



HAMPSTEAD SCHOOL
Learning together Achieving together



Catering Manager
Application Pack



Dear applicant,

Thank you for your interest in this exciting post at Hampstead School. More information about the school can be found on our website www.hampsteadschool.org.uk.

The job profile and person specification are included in this document. We advertise our roles through TES but please take time to look at website to find out more about Hampstead School.

At Hampstead School, we are committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, staff engagement forums, in-school facilities and services to support staff from different backgrounds. We are keen to explore part-time, job share or flexible working arrangements. Everyone is welcome – we are committed to inclusion across race, gender, age, religion, identity and experience.

The School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced DBS check. Checks will be made with previous employers.

Message from the Head

I started as Head at Hampstead School in September 2020. Reopening the school in the midst of a global pandemic was a baptism of fire but staff, students and parents were incredibly supportive. This is a remarkable school and it is a privilege to work here.

The period since has been made easier by my existing knowledge of the school, having started my career here as a Newly Qualified Teacher. My original spell only lasted four years, a length of time that pales into insignificance when compared to the years of service some have given, but after leaving I retained a strong connection to the school. Hampstead School reflects – and has shaped – my educational values. It is a truly comprehensive school, seeking to serve its local community. It is non-selective in the truest sense; there are no ability bands, selection tests or restrictions based on gender or religion. If you live nearby, if it is your local school, there is nothing to stop you coming here. It is part of a strong local authority working to ensure high standards through co-operation rather than competition.



When Hampstead School gets it right then there are no caveats, no ‘yes buts’. Success is not based on a selective admissions criteria or top-down interventions from an academy chain. Success is sustainable, ethically sound and based on an unwavering commitment to equality of access. I can honestly say that I would not have applied for any other headship.



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The School and its Community

Hampstead School is a London Borough of Camden maintained comprehensive school with over 1330 students. The school, with an admission number of 210, is popular locally and oversubscribed.

Founded in 1961 as a mixed comprehensive school, visitors often comment on the mutual respect which is evident between students and staff. This has been recognised; we are the first secondary school in London to be awarded the UNICEF “Rights Respecting School Award” at the highest level.

The diversity of our students is a strength of the school. Over 80% of students are of ethnic minority origin, with over 60 different languages spoken. Around half our students have English as an Additional Language, with a similar proportion eligible for the Pupil Premium.

Sections of the school have been rebuilt over the past few years as part of the Priority Schools Building Programme; our facilities are now world class.



Our Ethos

We expect staff and students to *Think Big, Work Hard and Be Kind*, principles underpinned by the value we place on ambition, critical thought, effort and compassion. This culture is fostered in an atmosphere where the quality of relationships is crucial; our motto, *‘Learning Together, Achieving Together’*, is reflected in the interactions that take place between staff and students every day.

The impact of this ethos, when combined with the highest expectations of achievement and a belief that every student can and will achieve, is seen in some of our successes and initiatives over the past few years. They confirm that Hampstead School’s reputation for creativity, innovation and inspiration is firmly rooted in rigour:

- One of seven UK schools recognised as an inaugural “Achievement for All” Ambassador School
- Arts Mark Award (Gold) from the Arts Council for England
- Sportsmark
- International School Full Award
- Geography and History Quality Mark
- Sustainable Schools Award (Gold)
- Cultural Diversity Quality Standard (Gold)



- Stonewall Award
- National Champions in the Model United Nations national debating competition
- Our work with New Arrivals recognised as best practice and disseminated to all UK schools
- Enduring relationships with Future Leaders, Teaching Leaders and Teach First.
- Princes Trust kitemark (English)
- Diana Awards from the Prime Minister for our anti bullying and peer mentoring schemes
- Part of the National Association for Able Children in Education (NACE)

We are proud of what we have achieved, never complacent and retain a genuine and positive determination to become exceptional in all areas. We relish our challenges, being fortunate in our committed and enthusiastic staff, all of whom work together for the benefit of our students. A sign of success is that, within a stable workforce, nearly all who leave do so for promotion. Consequently, this creates opportunities to appoint new colleagues with new ideas, enthusiasm, and moral purpose.

More about this role

We are looking to appoint an experienced and committed individual to lead and inspire our team of Head Chef and six Catering Assistants to prepare breakfast and lunch for our pupils and staff in our state of the art kitchen. This is a fantastic opportunity for a dynamic colleague to join our vibrant and successful school. Our Catering Manager also line manages Midday Supervisors to ensure our real passion for food and excellent customer service is on display throughout the whole environment.

