

Appointment of a

Catering Manager

Full time – all year round
37 hours per week
Start date: as soon as possible



Rastrick

High School

At Rastrick High School we pride ourselves on providing a challenging and creative education.

Children from all backgrounds are welcome at Rastrick High School and we want our students to be inspired and engaged in their learning. Everyone is encouraged to develop their own talents and to contribute to the school, life in the local community and beyond.

We are committed to developing the best teaching possible. We want every lesson to be 'outstanding' and never less than 'good'. As a result, our student outcomes are among the top comprehensive schools in Calderdale and the wider region.

Throughout our school we continually adapt the curriculum to support students from all backgrounds and abilities. We offer a broad range of subjects and pathways along with an excellent range of enrichment activities that aim to produce well-rounded, confident young people. From classroom seating plans to cross-curricular activities and Independent Learning Days, we aim to provide each individual with a learning journey that promotes and sustains a thirst for knowledge.



With

around 1600 students and 200 staff, the School continues to grow and we are investing in our facilities and environment accordingly. As a result, this is an exciting time to be joining the school and contributing to its success.



Music and the Arts are central to the life of the School. We offer up to 30 Year 7 students who demonstrate musical talent places on our well-established Talented Musician Development Programme.

This enhances the high quality academic provision offered to all students by our nationally recognised staff, and includes specialist music tuition and regular performance opportunities.

The School has a proven record of sporting success at local, regional and national level. We have links with the National Citizenship Service and the Duke of Edinburgh's Award scheme.

The opportunity

We are committed to offering Rastrick staff the opportunity to advance their career within a supportive academy environment. You will be part of a school with a proven track record in developing skilled practitioners and nurturing excellent future leaders, with unrivalled opportunities for progression.

Whatever your level of experience, or ambition as a teacher or leader, the School offers a structured induction and performance review programme for all staff including weekly CPD focused on improving and developing teaching. Additionally, we offer thorough induction support for Newly Qualified Teachers and a Leadership Development Programme for more experienced members of staff.



Further support includes:

- A strong student support team made up of teaching and non-teaching staff, which is focused on creating a calm atmosphere so that students are ready and able to learn
- Opportunities to share and develop good practice through weekly CPD sessions, developed to focus on the delivery of outstanding teaching
- Twice-weekly briefing sessions for all staff where accessible and time-relevant pedagogical resources are provided

What we are looking for

We are interested in individuals who are passionate about making a difference. We want to bring people on board who can help us challenge our staff and students and create an exceptional place of learning. We have a strong focus on high standards and aspirations.



Rastrick staff share the ability to motivate and inspire students to achieve their targets, demonstrate strong leadership skills and enjoy working as part of a team.

If that sounds like you, and you want to be challenged in a supportive environment, with good humour and a shared belief that every child can and will reach their potential then please apply to be part of our team.

Benefits

- Onsite car parking
- Pay portability - the School will guarantee a teacher's pay portability for classroom teachers, providing the individual is able to demonstrate successful performance in their previous role.

- Onsite Nursery - **Smarties Nursery** is conveniently located at Rastrick High School. It employs a qualified teacher in the pre-school room. It has developed teacher-friendly care packages which include childcare vouchers, term-time only options and bespoke childcare for exceptional evening duties.



Smarties Day Nursery was rated Outstanding by Ofsted in January, 2018. It has also been awarded Step 2 of the Steps to Quality QA scheme, and has qualified for Millie's Mark, in recognition of the fact that 100% of staff working directly with the children are qualified in paediatric first aid.

The nursery is open from 7.00am to 6.00pm.

Childcare vouchers are accepted and Staff fees are all tax and NI free under the Workplace Crèche Scheme rules. There are free funded places for children of 2, 3 and 4 years.

www.smarties.rastrick.org



Where are we?

Rastrick is a village in Calderdale, West Yorkshire, close to Brighouse, Elland, Halifax and Huddersfield. The school accessible from Junctions 24 and 25 of the M62, and is just 25 minutes from Leeds and 35 minutes from Manchester.

