

St. John Vianney R.C. School

Job Application Pack



Steps to Independence & Education for Life

Required for June 2024 or earlier

Kitchen/Catering Manager

St John Vianney RC School
Rye Bank Rd,
Firwood,
Stretford
M16 0EX
Tel: 0161 881 7843
Headteacher: Mr A Moloney



St John Vianney RC School Kitchen/Catering Manager

Permanent 30 hours per week, Term Time only contract from June 2024 (or possibly earlier).

Salary: NJC pts 7-11 (£24 294 to £25 979). Salary to be prorated to 30 working hours.

The Governors of this Roman Catholic day school for pupils with autism, learning difficulties and complex needs are seeking to appoint well-qualified, ambitious and committed Catering Manager who will join the school team on the next stage of its journey. This is a fantastic opportunity for suitably experienced Manager, with a proven record of success. The School will move into its new build premises in March 2025. The position provides excellent opportunities for further career progression.

Each successful candidate will be:

- An excellent Catering Manager able to develop high quality catering provision for pupils and take responsibility for the safe, effective and efficient operation of the kitchen.
- A Catering Manager with skills and experience in meeting the varying food and nutritional needs of our children and young people.
- A Catering Manager who is dedicated to improving the life choices of all children.
- Committed to partnership with families and other agencies.
- Knowledgeable and passionate about SEND pupils and their needs.
- Able to work as part of a team and to inspire and lead other staff.
- Committed to sustaining and developing the school and its Catholic ethos.

We will offer you:

- A lively, creative and inclusive School, committed to improving the lives of children and young people.
- A supportive and friendly environment.
- An excellent and well-established Catering team, with a 5-star Environmental Health rating.
- The opportunity to work in partnership with the other staff members in helping develop the culture of the school.
- An ambitious, dedicated and hardworking team, consistently supporting the School on its journey to outstanding.
- A Governing Body who is supportive and passionate about achieving the highest standards of provision in all areas and who is committed to the professional development of the staff.

Closing date for applications is 12:00pm (noon) on Monday 22nd April 2024

Interviews are planned for the week commencing 6th May 2024

To download an application pack and for more information about our school please visit our website:

www.stjohnvianneyschool.co.uk

Please send completed applications to Lorna Hamilton via email: L.Hamilton@stjohnvianneyschool.co.uk

St John Vianney School and The Diocese of Salford is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to enhanced DBS checks and Disqualification Declaration.



Job Title: Kitchen/Catering Manager

Post Grade: NJC pts 7-11 (£24 294 to £25 979). Salary pro-rated to 30 working hours.

- 30 hours per week
- Term time only contract
- Permanent Role

School Mission Statement:

At St John Vianney School we celebrate the uniqueness of every child and the God given gifts they bring each day to our learning community.

Inspired by the example of Jesus Christ we are a school where every child and young person is highly valued and encouraged to give of their best.

Building on our Roman Catholic foundations we aim to foster an engaging, nurturing and safe environment, within which our children thrive and achieve their full potential.

Our St John Vianney family is dedicated to fostering independence and educating resilient, lifelong learners, who are empowered to enrich their own lives and those of others.

To support the School's Mission Statement, the post holder will be required to;

Job purpose;

- Take responsibility for the safe, effective and efficient operation of all activities within the kitchen.
- Plan, prepare and cook meals; providing a high-quality service.
- Lead a team of kitchen staff.

Special Conditions of Service:

- Key holding duties apply.
- Where a uniform and identification are provided, these must be worn.
- Protective clothing including where needed rubber gloves, must be worn to comply with Health and Safety Regulations.
- To keep up to date with all necessary training requirements;
 - Food Safety Level 3 annually
 - Manual Handling annually
 - Allergen Awareness annually
 - COSHH training
 - Kitchen Risk Assessment training
 - Safer Food Better Business training.

Planning

- Plan and prepare balanced multi-choice menus according to nutritional standards and to consider the dietary needs and preferences of pupils, their varied cultural and religious backgrounds, and costs and budgets.
- Ensure all individual pupil needs, including 'allergens' are catered for.
- Prepare, cook and oversee the cooking of a range of food items.
- Order food, beverages and other commodities from designated suppliers.
- On request, cater for school functions, for example staff training days and governors' meetings.
- Supporting the stocktaking of food supplies and equipment.

Health and safety

- Promote the safety and wellbeing of all pupils.
- Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times.
- Ensure hygienic storage in accordance with domestic and catering standards.
- Operate and ensure maintenance of kitchen equipment, following training.
- Ensure compliance with Safe Systems of Work.
- Report any problems relating to the safe use of the kitchen and wider site, taking emergency action, when appropriate.
- Undertake and lead daily cleaning of the all kitchen areas, ensuring we maintain standards set by the Environmental Health office.
- Regularly monitoring and reporting on the state of repair of the Kitchen premises.

Whole school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the School's values and vision.
- Make a positive contribution to the wider life and ethos of the School.
- Work with others on curriculum and pupil development to secure co-ordinated outcomes when possible eg Food Technology.
- To undertake training as a First Aider and Fire Marshal, if required.