The core purpose of the role is to deliver a comprehensive, professional dining service to our school. We are a large secondary and Sixth Form, catering to more than 1,300 students and 200 staff members. We also hold some bespoke functions, such as Open and Parent Consultation Evenings, as well as Sports Day and a Summer BBQ.

We want a Catering Manager who champions issues such as healthy eating and creating a welcoming dining experience as an important part of what our school catering service offers. We are keen to employ enthusiastic and committed individuals who will embrace every opportunity to contribute to our whole school development.

If you are one of these talented people, we would love to hear from you.

Yours faithfully,

Matthew Sadler
Head



Job Profile: Catering Manager

Hampstead School is committed to safeguarding & promoting the welfare of children and young people.

Direct Reporting	Director of Business Operations
Line Management	Head Chef, Catering Assistants, Midday Meals Supervisors
Scale	PO2
Main Purpose	<ul style="list-style-type: none">To provide a professional catering service, ensuring that expected standards are maintained and met within the agreed objectivesTo plan, prepare, cook and present food to the standards required by the school.To ensure that the school's reputation for excellent food and service is enhanced with the customersTo set objectives and be responsible for the day to day running of the service, including supervising the recruitment and selection process to ensure that it effectively meets the needs of the schoolTo assess employee performance and recognise training needs and potential as appropriateTo ensure that the school achieves, as a minimum, the financial targets agreed in line with the budgetTo monitor the work of the catering team, including Midday Meals Supervisors, and carry out appraisals ensuring that information is filed appropriately, with development plans that are actively usedTo hold team meetings on a regular basis to communicate targets, standards required, and school informationTo assist Senior Management in preparing the annual budget; to achieve and maintain the food cost in accordance with the budgetTo develop and evolve all services at the school, ensuring regular adjustments and improvements are both recommended and implementedTo ensure compliance with the school's policy on safer recruitment and safeguarding children and young adults at all times whilst at work
Delivery of Service duties	<ul style="list-style-type: none">To ensure that customers are given a prompt & efficient service & expectations are consistently exceededTo regularly monitor customer feedback and produce a suitable action plan based on the resultsTo be customer-focused at all times by being visible during service periods, approachable and quick to exceed expectations in fulfilling customer needsTo ensure all food is cooked, presented and served in line with the standards, using innovation in the method and style of presentation and food serviceTo ensure that you deliver what you promise to the customer, the school and teamTo ensure that all agreed service objectives are met in line with the school's expectationsTo attend meetings as requested
People Management	<ul style="list-style-type: none">To recruit appropriately skilled employees, ensuring their right to work within the UK in accordance with the school's recruitment proceduresTo assess employee performance and recognise training needs and potential as appropriateTo ensure training is carried out in line with the training policy to meet the needs and requirements of the individual and the schoolTo ensure that all employees are knowledgeable and motivated about their roles and the school through effective induction, accurate job descriptions and on-the-job trainingTo carry out disciplinary procedures following school guidelines and standards



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	<ul style="list-style-type: none">• To develop the entire catering team by empowering them, supporting them, encouraging them and maintaining an 'open door' policy• To motivate & lead by example, ensuring you & your team have fun at work and are proud of your efforts• To monitor the development and progress of key staff in order to make recommendations and appointments for succession planning• To treat your team as you would expect to be treated
Financial Management	<ul style="list-style-type: none">• To ensure that there is accurate and efficient financial control system in place and all associated systems are fully used• To ensure that the Finance Manager, Director of Business Operations and all appropriate staff receive relevant financial information promptly and accurately• To present to the school, as and when directed by your line manager, accurate financial information• To ensure that all paperwork/documentation is completed in a timely manner; accurately and efficiently and in line with the school's procedures• To ensure that financial and security procedures are in line with school's policy• To ensure that all standards of food preparation and service are established and achieved in line with the allocated budget• To consistently look at ways of maximising income through effective purchasing through nominated suppliers and creative merchandising• To produce, as instructed by your line manager, an annual budget• To maintain budgetary records and ensure that all budgets are adhered to, unless exceptional circumstances arise• To advise and order all necessary goods and equipment• To complete, on a monthly basis, a stock take and evaluate and calculate the cost of sales results
Health & Safety, Food Safety, the Environment	<ul style="list-style-type: none">• To ensure that the service meets statutory requirements of Health and Safety, Food Safety and Environmental legislations and procedures• To conduct Food Safety and Health and Safety Risk Assessments and ensure that all standards and procedures with regards to Hygiene and Safety are established and maintained• To record and report all accidents, adhering to school procedures• To ensure all equipment is well maintained and is in good working order• To make recommendations for renewal and replacement of equipment when required• To establish and maintain location cleaning schedules• To respond to all communications and requests as required• To ensure that all school procedures & work instructions are fully understood & practiced by all employees• To attend all health and safety training courses as required• To promote and encourage environmental improvement initiatives as appropriate within the school
Additional duties	<ul style="list-style-type: none">• To ensure that all Data Protection regulations are adhered to, informing the Data Protection Lead of any related issues, particularly in relation to potential data breaches and poor working practices.• To uphold and further the School's equal opportunities policy and to carry out duties effectively and without discrimination.• To carry out any other reasonable duties within the scope of this function and grading as directed by the Head of Information Systems, Data and Communications, or other senior staff• To act at all times in accordance with School policies and to provide a professional role model for students, parents and other staff.• To participate in training and other learning activities and performance development as required.• To actively promote safeguarding, student wellbeing and associated procedures in line with KCSiE and school protocols.



