



Recruitment Pack: Catering Manager



ENJOYING TODAY, PREPARING FOR TOMORROW

One In A Million Free School, Cliffe Terrace, Bradford, BD8 7DX,
Tel: 01274 723439

Vacancy Details

One In A Million Free School – Bradford
Enjoying today, preparing for tomorrow!

Catering Manager

Salary: S01/S02 £25,951 to £30,153 FTE
(actual salary £22,458 to £26,094)
Contract: Permanent
Hours: Full Time, TTO Plus 10 Days
Start date: As soon as possible

Do you want to work in a school where students come first?
Do you want an employer who values their staff?
Do you want a values driven environment?
Do you want to be part of a growing school?
Do you always put students first?

We believe every student is unique and should be valued for being who they are. We are a growing school that offers the successful candidate the unique opportunity to help shape our student's futures. Whether in a teaching or non-teaching role, at One In A Million, we all have a responsibility to our students.

We recognise the strong link that exists between achievement and nutrition for children. This post has the overall management responsibility for all aspects of the catering service, ensuring that good quality meals are provided, which meet nutritional standards.

We are looking for a catering manager who can provide leadership and management of the catering facilities within the school to provide students, staff and guests with value for money meals of a standard that not only meet, but exceed the 'National Nutritional Standards for School Lunches' and guidelines for 'Healthy Eating'.

If you have the appropriate experience then we would encourage you to apply.

To apply and for further information about our school please visit
<https://www.tes.com/jobs/employer/one-in-a-million-free-school-1062792>

Closing Date: Tuesday 23rd January.
Interviews: Wednesday 31st January.

One In A Million Free School is committed to the safeguarding of children so all our appointments are subject to a satisfactory enhanced DBS check. We are committed to Equal Opportunities.

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Letter From The Principal

Dear Applicant

Thank you for requesting information about our current role. We are delighted that you are considering joining our team.

Are you a One In A Million person? Do you care about young people and want to see them grow and achieve? Do you have our values: compassion; honesty; integrity; excellence? Do you want to do something new or perhaps get back to what you thought school life was going to be like?

If you've answered 'yes' to the above then you could be what we're looking for and we would warmly encourage you to apply. As the new Principal, I am looking forward to recruiting people to join us in this exciting new phase in the One In A Million journey. Please read on to learn more about our exciting school and journey so far.

OIAMFS is part of the One In A Million family. One In A Million was established in 2005 as a charity that wanted to make a difference in the lives of young people in Bradford through Sport, the Arts and Enterprise. Its name reflects its values: every child is valued and unique. With the addition of the free school, One In A Million's hub and spoke model was complete (please see Appendix 1 for Hub and Spoke model). In essence this model means that there are now pathways for our students in the school into enrichment and into the community and development programmes. There is also a pathway for some young people in the community activities to get involved in the enrichment programme and our school.

OIAMFS opened in September 2013 and we are based next to the iconic home of Bradford City AFC – 'Valley Parade'. The former club shop and business centre has been renovated to the highest standard. Our position allows us to enjoy a strong partnership with Bradford City AFC. Our facilities include a beautiful, airy atrium and reception; state-of-the-art classrooms (including 'Apple' technology throughout); dance/drama studio; theatre (with capacity to project 3D films onto a large screen); music room; recording studio (with the facility to record from 4 different rooms); a professional training kitchen for cooking; numerous breakout spaces.

OIAMFS started in 2013 with year 7 students and each year our student population grows, by September 2017 we will have filled KS3 & KS4 and be entering our first ever GCSE year. Each year we are oversubscribed for places. This year 329 children made OIAMFS one of its choices for one of our 75 places.

So what is unique about OIAMFS and why would you want to come here?

We're small – there are a maximum of 75 students in each year group and class sizes are no bigger than 25. This means that every teacher knows every child and the child is at the heart of what we do. I know every school claims this, but it's our passion to make sure we do what we say.

Letter From The Principal

We're innovative – everything's new. You will have the opportunity to be involved in the shaping of our school.