Management of Staff and Resources

- Organise, supervise and manage the work of other kitchen staff.
- Ensure kitchen staff have been adequately trained and maintain records.
- Monitor quality and standards of kitchen and food.
- Provide professional support to other kitchen staff.
- Advise the Headteacher on appropriate resources and materials

Professional Development

- Participate fully in the school's Performance Management procedures.
- Take part in further training and development in order to improve own practice.
- Where appropriate, take part in the appraisal and professional development of others.

Administration

- Ensuring that all paperwork associated with the work of the Catering team is accurately completed, stored and available/ready for Inspection.
- Investigate, report and complete appropriate paperwork relating to accidents when required (EVOLVE).

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Communicate effectively with suppliers, pupils, parents/carers and staff.
- Develop effective professional relationships with colleagues and food suppliers.
- Support the work undertaken by Dukefield Food Services in relation to acting promptly to guidance and advice provided.
- Effective liaison with the Site Manager/School Business Manager should be maintained, ensuring that the Site Manager/School Business Manager are kept informed of relevant information concerning Kitchen Health and Safety and Administration.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the School, and maintain high standards of attendance and punctuality.
- To impart special skills and knowledge to other colleagues as appropriate.

The Working Week:

The working week for routine tasks, exclusive of emergencies, is normally one of 30 hours on a fixed time pattern. Any approved duty for which an additional payment is made will be done outside the 30 hours schedule.

Payment at the approved overtime rate, including where appropriate supplement for working during 'unsocial hours' will be made for work required in connection with any additional catering activity. With the exception of emergencies, overtime payment will not be made unless it is approved by the Headteacher or School Business Manager.

Wider Responsibilities

- Use initiative in time management to organise own workload in order to meet deadlines.
- To be aware of and comply with policies and procedures relating to safeguarding and child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- To be aware of and support difference and to ensure equal opportunities for all.
- To contribute to the overall ethos, work and aims of the School, upholding its distinct Catholic ethos.
- To attend and participate in relevant meetings, as required.
- Help to identify own personal development needs and to participate in training and other learning activities and performance development as required.
- To undertake any reasonable request from the Headteacher, Business Manager or Chair of Governors.

Person Specification; Catering Manager

Education and qualifications	Essential <ul style="list-style-type: none">• Educated to at least GCSE level• Basic IT literacy• Food Safety Level 3• Allergen awareness training• COSHH training• Kitchen Risk Assessment training• Safer Food Better Business training Desirable <ul style="list-style-type: none">• First aid qualification and AED training• Fire Marshal training• Full UK driving licence
Experience	Essential <ul style="list-style-type: none">• Previous successful catering lead experience• Understanding of Allergen Management procedures• Producing and maintaining Kitchen Risk Assessments• Safe systems of work management• Previous experience in a similar or associated catering role• Team working and leading others• Ability to undertake minor repair, maintenance and improvement tasks• Cleaning experience

Skills and abilities	<p>Essential</p> <ul style="list-style-type: none">• The use of planned preventative maintenance systems and log books• Ability to organise and prioritise workload, to use one's own initiative to complete tasks for ones' self and others• An enthusiastic and positive attitude• Proven ability to contribute to team working and to demonstrate interpersonal skills, sufficient to ensure effective working relationships with colleagues and a wide range of other contacts, both internal and external to the School• Flexible approach to working arrangements and hours of work• Able to interact successfully with pupils, colleagues and visitors <p>Desirable</p> <ul style="list-style-type: none">• Able to reach, successfully, resolutions to difficult situations with the use of diplomacy• A willingness to learn and adapt to new skills and competencies
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APPLICATION PROCESS

Before applying for this position, please read this application pack in full. It contains key information about the school, Job Description and Person Specification. Please also read our Child Protection & Safeguarding Policy, which is via the following link: [Policies](#)

APPLICATION DOCUMENTS

Applicants are required to complete and submit the relevant documentation in the table below to Lorna Hamilton at L.Hamilton@stjohnvianneyschool.co.uk

DOCUMENT NAME	DESCRIPTION/PROCESS	DOCUMENT
NOTES TO APPLICANTS	To assist in the completion of the application form and supplementary documents. To be read by all applicants before applying.	 Application_Forms_-_Notes_to_Applicants.c
APPLICATION FORM	To be completed in full and submitted with initial application.	 Application_Form_-_Support_Staff_2021
RECRUITMENT MONITORING FORM	To help schools fulfil their duties under the Equality Act. Not obligatory. To be sent with initial application.	 Recruitment Monitoring Form.doc
DISCLOSURE FORM	To ensure certain pre-employment checks are conducted in accordance with statutory requirements. Mandatory. Following a successful application to be brought to interview in a sealed envelope and handed to the Interview Panel.	 Disclosure Form.docx
EQUALITY ACT, REASONABLE ADJUSTMENTS STATEMENT	To enable school to comply with their duties to make reasonable adjustments as prescribed by the Equality Act 2010. To be read by applicants prior to application.	 Equality_Act_2010_-_Reasonable_Adjustme
DISQUALIFICATION POLICY	To be read by applicants prior to application and sent in with initial application.	 Disqualification Policy.docx
REFERENCE CONSENT FORM	To enable school to take up references listed in the application form. Mandatory. To be sent with initial application.	 Reference Consent Form.docx

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School

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