

# Chef Manager

Closing Date:  
**30<sup>th</sup> November 2023**  
Early Applications encouraged.



## Application Pack

Please note we DO NOT currently do VISA Sponsorships.



## Welcome

**As partners in our community, our mission is to provide every child and young person with an enriching and inspiring educational experience, where they can thrive academically and socially, both now and in the future. By being 'Stronger Together' in our educational quality, our parent and community engagement, our investment in our people and our sustainability, we can meet our specific pledges to all of our children, communities and staff.**

Our vision is to prepare every North Star Community Trust student for the changing world we live in. A world which is more global, more driven by technology, a world where anything is possible with the right preparation and attitude. That means providing a curriculum and learning experience that reflects the highest academic standards and inspires and enthuses pupils through its creativity and openness to the world around us.

Our children will be able to 'be the change they want to see in the world'. They will be resilient, optimistic, respectful, honest and well-rounded citizens, with a love of learning. At the same time, we are all also members of our communities, places where we find friendship, support and common endeavour. Being at the heart of our communities is a hallmark of North Star Community Trust.

We want our children and young people to have a sense of place, knowing the importance of 'giving back' and the value of community and togetherness to their everyday lives.

As a trust, we will foster a culture that respects diversity, safeguards our children's wellbeing and recognises that we are stronger together than we are apart. In pursuing this vision, trustees, staff and governors will model it every day, knowing that each one of us plays a part in making it a reality for every child and young person.

I would like to wish you the best of luck with your application and should you require any further information please do not hesitate to contact the Trust.

*Marino Charalambous*

Marino Charalambous  
Chief Executive Officer



**“Our mission is to provide every child and young person with an enriching and inspiring educational experience”**





## Our Schools, Our Community

North Star Community Trust is an educational charity that manages a family of 4 academies in North London, educating some 2,600 pupils.

We are very proud of our families, pupils, students and staff. We hope you will community.



### **Woodpecker Hall Academy – Edmonton**

A two-form entry primary academy serving pupils from Nursery through to Year 6.

“We are a Trust that has a very strong community ethos. That is what binds the headteachers, the teaching and learning staff, and the schools together – serving our communities and inspiring the children who live at the heart of those communities.”

**Ms N Ross | Headteacher | Woodpecker Hall Academy**



### **Kingfisher Hall Academy – Enfield**

A two-form entry primary academy serving pupils from Nursery through to Year 6.

“Being part of North Star Community Trust is a huge opportunity for schools to support one another, to share what they do well, and to work together to share our very best practice to the benefit of every child in the Trust. We’re all committed to that.”

**Miss G Vincent | Headteacher | Kingfisher Hall Academy**



### **Enfield Heights Academy – Enfield**

A one-form entry primary academy currently serving pupils from Reception through to Year 6.

“Being part of a family of schools is exciting and empowering, as we can learn from each other, while at the same time retaining a good level of autonomy. Shared central services keep costs down and we are able to buy in bulk with the purchasing power of a Trust.”

**Mrs J Powrie | Headteacher | Enfield Heights Academy**



## **Heron Hall Academy – Ponders End**

**TES Headteacher of the Year 2022**

**Finalists for the Pearson ‘Secondary School of the Year’ award 2021**

A new and growing secondary school, serving pupils from Years 7 through to 11.

“Many of our students come from the Trust’s primary schools, which means we know a great deal about them when they join us. Our mission and purpose is clear and supported by all our staff. The Trust approach is having a transformational impact on the lives of these young people.”

**Mr A Barzey | Headteacher | Heron Hall Academy**

# North Star Community Trust

## Staff Benefits Summary

This is a taxable employee benefit; however, the cost is met by the Trust. Our Scheme provides cover for routine healthcare such as optician checkups, dental treatment, physiotherapy, acupuncture and specialist consultations. This cover includes a range of benefits designed to help support your overall health and wellbeing such as specialist scans. The North Star Wellbeing Scheme gives access to a virtual GP service, GP Anytime which is provided 24 /7, 365 days a year. In addition to tax-free cover for you, the North Star Wellbeing Scheme also covers your dependants up to the age of 18 years old. There is no extra cost to add child dependants. Our scheme also gives you the option of upgrading your level of cover or adding a partner at an additional cost.

### Dental

Covers items such as check-ups, braces, dentures, crowns, bridges, white fillings, veneers and teeth whitening. Also covers a practice's dental plan premiums.

### Optical

Cashback on eye tests, prescription glasses, sunglasses, laser eye surgery and contact lenses.

### Chiropody

Covers items such as gait analysis assessments and podiatry treatments.

### Prescriptions

Covers NHS prescriptions charges or the NHS cash equivalent for private prescription treatments.

### Health & Wellbeing

Covers 22 alternative therapies including allergy testing, cognitive behavioural therapy, counselling fees, hypnotherapy and sports massage.

