

## **Job Information Pack**

Vacancy Title:

**Catering Manager**

Location:

**Ratton School**

Closing Date:

**Midday on 11<sup>th</sup> March 2024**

**Ratton**  
**School**

achieving together

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## Join Our Multi Academy Trust Educational Family!

Are you excited about being part of a collaborative network of schools dedicated to excellence in education? We're seeking passionate educators and support staff to join our dynamic multi academy trust community.

**Embrace Your Unique Contribution:** South Downs Learning Trust (SDLT) values the diverse talents and skills of all our team members, empowering you to make a significant impact in your role.

**Make a Global Impact:** We believe that every role in SDLT is vital in preparing students to become global citizens who can make a positive impact on the world.

**Professional Growth:** As part of SDLT, you'll have access to ongoing professional development, workshops, and opportunities to enhance your skills and expertise, ensuring you're at the forefront of education.

**Innovation and Technology:** We're committed to integrating technology and innovative practices across our trust, giving you the chance to contribute to the advancement of our students' education.

**Collaborative Environment:** Join a supportive team of educators and support staff who share your passion for nurturing students and contributing to their success, both within your school and across the trust.

**Competitive Compensation:** Our multi academy trust offers a competitive benefits package, recognising your dedication to our shared mission.

If you're ready to embark on a fulfilling journey in education and be a vital part of our multi academy trust family dedicated to shaping young minds and fostering a love for learning, we want to hear from you! Apply today and become a valued member of our collaborative network, contributing to the success of learners across our trust.

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## LETTERS FROM SCHOOL LEADERSHIP

### Letter from the Executive Headteacher

Dear Applicant,

I am delighted to extend a warm welcome to you on behalf of South Downs Learning Trust. As the Executive Headteacher, I take immense pride in our commitment to excellence in education and in nurturing a culture of collaboration among our staff and students.

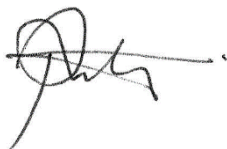


South Downs Learning Trust is dedicated to providing outstanding education and creating a supportive and inclusive work environment. We believe in the power of education to transform lives, and we are excited to welcome individuals who share our vision.

Your role within our trust, whatever it may be, will be instrumental in shaping the future of our students. We value the dedication, passion, and commitment of our staff members in creating a positive and inspiring educational experience.

I encourage you to explore the opportunities within our trust and consider joining us in our mission to empower students and prepare them for a bright future.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Paul Murphy'.

Paul Murphy  
Executive Headteacher  
South Downs Learning Trust

## LETTERS FROM SCHOOL LEADERSHIP

### Letter from the Headteacher

Dear Applicant,

I am writing to you as the Headteacher of Ratton School, a proud member of South Downs Learning Trust. Our school is dedicated to providing an exceptional education and creating a positive and inspiring learning environment for our students.



The contributions of our staff members are vital in shaping the educational experience we offer. Whether you are considering a role in teaching, administration, support, or any other capacity, your dedication and passion can make a significant impact within our school and trust.

At Ratton School, we believe in fostering a warm and inclusive atmosphere, and we value individuals who share our commitment to educational excellence.

Thank you for considering Ratton School and South Downs Learning Trust as your potential workplace. We eagerly await your application and the opportunity to work together in providing an exceptional education to our students.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Gavin Peevers'.

Gavin Peevers  
Ratton School Headteacher  
South Downs Learning Trust

## How to apply and important dates

To embark on this exciting opportunity, access the application form via [Vacancies | Ratton School](#)

Once completed, send the form to Lorraine Barrow, Trust Executive Assistant, at [lbarrow@ratton.co.uk](mailto:lbarrow@ratton.co.uk) before the specified closing date. For those using the TES or Gov.UK platforms to apply, you may also use the forms available there. Please be aware that we do not accept CVs; therefore, kindly follow the specified application routes. Additionally, all applicants must have the Right to Work in the UK to be eligible for the role. If you submit your application via CV or if you do not possess the Right to Work in the UK, your application will not be considered.