We're about growth – our mantra for our young people is: 'growth (I can get better) through hard work and resilience'; we believe that of our staff as well.

We tackle the issues – what we know about some Bradford children is that they lack both aspiration and character. These are two key ingredients that our students need for future success. So we do something about these two issues. Our whole culture is about aspiration; we believe in our students and constantly remind them that whatever their starting point is, they can get better.

You may know something of Bradford or have heard something of it. I am new to Bradford but I am already learning that it is a vibrant city – it's one of the fastest growing communities in the UK. It is multicultural and all the richer for it.

I hope the application pack attached gives you an insight into what we are about and helps you to write an application that catches our attention.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Philip Grant', with a stylized flourish at the end.

Philip Grant - Principal

Letter From Students

Dear Applicant,

I am writing to inform you that we would like people who care and someone who looks for more than just perfection.

One In A Million is not like any other school due to fact that we live up to the four core values. They are: compassion, honesty, integrity and excellence. The teachers at this school show us the right path whilst making our education exciting!

Yes, our school expects high standards, however if we are to succeed in the future, we have to show good manners whilst staying on the right path. We are a school that shows excellence and in return we are rewarded with extraordinary trips! This school makes us realise what we are today and what we will become in the future.

No school is perfect but with your help we can improve our school. This is a no bully zone and if a bully situation occurs then it is dealt with very seriously. Our school provides us with the equipment we need. This includes iMacs and iPads on every floor! We are a school of many opportunities! These opportunities include: sports report writing, MMA club, football tournaments for boys and girls and many more! We have even had the privilege to meet authors, rugby players and football players!

Yours sincerely

Marrya - a student from One In A Million.

Hub And Spoke

The ethos and vision of the One In A Million Free School are based upon our extensive experiences of delivering successful community based programmes in sport, the arts and enterprise.

The “Hub and Spoke” Model links the One In A Million Free School (hub) with our existing range of community activities (spokes).

Our “Wheel of Hope” vision places our Free School at the heart of all that the charity does to ensure that our innovative education projects reach as many young people as possible in and out of school throughout the Bradford community.



Person Specification

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|------------------------|--|
| JOB TITLE: | Senior Catering Manager |
| JOB LOCATION: | One In A Million Free School, Bradford |
| REPORTS TO: | Business Manager |
| PEOPLE RESPONSIBILITY: | Catering Team |
| BUDGET RESPONSIBILITY: | As delegated by the Principal |

ONE IN A MILLION FREE SCHOOL VISION & VALUES

Our overall aim is to make a difference to young people by engendering respect, self-regard, motivation and engagement. The ethos of our school will be rooted in the name of our charity, where every young person is recognised and valued as 'one in a million'.

Our mission is to enhance the life chances of all pupils at One In A Million Free School through a tailored programme of vocational learning across sport, the arts and enterprise.

Our vision is that each student will utilise their skills, talents and educational achievements across sports, the arts and enterprise to better themselves and their communities.

Our values: We are driven by our 4 core values, Compassion, Honesty, Integrity and Excellence

JOB PURPOSE

We recognise the strong link that exists between achievement and nutrition for children. This post has the overall management responsibility for all aspects of the catering service, ensuring that good quality meals are provided, which meet nutritional standards.

The post holder should provide leadership and management of the catering facilities within the school to provide students, staff and guests with value for money meals of a standard that not only meet, but exceed the 'National Nutritional Standards for School Lunches' and guidelines for 'Healthy Eating'.

Key Responsibilities:

Service delivery

- To manage and oversee the provision of catering services within an agreed budget at One In A Million Free School and any future proposed schools, maintaining operational standards at all times.
- To plan imaginative and healthy menus, which introduce students to a varied range of dishes using good quality produce.
- To develop new menus and appropriate pricing policies to maximise the uptake of healthy food.
- To work with the school council when developing new menus.