The nearest railway station is Brighouse, which is less than a mile away. The school is covered by a number of bus routes provided by several operators.

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Rastrick
Brighouse HD6 3XB

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Email: rhs@rastrick.calderdale.sch.uk
Web: www.rastrick.calderdale.sch.uk

Safeguarding Recruitment Statement

All positions at Rastrick High School meet the requirements of exemption under the Rehabilitation of Offenders Act 1974, successful applicants who are offered positions with the school will be subject to a criminal record check (Enhanced Disclosure) from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information regarding the CRB is enclosed with this application form.

Catering Manager

Job Description

Job Scale: NJC Scale Points 14 to 17 (£22462 to £23836)

BASIC JOB PURPOSE

This is a fantastic opportunity for an enthusiastic, driven professional to join our Academy in Brighouse. We are flexible for the right candidate in terms of the type of contract we can offer; full time (all year round) or term time only.

The Catering Manager will be responsible for the performance of the whole catering provision. You will be responsible for improving the quality of food as well as developing the catering provision to deliver healthy and high quality meals that meet Nutritional Standards. This is a salaried post, additional hours for hospitality or project and development work are incorporated within the advertised salary.

You will be required to implement menus, prepare, cook and serve fresh food of the highest standard to our students. You will be responsible for the ordering and rotation of stock, budget and financial controls of the kitchen. Health and safety of the environment, food and staff as well as leading and managing the team to ensure the efficient organisation of the catering service.

You will need to possess a love of great food, organisational skills, enjoy a challenge and really want to make a difference to the lives of young people.

Reporting to: Services Manager

MAIN RESPONSIBILITIES

	Leading, managing and motivating catering staff and ensuring that all staff are appropriately deployed and trained.
	Keep appropriate financial records and ensure that daily reconciliation sheets are analysed
	Ensuring that everything is prepared for the appropriate food services which include breakfast (before school), breaktime and lunchtime.
	Planning menus for school meals, also planning and coordinating food for other school functions as necessary.
	Ensuring that all necessary Health and Safety checks are maintained on a daily basis and appropriate records are being kept.
	Responsible for sourcing and liaising with suppliers to ensure that best value is being obtained; this would include checking invoices to ensure agreed prices are being correctly invoiced.
	Checking stock levels and placing orders with suppliers
	Checking deliveries and ensuring stock is appropriately stored
	Making sure that the kitchen is clean and that the necessary standards are consistently maintained
	Ensuring that dried stock is being rotated and dates are checked on a daily basis
	Providing a catering facility for our onsite Nursery

	All other reasonable catering duties as requested by the Services Manager or members of the Senior Leadership team.
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Other Specific Duties:
<ul style="list-style-type: none"> • To continue personal professional development as required. • Attend staff and other meetings and participate in staff training and development events as required. • To actively engage in the performance review process. • All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee's current salary. • To work in the best interests of the School, students, parents and staff. • To adhere to the School's policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • A minimum of Level 2 Food Hygiene Certificate • Relevant qualification/s within catering, management and/or hospitality • BTEC or HNC, relevant NVQ, access course or equivalent Scottish or Irish qualifications.
Skills, aptitude, knowledge and experience	<ul style="list-style-type: none"> • Experience of working within a busy kitchen environment • Experience of staff supervision • Experience of food ordering and liaison with suppliers • Ability to manage time effectively to complete tasks to a high level within the set timeframe • Able to prioritise workloads within a team of staff • Knowledge and experience of hygiene systems within a kitchen environment • Able to communicate clearly, understand and give instruction to others. • Be flexible to changing demands of the role • Take pride in a job well done • Ability to demonstrate an understanding of why Equal Opportunities are important in employment and service delivery • Ability to demonstrate why customer care is important in employment and service delivery • Have an awareness of and display a commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people • To undertake any training relevant to your role
Personal qualities	<ul style="list-style-type: none"> • Enthusiasm for the role • Good organisational skills • Methodical • Punctuality • Flexibility • Reliability and trustworthiness