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| | <ul style="list-style-type: none">• To play a full proactive part in the life of the school community in implementing its vision, mission and ethos and support and expect staff and students to do likewise• To manage the available resources of space, staff, money and equipment efficiently in line with the Nolan Principles – Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership.• To act as a designated First Aider, following appropriate training, to ensure requirements of the school's First Aid Needs Assessment are satisfied. |
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The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities reasonably assigned to them by Senior Management.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This job description may be amended at any time in consultation with the post holder, Governing Body and/or Senior Management as required. Trade union representation will be welcomed in any such discussions.

All candidates must have a strong working knowledge of safeguarding practices and be committed to safeguarding and promoting the welfare of children and young people.



Person Specification: Catering Manager

Hampstead School is committed to safeguarding & promoting the welfare of children & young people.

Criteria		Essential	Desirable
Values and disposition	Respectful and able to gain respect	•	
	Suitable to work with/around children, understand importance of safeguarding	•	
	Smart clean appearance, high standard of personal hygiene	•	
	Confident, lively and outgoing personality	•	
	Approachable, friendly and cheerful	•	
Experience	Successful progressive background in catering	•	
	Strong supervisory experience	•	
	Experience of managing a medium-size location		•
	Successful progressive background in education catering		•
Knowledge and skills	Ability to display a real passion for food and customer service	•	
	Excellent communicator at all levels	•	
	Good delegation and influencing skills	•	
	Good negotiating skills	•	
	Excellent organisational skills	•	
	Effective at time management	•	
	Ability to plan ahead	•	
	Demonstrate analytical approach to problem solving	•	
	Financially and commercially astute	•	
	Good understanding of report writing and financial management	•	
	Ability to work on own initiative	•	
Computer literate	•		
Equality, Diversity and Inclusion	Commitment to Equal Opportunities and the community ethos of the school.	•	
Qualifications	A good general level of education, including Level 2 in English and Maths, or equivalent	•	
	A relevant NVQ qualification or equivalent	•	
	Level 3 Award in Supervising Food Safety and Hygiene, or equivalent	•	
	Right to Work in the UK	•	
	Qualification in training and development		•
	Professional training in presentation and negotiation skills		•
	Professional training in leadership skills and financial management/reporting		•

All candidates must have strong working knowledge of safeguarding practices and be committed to safeguarding and promoting the welfare of children and young people



Timeline of events for this post

Date	Event
Monday 22 nd January 2024 at 9am	Deadline for applications
Thursday 25th January 2024	Interviews

What can Hampstead School offer you?

“Staff feel valued and are proud to work in the school. Staff benefit from regular ongoing training and development.” (Ofsted, 2023)

Our employee package includes personalised training, a comprehensive package for ECTs starting a career in teaching, placement on leadership programmes for middle leaders, financial and professional support for MA degree programmes and National Professional Qualifications, and engagement in the wider programmes offered by Camden Learning.

We are keen to ensure a positive life-work balance. Staff are granted time-off for a range of personal days as well as access to a free 24-hour employee assistance package and annual flu jabs. We were the first school in London to achieve the Optimus Wellbeing Award for Schools and a staff working group continues to drive this important work forward.

Our location, minutes from Cricklewood Station and only a short distance from the transport hub in West Hampstead, mean that staff benefit from Inner-London weighting but have flexibility in where they choose to live.

Benefits include, but are not limited to:

- 15% PPA time for all teaching staff
- Free access to a staff gym on site
- Employee Assistance Programme
- Annual flu jab
- In-house professional development programme
- TOIL days in recognition of twilight CPD
- Bespoke leadership development pathways
- Time off for wellbeing (e.g. nativity plays, graduations)