



GREENSHAW
LEARNING TRUST



COMMITTED TO
EXCELLENCE

GREENSHAW HIGH SCHOOL



Chef Recruitment Pack

**ALWAYS
LEARNING**

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A Warm Welcome from the Headteacher

Dear Candidate,

Thank you for having an interest in joining Greenshaw High School. This is an opportunity to join our great community and play your part in ensuring that our vision of increasing the life chances of our students can continue.

Greenshaw is a highly over-subscribed 11 to 18 mixed comprehensive secondary school and situated in Sutton, South West London. We currently have 1,900 students on roll, with staff providing teaching, pastoral care and other support across the school. We are successful and highly popular school with an established record of nurturing high levels of attainment in our students. We believe this comes from combining a first rate-teaching environment, full of challenge for students to achieve their very best, alongside a pastoral support programme to guide them.

At the heart of our work are our core values: equality of opportunity; respect for others; and always valuing learning. From these foundations we have built a thriving educational establishment, where students have flourished. After leaving Greenshaw our students continue to study a wide range of subjects at some of our country's most prestigious universities.

Our staff are central to the achievements of the school's students. Should you join us, you will work alongside our totally committed and professional staff, guided by experienced middle leaders who will equip you with the support, training and resources you require. We are proud to have Research School status that means we have access to the most recent findings about educational effectiveness, alongside a rich training programme for all colleagues. Put simply, the better we get as a staff body, the better our students' experience and future chances become.

I would encourage you to visit the school's website www.greenshaw.co.uk to find out more about our school. We also welcome visits prior to making an application. If you would like to arrange a visit or would like any further information, please contact the school's HR team at recruitment@greenshaw.co.uk.

If our vision is one you share then please do read on. We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification. We encourage applications from all candidates who would like to play their part in our work.

I look forward to welcoming you in person at Greenshaw High School soon.

Yours sincerely,



Nick House, Headteacher



Greenshaw Learning Trust – ‘Always Learning’

The GLT is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,600 people and educates over 17,300 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer Contributions to Local Government or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme
- Childcare Voucher scheme
- Car Benefit scheme
- My Health discounts

Terms and Conditions

Line Managed by: Catering Manager

Contract: Permanent

Salary: Salary calculated in line with NJC pay scale (Outer London)
NJC Scale 4/5 - 7-15
£25,629.00 – £29,214.00 FTE

Actual Pro Rated Salary: £22,641.00- £25,808.00 per annum (this includes holiday pay as a term time employee)

(starting salary, and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder)

Hours of Work: Full time – 36 hours per week Term Time + 2 weeks (inset days + 5 additional days prorated)

Flexibility and the ability to work outside of the normal working hours may be required

Typical working pattern:

Monday to Tuesday	07:15 – 15:00
Wednesday	07:15 – 14:45
Thursday to Friday	07:15 – 15:00

The above hours include a daily unpaid break of 30 minutes

Place of Work: Greenshaw High School, Grennell Road Sutton SM13DY

Medical Examination: The appointment is subject to a satisfactory medical report

Superannuation: Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

Holiday Entitlement: The annual holiday entitlement is 25 days plus bank holidays. This will increase to 28 days on completion of five year's continuous Local Government Service. As this is a term time post, payment for holiday entitlement is inclusive within the salary detailed above.

Probation Period: New employees are required to complete a six-month probationary period.

Disclosure & Barring Service Check: This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.

Right to Work Check: This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance.

Job Description – Chef

This is an excellent opportunity for a committed person to join a forward-looking school and a dynamic community and have an opportunity to demonstrate they are remarkable.

The catering of the school is in line with the quality and service developed by Greenshaw Learning Trust and overseen by the Head of Catering to deliver high quality standards of service and food to both pupils and staff.

Main Reception Responsibilities

Key Duties

- To be responsible for the day to day management and running of the Catering Department.
- To ensure compliance with all statutory requirements in respect of hygiene, health; safety, school policies, procedures and regulations, and Catering Service's Codes of Practice policies and procedures.
- Work together with the Chef Manager/Catering Manager on the implementation new, unique, nutritiously balanced, food menus and ideas, theme days and then train and empower the catering personnel to produce and deliver to a high standard.
- Demonstrate a level of practical food knowledge that incorporates both contemporary and traditional food.
- Inspire and motivate the catering personnel when training and coaching, by demonstrating excellent team work, motivational and interpersonal sensitivity skills.
- To be hand on cooking and assist in all school event catering.
- Proactively enhance the reputation of the Catering Department as a key area for all in food production and service.

Additional Responsibilities

- You may be required to carry out additional duties, as the leadership group may reasonably request from time to time.
- To be responsible for promoting and safeguarding the welfare of children and young people for those you have responsibility for and for those whom you come into contact with.
- To comply with the school's Health and Safety Policy, and undertake risk assessments as appropriate.
- To work within the school's Equality and Diversity Policy.

Undertaking any other duties commensurate with the post as may be required by the Headteacher requirements of the person specification.

Job Specification – Sous Chef

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

	ESSENTIAL	DESIRABLE
Education, Qualifications and Training	<ol style="list-style-type: none"> 1. City & Guilds 706 1 & 2 or equivalent 2. Level 2 Food hygiene & safety or equivalent 3. Willingness to undertake ongoing training 	
Experience and Knowledge	<ol style="list-style-type: none"> 1. At least one year's experience of working in a similar level position. 2. Experience in working with online administration systems including entering sales, purchasing, ordering and data. 3. Sound knowledge of HACCP & COSHH. 4. Knowledge of food intolerances, specific diet regimes and allergies is essential. 5. Proven experience of catering for large numbers. 6. Proven track record/experience of working with fresh food. 7. Knowledge of current culinary trends. 	<ol style="list-style-type: none"> 8. Previous experience in menu and recipe development and knowledge of current culinary trends 9. Previous experience of working in an educational setting, ideally a secondary school 10. Previous experience of working successfully as part of a team. 11. Experience of catering within a school.
Aptitude and Skills	<ol style="list-style-type: none"> 1. Exceptional management, organizational and inter-personal skills. 2. A passion for delivering great food and attention to detail ensuring that every dish leaves the diner satisfied. 3. Display a creative and confident approach to his or her cooking. 4. Ability to thrive in a pressure-cooker, high-volume environment. 5. IT skills in accordance with business requirement 6. An ability to react quickly to changing priorities 	
Additional Requirements	<ol style="list-style-type: none"> 1. Commitment to working within the School's Child Protection Policy. 2. Commitment to high standards and expectations. 3. High levels of professional integrity, energy and enthusiasm. 4. Flexibility to undertake any role. 	

The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website <https://www.greenshawlearningtrust.co.uk/join-us/staff>. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **9.00am on Monday 9TH October 2023**. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised by 11th October 2023. Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

Interviews will be held on **13th October 2023**. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up the post as soon as possible.

6. Additional information

For further information, please contact hr@greenshaw.co.uk

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.