Person Specification

- To ensure there is an offer of nutritionally analysed menus that are carefully prepared and appropriate in balance colour, content, style and cost.
- To source the best quality food within the given budget using local, organic and halal produce wherever possible.
- To prepare and serve healthy and appetising nutritionally balanced meals that help to attract and retain customers and increase the overall uptake of school meals and in particular, to capture the free school meal diners.
- To provide for special dietary requirements.
- To provide students, staff and guests with quality wholesome meals and snacks.
- To help raise the profile of nutritious school food with the students and staff.
- To arrange catering to meet the demands of hospitality requests, to include provision when required outside of the normal school day.
- To work with the Faculty Directors to deliver menus that link to the curriculum.
- Deliver a minimum of one enrichment session per week to OIAM students.

Management Responsibilities

- To be responsible for motivating; inducting, supporting and training kitchen staff to prepare and serve food to the highest standard.
- To continually strive for the improvement of the quality of food, quality of service, gross profit margins, efficiencies and the financial results of the department.
- To be an exemplar in terms of leadership behaviour.
- To monitor, personally, the quality of food produced within the kitchen, ensuring that any issues are dealt with immediately and robustly.
- To hold regular team meetings with the purpose of ensuring operational objectives and targets are progressed and met.
- To ensure that all staff are presentable, professional and representing the image of the school at all times.
- To ensure compliance with the requirements of food hygiene regulations, Health & Safety, COSHH regulations and risk management practices.
- To ensure staffing levels are adequate to cover the required workload and within budgeted constraints.

Strategic Planning and Finances

- To develop strategic plans for the improvement of quality of food, quality of service, gross profit margins and the overall financial results of the department.
- To develop menus that meet and exceed the standards expected by the 'National Nutritional Standards for School Lunches'.
- To ensure all meals are served according to the recipes and budget provided.
- To monitor prices and liaise with suppliers.
- To prepare annual budgets in line with the school budget time table.
- To develop medium term and annual maintenance programme for all catering equipment under your control and liaise with the Business Manager in relation to the maintenance of any other plant and equipment that may effect the proper running of the catering facility.

Person Specification

- To develop and control systems for the management of catering staff with regards to working hours and holidays to ensure the continuity of services by the catering department.
- To ensure that the stock and cash are accurately recorded daily and kept within agreed financial targets to control and monitor all arrears of expense to ensure achievement of the budget.
- To report monthly to the Business Manager on monthly costs of food verses income/meals sold.
- To ensure procedures for accurate receiving, appropriate storing and security of all goods are in operation.
- To spot check finance/control procedures periodically.
- To maintain accurate financial records.
- To prepare weekly gross profit reports as agreed with the Business Manager.

Operational

- Line management of the catering staff, including performance management and staff development.
- To organise the work and hours of kitchen staff ensuring sufficient staffing for the working day.
- To recruit staff in liaison with the HR Manager
- To develop menus and prepare the main meals of the school in line with the standards and quality of the 'National Nutritional Standards for School Lunches'
- To train, give guidance and assist staff in the preparation of meals to standard that is expected of the school
- To ensure that all meals are served in an exemplary manner that sets examples for all students.
- To ensure that any special dietary requirements for school staff and students are catered for.
- To ensure procedures and controls are in place for regular stock control checks.
- To order the correct levels of stock ensuring minimum stock wastage and maximum stock turnover.
- To check deliveries for both quantity and quality.
- To comply with requirements of food hygiene regulations, implementation of COSHH regulations and implementation of risk management practices.
- To train new and existing staff.
- Ensure that you are familiar with the requirements of health and safety legislation and codes of practice that are relevant to your area of responsibility and that staff are fully briefed in this regard.
- Take an active role in promoting Health and Safety throughout the school.
- To ensure that the standards of Health & Safety and Hygiene comply with all regulations.
- To maintain stocks of cleaning materials.
- To record for data entry all hospitality requisitions.

Person Specification

Communication and Marketing

- When the need arises to attend parent/community events.
- In any communication with parents that may occur, maintaining a manner that is friendly, helpful and professional.