**We urge early submissions, as we actively review and consider applications upon receipt. There's a possibility of appointments being made before the deadline, so prompt action could be the key to securing this role.**

Terms of employment	
Grade	LPSSS Grade 7, point 18-19 (£26,539 - £27,196 pro-rata)
Actual Salary	£23,831.98 gross per annum (1986.00 gross per month)
Hours	6.30am to 2.30pm Monday to Friday with a 30-minute unpaid break daily (flexibility around these times may be required on occasions due to the needs of the kitchen)
Contract	37.50 hours per week, term time only + 1 additional week, on a permanent basis
Deadline and interview dates	
Closing Date:	Midday 11 <sup>th</sup> March 2024
Interviews:	Thursday 14 <sup>th</sup> March 2024

## Details of the Role

Are you a culinary enthusiast with a knack for leadership? Do you thrive in dynamic environments where you can roll up your sleeves and make a real impact? If so, you're exactly who we're looking for!

We're in search of an experienced Catering Manager to take the helm of our in-house catering operation. This isn't just a job – it's an opportunity to lead a team and shape the culinary experience of our school.

As our Catering Manager, you'll be at the forefront of ensuring that every dish we serve meets our exacting standards of quality and hygiene. Your hands-on approach and wealth of experience in practical cooking, particularly on a large scale, will be instrumental in driving our success.

But it's not just about cooking – it's about leadership. We're looking for someone who can inspire and motivate a diverse team to consistently deliver their best work. Your excellent communication and supervisory skills will be essential as you guide and develop your colleagues.

In addition to your culinary expertise, we're seeking someone with a clear understanding of the unique requirements of a school kitchen environment. Your experience in meal planning and your knowledge of food hygiene and health & safety regulations will be invaluable assets in this role.

And while qualifications are important, it's your passion and dedication that will truly set you apart. Alongside your NVQ Level 2 in Food Preparation or equivalent certification, you'll bring a positive attitude, resilience, and a commitment to excellence.

In return for your hard work and dedication, we offer a supportive work environment where your contributions are valued and recognised. If you're ready to take the next step in your culinary career and join a team that's passionate about food and hospitality, we want to hear from you. Apply now and become a key player in our culinary journey!

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## Job Description

### Job details:

Job title:	Catering Manager
School:	Ratton School
Reporting to:	Executive Business Manager
Responsible for:	Catering Staff
Grade:	LPSSS Grade 7, point 18-19

### Purpose of the post:

To provide a high-quality catering service by leading and managing all catering activities and staff

### Main duties and responsibilities:

To take full responsibility for the in-house catering provision.

- To continue to develop the catering team and kitchen facilities into a professional service known and recognised for excellence.
- To be responsible for the cooking of all food, ensuring it meets quality standards and that all hygiene standards are met.
- To ensure that all statutory responsibilities and school policies are known, understood and adhered to
- To promote and manage the food and beverage provision for additional/extraordinary functions and events.

### Statutory responsibilities:

- To ensure the service complies with the Government's National Nutritional Standards for School Meals.
- To ensure compliance with food safety and health and safety legislation.
- To ensure the provision of free school meals to students with an entitlement.
- To ensure the provision of paid meals on request.
- To make adequate and reliable provision for students with special dietary needs for cultural or medical reasons.
- To ensure that the catering team comply with all relevant regulations and ESCC Standing Orders as they relate to procurement issues.

### **Financial responsibilities:**

- To set a specification and realistic food and pricing policy that, as a minimum, meets the Government's Nutritional Standards.
- To maximise sales to students and staff.
- To maximise sales to external organisations by making full use of the School's Catering Resources.
- To prepare and cost menus.
- To monitor and control the agreed budget, acting on any deviances.
- To order and maintain suitable levels of stock.
- To develop an action plan to implement the short-term plans.