### Health Screening

Cashback for a full health screen, or a Well Man, or Well Woman screen. This allowance is separate to the workplace screening programme we offer as a bolt-on.

### Combined Physiotherapy

Cashback for pain relieving and preventative treatments such as physiotherapy, chiropractic, osteopathy, acupuncture and homoeopathy.

### Specialist Consultation and MRI Scans

Provides cashback for specialist consultation charges, including X-rays and MRI scans, as well as PMI excess charges (excludes company paid PMI).

### Dental Accident

Cover for damaged teeth following a direct blow to the head. Members can claim for veneers, dentures and crowns.

### 24/7 Counselling and Support Helpline

24 hour telephone advice, guidance and support from trained counsellors, legal and medical professionals on a variety of lifestyle issues.

## Employee Assistance Programme

Provides up to 8 face to face counselling sessions and includes a Serious Illness and Accident Support service.

## Fitness and Exercise

Access to offers and discounts on a wide range of fitness clubs and gyms via Health Shield's reward website PERKS.

## Online Health Assessment and Personal Coaching

Instant access to online health assessments and personal coaching tools including videos, factsheets and questionnaires.

## GP Anytime including Private Prescriptions

GP consultation service via phone or webcam, where a GP can also prescribe a private prescription to be delivered to a member's home or workplace.

## PERKS

Members have access to Health Shield PERKS, a website with a large range of discounted retail products and services, offers on travel, cash back on purchases and much more.

Discounts for the brands you love, all year round. Unlike voucher and flash sale sites, you'll always get great deals from brands like Apple, M&S, Virgin Media, GAP & more!

## Advice Services

Our Employee Assistance Programme offers free and confidential advice which is available 24hrs, 7 days a week to you and your immediate family. You will also have access to structured counselling of up to six sessions available either face-to-face or over the phone. The service covers, but is not limited to, Family Issues, Financial Information, Legal Information, Stress & Anxiety and Bereavement.

## Pension Schemes

Pension scheme (Local Government Pension Scheme for Support Staff and Teachers Pension Scheme for Teachers) - both schemes include 3 x salary life assurance cover whilst you remain in service. You don't pay tax or national insurance on your contributions and North Star Community Trust adds a generous employer contribution. All staff are entitled to opt-out of the pension scheme should they wish to do so.

## Holiday Entitlement

Our support staff on 52 weeks a year contracts benefit from a holiday allowance of a minimum of 24 days. This entitlement is in addition to any Bank or Public holidays. Teaching staff and term time only support staff receive the standard school holiday allowance.