GENERAL RESPONSIBILITIES: In addition to the specific responsibilities detailed above, the following general responsibilities apply:-

- Comply with all Free School policies and procedures ensuring commitment to the mission and values.
- Assist in the development of excellent working relationships throughout the school.
- Foster good relationships with external organisations that provide goods and services.
- Take responsibility for Health and Safety of yourself and that of others.
- Commit to ensuring own personal development.
- Comply with all contractual, legal and reasonable requirements of any venue being used by the school for its activities.
- Pro-actively promote and uphold One In A Million Free School acting as an Ambassador.
- Behave in a professional manner (both in and out of school) ensuring that One In A Million is not brought into disrepute.
- Carry out any other reasonable duties associated with the post

SAFEGUARDING:

- In common with all employees this role includes responsibility for promoting and ensuring the safeguarding and welfare of children and young persons with whom you come into contact with.
- Adherence to the School's Child Protection Policy Statement is required at all times.
- If you become aware of any actual or potential risks to the safety or welfare of students or other children in the school this must be reported to OIAMFS's Designated Safeguarding Lead or deputy

Person Specification

ATTITUDES

| Aspect | Assessed by | Essential / Desirable |
|--|-------------------------|-----------------------|
| An understanding of and commitment to the mission and vision of One In A Million | Interview & Application | E |
| Able to demonstrate how the values of One In A Million have been expressed in your life and work | Interview & Application | E |
| Clear understanding of compassion and how it is worked out in life | Interview & Application | E |
| Work honestly and speak the truth with kindness | Interview & Application | E |
| Show how integrity is central to your life and why it is crucial | Interview & Application | E |
| Demonstrate excellence in all facets of work | Interview & Application | E |
| A team player able to motivate others | Application & Interview | E |
| Ability to communicate effectively with students | Application & Interview | D |
| Be able to plan, organise and delegate | Application & Interview | D |
| Treats everyone with respect and dignity and shows commitment to Equality and Diversity and its effective implementation | Application & Interview | E |
| Committed to Continuing Professional Development both personally and for colleagues | Application & Interview | E |

KNOWLEDGE & QUALIFICATIONS

| Aspect | Assessed by | Essential / Desirable |
|--|-------------------------|-----------------------|
| Minimum of NVQ Level III or equivalent in relevant subject | Application | E |
| Intermediate Food Hygiene | Application | E |
| Computer Literate | Application & Interview | E |
| Certificate in Nutrition and Health or similar | Application | D |

Person Specification

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| Excellent core chef skills | Application & Interview | E |
| Experience in Project Management | Application & Interview | D |

SKILLS & EXPERIENCE

| Aspect | Assessed by | Essential / Desirable |
|---|-------------------------|-----------------------|
| Having successfully held a similar catering role with management responsibility | Application & Interview | D |
| Ability to communicate effectively with students | Application & Interview | D |
| Ability to recognise and respond to students needs | Application & Interview | D |
| Ability to use initiative and present suggestions to the Senior Leadership Team | Application & Interview | D |
| Providing a safe environment to ensure the physical and psychological safety of the students | Application & Interview | E |
| Ability to develop the business, grow the customer base and encourage sales and revenue | Application & Interview | E |
| A willingness to contribute to the enrichment activities of OIAMFS and the community work that is at the heart of OIAM. | Application & Interview | E |
| Working within a large scale service provision e.g school, care home, banqueting operation, commercial enterprise | Application & Interview | D |
| Assisting with raising the profile of healthy eating and lifestyle and champion the school's healthy eating agenda | Application & Interview | D |
| Experience of making effective use of ICT | Application & Interview | E |
| Ability to make sound decisions, identify and solve problems and seize opportunities | Application & Interview | E |
| Well-developed interpersonal and communication skills (including written, oral and presentation skills) | Application & Interview | E |
| Ability to manage change, showing flexibility, adaptability and resilience | Application & Interview | E |
| Positive disposition towards inclusion of all students including those | Application & | E |

Person Specification

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|--|-------------------------|---|
| with learning difficulties in mainstream learning and education | Interview | |
| Able to build strong relationships with key people both internally and with external organisations | Application & Interview | D |