### **Staff Responsibilities:**

- To ensure all staff are kept up to date with current legislation and government guidelines.
- To ensure all staff are managed according to employment law and School policies.
- To ensure all staff have a performance management review.
- To ensure training needs are identified and provided within allocated budget.
- To ensure the catering staff promote the school's ethos, aims and objectives.  
To promote a professional approach and professional standards at all times and with all staff

### **Relationships:**

- To collaborate with school staff on initiatives that would have an impact on the catering provision.
- To build professional and positive relationships with students.
- To liaise and build a good working relationship, with environmental health, suppliers and other agencies.

### **First class service:**

- To benchmark our facilities against other local and national organisations to ensure we adopt best practice.
- To ensure we provide an excellent catering facility.
- To promote and market our services to students, parents, staff and the wider community.

**Healthy Eating and Attitudes:**

- To actively promote healthy eating and healthy attitudes.
- To work alongside the Healthy Schools Coordinator to promote health.

**Other:**

To raise awareness of environmental issues and to ensure the management of the catering facilities to reduce wastage, recycle whenever possible and reduce environmental damage through reducing carbon emissions, ie using sustainable produce and local producers where possible.

*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 of themselves justify a reconsideration of the grading of the post.*

Partnership  
School  
Achieving together

## Person Specification

<b>Qualifications:</b>	<b>Essential</b>	<b>Desirable</b>
Good standard of general education including English and Mathematics	✓	
NVQ level 2 or equivalent or previous experience in a large kitchen environment	✓	
Hold accredited food hygiene qualifications	✓	
Level 3 food safety management	✓	
Hold accredited qualifications with regard to catering – C&G 706/1, 706/2 or equivalent		✓

<b>Knowledge, Understanding and Experience:</b>	<b>Essential</b>	<b>Desirable</b>
Experience as a Chef Manager	✓	
Knowledge of Health & safety legislation as it relates to the work of a school	✓	
Knowledge of COSHH and ESCC regulations in relation to safe handling and storage of chemicals	✓	
Knowledge of safe working practices in relation to the handling and usage of hazardous equipment	✓	
Previous experience of managing in a catering environment	✓	
First aid qualification		✓
Recent evidence of EHO level 4/5 certificate		✓
Experience of quality systems to ensure safe catering		✓
Knowledge of NRS cashless catering and ParentPay		✓

<b>Skills and Abilities:</b>	<b>Essential</b>	<b>Desirable</b>
Ability to multitask and remain calm under pressure	✓	
The ability to help maintain our strong reputation for quality provision	✓	
The ability to demonstrate flair and innovation in menus and presentation	✓	
Strong communication and interpersonal skills	✓	
Good team player and ability to lead and motivate staff	✓	
Ability to negotiate with suppliers	✓	
Ability to devise initiatives to improve the service to the customers	✓	
Excellent customer service provision	✓	
Ability to demonstrate computer and numeracy skills	✓	
Ability to work in an organised and methodical manner	✓	
Ability to identify work priorities and manage own workload	✓	
Ability to establish positive relationships with students, staff, governors and visitors	✓	
Ability to maintain accurate work records	✓	
Ability to work effectively and supportively as a member of the school team	✓	
College training and good computer skills		✓

<b>Personal Qualities:</b>	<b>Essential</b>	<b>Desirable</b>
A commitment to equal opportunities, inclusion and comprehensive education	✓	
A positive and enthusiastic work ethic	✓	
Willingness to participate in further training and developmental opportunities	✓	
Ability to maintain confidentiality on all school matters	✓	
Stamina and ability to work under pressure	✓	
Drive and determination to improve standards and facilities	✓	
Good health and attendance record	✓	
A keen interest in healthy eating, food and nutrition		✓
Friendly personality and cheerful disposition		✓
Ability to work flexibly as and when required		✓
Willingness to positively promote the school's aims and ethos		✓