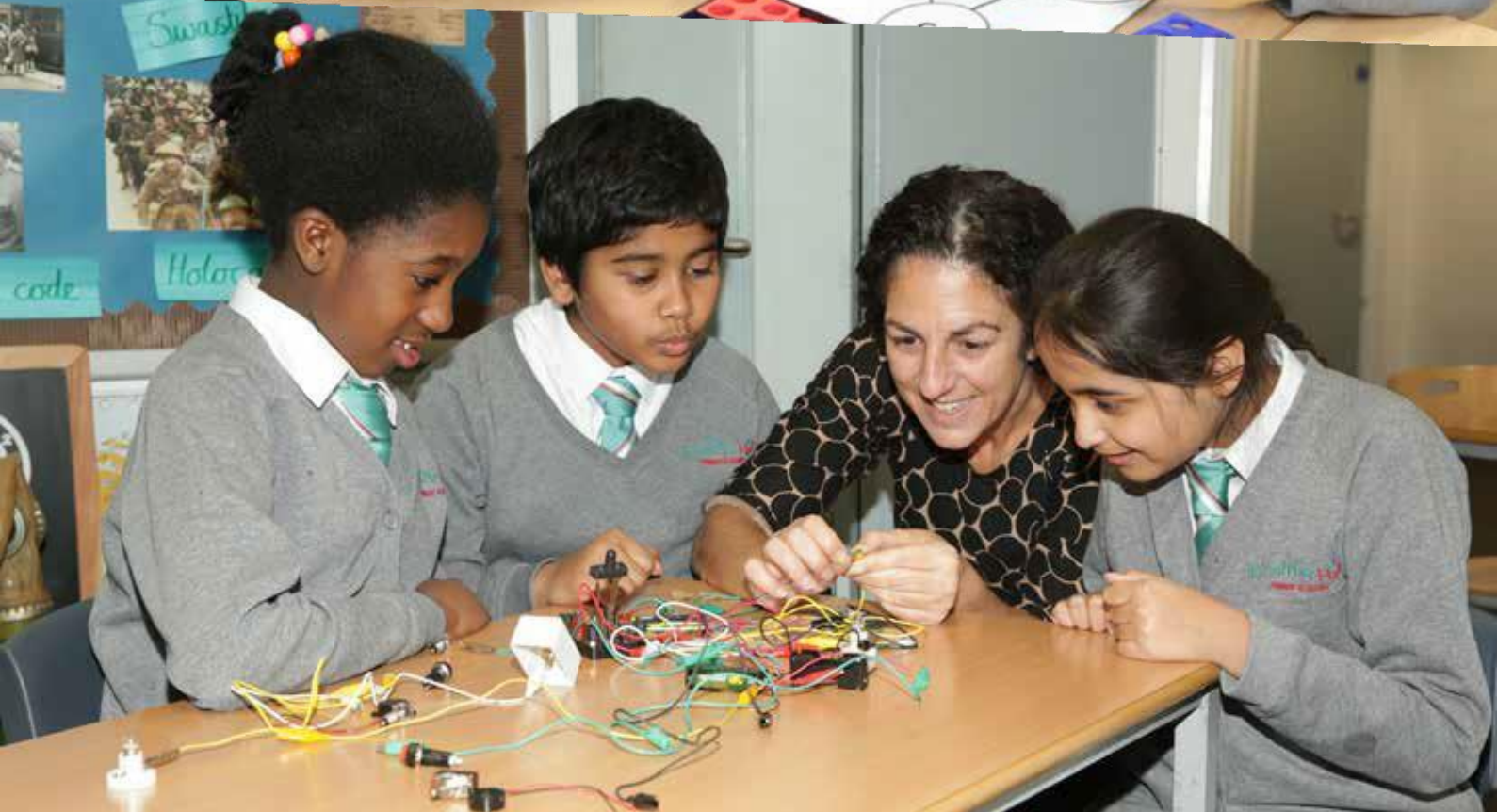
## Training and Development

North Star Community Trust believes in training and developing people to achieve their potential. Whatever your aspirations, our training provision offers a range of courses and qualifications. These courses include a suite of National Professional Qualifications (NPQML, NPQSL, NPQH and NPQEL) and apprenticeship opportunities (in disciplines including IT, HR, Business Administration). North Star Community Trust have formed a partnership with The Skills Network, one of the most successful providers of online learning. As part of the partnership several FREE courses are available including: Childcare, education, enhancing skills, digital and wellbeing.

Continued professional development and opportunities across the Trust, including Masters Degrees through our partnership with Warwick University.

## Affordable Accommodation

Access to affordable North Star key worker accommodation from £550 per month all inclusive of rent, utilities, internet access and maintenance.





## Stronger Together

We look forward to receiving your application, and hopefully be part of our wonderful team at North Star Community Trust.



## Job Description

<b>Job Title</b>	<b>Chef Manager</b>
<b>Reports to</b>	<b>Head of Catering</b>
<b>Location</b>	<b>Heron Hall Academy</b>
<b>Hours</b>	<b>36 hours per week, 40 weeks per year</b>
<b>Contract Type</b>	<b>Permanent</b>
<b>Salary</b>	<b>NSCT support staff, actual salary £29,898.26- £31,501.94 gross per annum + Generous benefits</b>

### MAIN RESPONSIBILITIES

#### Catering

1. Develop and progress the catering provision to deliver healthy and high-quality meals that meet the National Nutritional Standards.
2. Achieve best value without compromising quality relating to authorized catering service
3. Ensure the attractiveness of catering provision including food presentation and the eating environment.
4. Overseeing & supervising catering arrangements for special functions within the academy.
5. Develop if required the provision of non-school catering including that provided for lettings and the wider community.

#### Managing Staff

Ensure that staff are working with correct product and service specifications and that food is delivered in line with appropriate timeframes.

#### Managing Resources

1. Be responsible for the accurate costs control of catering revenue and expenditure and the security of all monies.
2. Liaise with the Head of Catering regarding the co-ordination of procurement of goods and services.
3. Maintain authorized food stock levels and complete stock returns by the date required.
4. Undertake routine checks of equipment, cleaning material, stationery, and uniform.
5. Ensure that the maintenance agreements for all equipment are current and arrange for the necessary checks at renewal.
6. Ensure that delivery notes are checked against requisitions and any identified discrepancies are reported immediately to the supplier.

#### Health & Safety

1. Ensure adherence to all procedures related to Health and Safety and COSHH regulations with regards to good equipment, materials, and general safety.
2. Always ensure the safe operation of kitchen equipment.
3. Ensure that necessary repairs to kitchen equipment are reported immediately and repairs arranged, ensuring that unsafe equipment is taken out of use pending repair.

