of our community can excel in a safe, respectful, and aspirational environment. Our recent improvements are based upon providing all students with a rigorous, broad and balanced curriculum which challenges them both in and beyond the classroom. Our approach is inclusive; all students will be challenged by the targets we set, both academically and personally and all students will be supported to reach these targets. We recognise that some students will require additional support to reach their goals, and we have dedicated teams in school who are well equipped to provide that assistance.

Our staff body is committed to serving our community. Staff are proud to play their part in ensuring that all students enjoy their time and achieve well at CVHS. As part of Great Heights Academy Trust (GHAT), teachers at CVHS benefit from the latest research in teaching and are supported in putting research into practice by colleagues from our Research School, our English Hub and our SCITT. We benefit enormously from being part of GHAT; by working together, we can provide our staff and our students with more than any single school could. We understand and recognise the significant role that our parents and carers play in realising the potential of all our young people. We will always seek to work in partnership with parents to support the young people who attend our school. Equally, we are proud to serve an amazing community, and wherever we can work in harmony with community organisations to secure better experiences and stronger outcomes for all, we will.

Yours sincerely,

Steve Dixon

Executive Principal

Overview of the Position for Colne Valley High School

Colne Valley High School are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

About the Trust

The Trust currently comprises of seven primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and three in Kirklees (Carlinghow Academy, Marsden Junior School and Nields Academy). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our website: greateightstrust.org.uk

The successful candidates will join a highly collaborative network of leaders and managers. Each academy is different, reflecting the particular aspirations and leadership style of its Principal and local community needs.

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.



▶ Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

▶ We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

▶ Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

G

Great teaching and learning opportunities for all in the partnership

R

Real life opportunities to develop an understanding of the wider world

E

Enthuse a love of learning and mutual respect

A

Academic development to nurture potential for all

T

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



JOB DESCRIPTION

Position: Assistant Catering Manager

Pay range: Grade 9

Hours of work: 37.5 hours per week, term time + 2 weeks

Responsible to: Catering Manager

Prime Objectives of the Post

To assist in managing the catering provision for Colne Valley High School. To provide high quality meals, ensuring compliance with legislation.

To lead, manage and deploy a team of catering staff to ensure the efficient organisation of the catering provision.

To design and deliver a strategic plan for in-house catering that is consistent across the Trust.

Statutory Requirements

It is aligned to the [Local Government Terms and Conditions](#), set out in the statutory guidance.

Membership of the Trust

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture, and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders.

Main Duties and Responsibilities

Service Delivery:

- The development and progress of the catering provision to deliver healthy and high-quality meals that meet nutritional standards.
- Plan, control and direct the production and service of school meals.
- Responsible for, working alongside the catering teams at each academy, the planning, ordering, receipt, storage, cooking and serving of all meals, beverages & snacks, including portion control, menu planning & costing, and where required, provision of special dietary requirements. Such services include, breakfast, break, lunch, hospitality, events or similar and support with cooking in the curriculum.
- Ensure all specific dietary needs have been met and are fully bespoke for individual pupils and are fully inclusive of the menu and provide allergy information on all food sold including labelling packaged food.
- Ensuring the attractiveness of the catering provision including food presentation and the eating environment.
- Develop innovative and engaging promotions and food choices to encourage greater engagement and uptake of catering services.
- To achieve best value without compromising quality and achieve an annual balanced budget, frequently liaising with the Finance dept.



- The ordering of all non-consumable goods and services required to deliver the service.
- Frequently liaising with suppliers to ensure quality of produce is always maintained and the agreed product pricing is applied to all purchase invoices.
- Monitoring food costs and productivity taking appropriate action to achieve and maintain targets.
- The completion of termly stock audits.
- Actively marketing and positively promoting the catering service and take an active interest in cooking in the curriculum and school food awards and initiatives.
- Regularly review and evaluate the catering provision.

Management of Staff:

- The recruitment of all catering staff ensuring the relevant paperwork is completed in a timely manner. This includes the completion of monthly time sheets.
- Providing advice to catering staff on all aspects relating to the catering operation including induction, annual performance reviews, disciplinary and grievance matters.
- To promote team working and to motivate staff to ensure effective working relations and communications.
- The preparation of all work rotas, ensuring the catering activity is adequately manned to meet customer numbers and expectations.
- Planning workforce and headcount to the most effective use of staff hours and costs.
- Reporting sickness absences and arranging cover.