## WHY CHOOSE SOUTH DOWNS LEARNING TRUST?

### Staff Benefits

- A comprehensive induction programme for new staff to our academies.
- On-going investment into your career development through appropriate CPD.
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to the Bike 2 Work scheme allowing up to 42% discount on the cost of bikes and equipment.
- Full use of an employee assistance programme supporting wellbeing.
- Free breakfast of bagel/cereal/porridge/tea/orange juice.
- Staffroom with complimentary tea and coffee.
- Subsidised membership of Benenden Healthcare (affordable alternative to private health insurance).
- On-site parking.
- Free Breakfast Club/After School Club place for trust staff children at Ocklynge Junior School.

### Miscellaneous Leave (see *Special Leave of Absence Policy* or full details)

- 1 day of paid leave to move house.
- Up to 3 days paid leave per academic year for dependents care.
- Up to 5 days paid compassionate leave per academic year.
- 1 day of unpaid leave to attend significant events eg graduation ceremony for a child or wedding of a close family member.
- Reasonable paid leave to attend selection interviews for jobs.
- Teaching staff undertaking professional duties in connection with external examinations may take paid leave under the arrangements contained in Appendix 2 of the Conditions of Service for School Teachers in England and Wales.
- Jury service.
- Paid time off for health appointments (where only available during normal working hours).
- Paid time off to attend antenatal care.
- Maternity/paternity/adoption.

### **Application Procedure**

Your application is pivotal, as the information you provide will influence whether you are shortlisted for an interview. The following guidance is designed to assist you in completing it effectively. This is part of our commitment to ensuring equal opportunities for job applicants. SDLT wholeheartedly supports the principles of equality and diversity in employment and service delivery. We aim to encourage, value, and manage diversity, recognising that talent and potential are distributed across the population. Promoting equality of opportunity has moral and social reasons, and it is also in the best interest of this organisation to recruit and develop the best people for our jobs from as broad and diverse a pool of talent as possible.

Please note that we do not accept CVs.

Early application is encouraged as we reserve the right to consider applications on receipt and to appoint before the deadline.

### **Personal Specification**

The person specification is the list of criteria or requirements needed for the post. To be shortlisted, you have to fulfil each of the essential points, demonstrating your abilities by giving examples. The strongest applications will detail how candidates meet all of the criteria with examples, including drawing on previous experiences and transferable skills. Remember that voluntary work or work at home can be as valuable as paid employment.

### **Appointment Process**

- 1) Suitable applicants will be shortlisted for an interview. Shortlisted applicants should note that online searches may be done as part of due diligence checks.
- 2) If you are successful, you will receive an email inviting you to attend an interview. It is therefore important that you give us your email address.

### **Pre- Employment Checks**

The successful applicant will be required to:

1. Provide details of two referees who know you in a professional capacity, one of whom must be your current or most recent employer (for teaching staff, this includes the Headteacher or mentor at your placement if you are still training). It is our usual policy to take up references before the interview where

possible. Employment is conditional on these references being deemed satisfactory.

2. Provide proof of all relevant qualifications (GCSEs and A levels or equivalent), degree and teaching qualifications.
3. Provide proof of eligibility to work in the UK.
4. Undertake an Enhanced Disclosure and Barring Service check and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
5. Complete a Health Declaration form

### **Conditions of Service**

Employment is subject to a number of pre-employment checking procedures – these are given above. For teaching staff, this post is also subject to the School Teacher's Pay and Conditions Document and the Condition of Service for School Teachers in England and Wales known as the Burgundy Book. The professional standards for teachers will also apply.

The job description may not necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

### **Salary**

Teachers, whether full or part time, will automatically be a member of the Teachers' Pension Scheme unless they elect to opt out.

### **Visa Sponsorship**

We do not hold a sponsor licence, so we are unable to employ applicants who do not have the right to work in the UK.