4. Ensure that all kitchen areas are clean and free from hazards.
5. Undertake regular Risk Assessments.
6. Ensure that all accidents and incidents are reported, including notifiable diseases.
7. Always ensure the security of the catering areas.
8. Be responsible for the regular inspection and maintenance of the First Aid box and arrange replenishment as necessary.
9. Ensure that all catering personnel maintain high standards of cleanliness, personal hygiene, and appearance.

## OTHER RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Actively contribute to development initiatives to improve the efficiency and effectiveness of the service, including new ideas and food policies to support the raising of standards in the academy and the community which it serves.
- Liaise with teaching staff about curriculum activities relating to food.
- Liaise with parents on dietary needs of individuals.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- To support, uphold and contribute to the development of the academy's equality policies and practices in respect of both employment issues and the delivery of services to the community.

## GENERAL ACCOUNTABILITIES

- Be aware of the school's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy.
- Establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the school.
- Be aware of and comply with the code of conduct, regulations, and policies of the school; Develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support school development.

## VARIATION IN ROLE

- Given the dynamic nature of the role and structure of Heron Hall Academy as part of North Star Community Trust, it must be accepted that, as the academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post.

The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

***This is an outline job description and may be subject to change, according to the needs of the school within the grading level of the post, the competence of the post holder and the context of the duties of the post holder, in consultation with the post holder.***

***This job description is subject to annual review.***

## PERSON SPECIFICATION: Chef Manager

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Able to understand and carry out instructions.</li> <li>• Ability to train and support staff within the catering operation in the requirements of food hygiene, personal hygiene, cleaning etc.</li> <li>• Able to think logically and calmly when under pressure.</li> <li>• Able to keep accurate &amp; appropriate records.</li> <li>• Able to use initiative within school policies and practices.</li> <li>• High standard of written and spoken English</li> <li>• Excellent numeracy skills</li> <li>• Teamwork and collaboration</li> <li>• Able to take initiative and to work independently.</li> <li>• Good interpersonal skills and confident communicator</li> <li>• Good problem solver</li> <li>• Evidence of the ability to promote a positive ethos and pride in the school together with high standards of education, care, and behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>• Microsoft Office (Word, Excel, Outlook, Internet Explorer etc)</li> <li>• Proven ability to use ICT in the organisation and management of their role.</li> <li>• Understand and manipulate numerical &amp; financial data.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Substantial catering experience and delivering food to a high standard.</li> <li>• A knowledge and understanding of working within strict budgetary controls.</li> <li>• Previous catering experience for a medium sized employer</li> <li>• Experience of developing menus to suit client needs.</li> <li>• Experience of line managing others</li> <li>• Evidence of the ability to work cooperatively with multi-disciplinary professionals, governors and other agencies for example auditors.</li> <li>• Experience of managing own workload to meet conflicting demands and deadlines to ensure completion of tasks.</li> <li>• Presenting yourself effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• Basic knowledge of operating catering specific computer software systems i.e., Nationwide retail system</li> </ul>

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE grade C or equivalent in English, Maths</li> <li>• Qualifications in supervising Food hygiene Level 3</li> <li>• Recognised catering certificates, City &amp; Guilds, NVQ or BTEC</li> </ul>	<ul style="list-style-type: none"> <li>• Formal ICT qualifications in Office Software Packages e.g., RSA, Excel, Publisher, PowerPoint, European Driving Licence etc</li> </ul>
<b>Personal Qualities / Attributes</b>	<ul style="list-style-type: none"> <li>• To have a commitment towards own CPD.</li> <li>• Abide by the school's policies.</li> <li>• Can do' attitude.</li> <li>• Teamwork/collaboration</li> <li>• Emotional intelligence</li> <li>• Professional appearance</li> <li>• Honesty, integrity &amp; trustworthiness</li> </ul>	<ul style="list-style-type: none"> <li>• Confidence in dealing with children.</li> <li>• Demonstrates an understanding of and a commitment to school improvement at all levels.</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Candidates should indicate an acceptance of, and a commitment to, the principles of the academy's equal rights policies and practices as they relate to employment issues and to the delivery of services to the community.</li> <li>• Commitment to equal opportunities policies relating to gender, race, and disability in an educational context.</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Has appropriate motivation to work with children and young people and can relate to them.</li> <li>• Ability to maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Displays commitment to the protection and safeguarding of children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Has up to date knowledge of relevant legislation and guidance in relation to working with young people.</li> </ul>

## Next Steps

To apply please visit TES via the green quick apply button shown on the advert. You can view the roles available at the school and apply via the TES by clicking on the link here: [Chef Manager, Enfield - Tes Jobs](#)

**Closing date for applications is midday 30<sup>th</sup> November 2023.**

**Interviews: TBC.**

*We are dedicated to safeguarding and promoting the welfare of children and expect all staff to share this commitment.*

*The successful candidate will be subject to enhanced clearance through the Disclosure and Barring Service.*

*We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.*