Health and Safety and Compliance:

- All Health and Safety matters, particularly, COSHH, risk assessments, and manual handling. Temperature records must be maintained daily.
- The appropriate levels of cleanliness and food safety.
- Maintaining accurate and timely record keeping particularly with regard to stock control, stock rotation, food orders, turnover receipts, invoices, productivity.
- The safe operation of all catering equipment, and ensure it is maintained in a clean and operational condition, liaising with site staff, finance for repairs and maintenance requests.
- Ensuring all accidents are recorded and reported immediately and the appropriate documentation is completed.
- The planning and delivery of all catering based training and the maintenance of accurate, on site, up to date training records with particular emphasis on the methods of food production, food service, and food safety / Health & Safety training.
- Being responsible for initial security of kitchen areas.

Liaison & Relationships:

The promotion and maintenance of good working relationships with all Customers, Principals, Governors, Parents, Pupils and dining room assistants, to ensure the quality and adequacy of the service is maintained within the established policies.

To maintain good relationships with Finance, Lunchtime supervisors, Breakfast Club Leaders, Principals, Governors, Parents and Pupils, Administrative support staff, Site staff and other Trust colleagues.

To handle any customer complaints in an efficient and appropriate manner.

General

- To uphold the Nolan Principles of public life.
- To support the Trust climate for learning and a culture of achievement and high expectation.
- To develop effective working relationships within our Trust schools, external partners, and other agencies to promote continuity of learning.
- To act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils.
- To fully participate in CPD and appraisal activities.
- The post holder will also be expected to undertake any professional duties of the CEO/Principal as required.
- The post holder is responsible, alongside the Strategic designation boards, core staff and key stakeholders, for implementing the vision for the Trust, which inspires and motivates the Trust partners and community.
- This job description is not intended to be comprehensive, and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust’s responsibilities and policies towards safeguarding and promoting the welfare of children, young people, and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn’t just about the very old and the very young, it is about everyone who may be vulnerable.

Notes

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post.

It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties as set out in the foregoing.

Name: **Date:**

Signed:

**Person Specification:** Assistant Catering Manager**Key to identification:** A = Application I = Interview R = Reference

Qualifications/Training	Essential	Desirable	A/I/R
GCSE English and Maths at Grade C or above	✓		A/I
Supervisory Food Hygiene Certificate	✓		A/I
Supervisory Health & Safety Certificate		✓	A/I
NVQ Level 3 in Professional Cookery or similar		✓	A/I
NVQ Level 2 in Management and Leadership		✓	A/I
NVQ Level 2 in Customer Services		✓	A/I
Diploma or Experience in Budgets and Financial Reports		✓	A/I
Experience	Essential	Desirable	A/I/R
Proven operational experience managing large teams in multi-site catering operations including HR and Performance Management	✓		A/I/R
Previous experience of menu development, planning, procurement and stock taking	✓		A/I/R
Experience of staff development and training	✓		A/I/R
Strong people manager and leader with excellent communication skills	✓		A/I/R
Good knowledge of Health and Safety, Hygiene regulations, HACCP, RIDDOR, COSHH and all legislation relating to the Catering Industry.	✓		A/I/R
Strong financial management skills with experience of budget compilation and presentation.	✓		A/I/R
Knowledge/Skills/Attributes	Essential	Desirable	A/I/R
Innovative, creative and able to effectively deliver new initiatives	✓		A/I/R
Ambitious, highly motivated with a proven record of success	✓		A/I/R
Approachable, friendly and trustworthy	✓		A/I/R
Strong understanding of current regulations and guidelines including food hygiene and health and safety	✓		A/I/R
Knowledge of specialised aspects of catering such as diets, food allergies	✓		A/I/R
Ability to work independently and to own initiative	✓		A/I/R
Excellent customer service skills, with a “people and service” ethic	✓		A/I/R
Awareness of good financial recoding/book keeping practice		✓	A/I
Personal Attributes	Essential	Desirable	A/I/R
Process driven, target orientated and demonstrates responsibility	✓		A/I/R



Enthusiastic, adaptable, pro-active and ability to use initiative	✓		A/I/R
Calm, efficient, and polite manner, able to work under pressure without losing these qualities	✓		A/I/R
Ability and desire to work as part of a team	✓		A/I/R
Willingness to learn to new skills	✓		A/I/R
An understanding of safeguarding principles and practice		✓	A/I/R
A positive attitude towards education and young people	✓		A/I/R
Diplomatic, discreet and able to maintain strict confidentiality	✓		A/I/R



► **Reasons to work at Colne Valley High School**



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