### **Policy on Equal Opportunities**

SDLT is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. Our trust schools oppose any form of discrimination against any individual or group and welcome the inclusion of a diversity of individuals from many races and cultures. Discriminatory behaviour based on race, colour, culture, nationality, gender, sexual orientation, disability, or religion will not be tolerated.

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### **Safeguarding Notice**

South Downs Learning Trust and all our academies adhere to all the national and local policies and guidance regarding Safeguarding Children and Young People. We are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people. We expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check.



## Living and working in **Eastbourne**

### **Discover Eastbourne: A Vibrant Hub for Work and Leisure**

Nestled in the heart of the South East, Eastbourne presents an enticing blend of history, modernity, and natural splendour. Known for its rich cultural heritage and recent urban revitalisation, Eastbourne is a town that captivates residents and visitors alike.

### **Rich Culture and Natural Beauty**

From the iconic Beachy Head to the town's historical treasures, Eastbourne offers a vibrant tapestry of cultural activities. Recent investments have injected a modern allure into the town while keeping its historical charm intact. More regeneration initiatives are on the horizon, promising further enhancement.

### **Easy Access and Connectivity**

Embraced by a web of travel connections, Eastbourne caters to commuting professionals and day-trippers alike. Journeying to and from Eastbourne is effortlessly convenient. Whether by train—reaching London Victoria in a mere 82 minutes, or a short half-hour trip to the lively Brighton—or via the National Express service directly to London Victoria Coach Station, the town ensures easy accessibility.

### **Effortless Mobility**

Navigating Eastbourne is a breeze, with an array of bus routes offering frequent services throughout the city. The 'Coaster' buses, tracing the scenic seafront and South Downs with multiple stops, including Seven Sisters and Beachy Head, make exploration a delight.

### **Charming Town Centre and Beyond**

Eastbourne's compact town centre, adorned with Victorian and Edwardian architecture, invites leisurely strolls through wide pavements. The surrounding parklands and marshlands further enrich the town's character. Notably, the modern Sovereign Harbour marina provides easy sea access and serves as a gateway to international destinations by sailboat or cruiser.



### A Lively Calendar of Events

Throughout the year, Eastbourne hosts diverse events, with Airbourne standing out as the world's largest free beachfront air show. This four-day extravaganza showcases thrilling displays from the RAF, USAF, and the renowned Red Arrows.

### Highlights that Set Eastbourne Apart

Eastbourne prides itself on numerous accolades and unique offerings, such as its recognition by Time Out as the top UK destination in 2023. Boasting excellent connectivity, a stellar work-life balance against the backdrop of beautiful countryside and pristine beaches, the town cultivates an enterprise culture, fostering a thriving economy and quality jobs year-round.

### Why Eastbourne?

- **Superlative Connectivity:** Access to high-speed internet
- **Picturesque Balance:** Beautiful countryside and beaches for an enriching work-life balance
- **Enterprise Culture:** A collaborative environment driving a successful economy
- **Gateway to Nature:** Proximity to Britain's newest National Park and the nearest to London
- **Acclaimed Events:** Award-winning spectacles like Airbourne and the International Lawn Tennis event
- **Sunny Haven:** Known as the sunniest spot in the UK
- **Varied Demographics:** A vibrant community with a significant population under 30
- **Unique Offerings:** Home to Europe's largest man-made marina, the Grand Hotel, and producing world-class Sussex Sparkling wines

Embrace the spirit of Eastbourne, where work and life harmonise in a setting that exudes charm, innovation, and natural allure.



Sources:

[Eastbourne | Eastbourne Chamber of Commerce \(eastbourneunltd.co.uk\)](https://www.eastbourneunltd.co.uk)

[What is Living in Eastbourne like? - Keytek Locksmiths](#)

[What's it like to live in Eastbourne? - Yopa Homeowners Hub](#)