



De La Salle School

INFORMATION FOR APPLICANTS

CATERING MANAGER

Grade: Scale 7 (Range 19-24)





De La Salle School

Dear Candidate

Welcome to De La Salle School.

De La Salle School, Basildon, was founded by the De La Salle Brothers in 1972. Known then as St Anselm's RC Comprehensive, the school served families of Basildon until 1996 when it changed its name to De La Salle School.



St Jean-Baptiste De La Salle founded his first schools in the seventeenth century and his core Catholic principles run through all the work we do today.

These Lasallian values make De La Salle School the perfect choice for all families in Basildon and the wider community.

We have the highest expectation of every student entrusted to us. Preparing individuals for the many challenges the modern world has in store for them is central to the work we do. While developing their academic excellence, we support and nurture every individual to become the person God intended them to be.

We are enormously proud of the achievements of our students. When they reach the end of their time with us, we aim for each young person to leave the school confident, happy and fully prepared for the future, whether that is further education, employment or training, we fully support our students at every milestone.

As a former student of De La Salle School, I am immensely proud of all that the school stands for. I know how impressed you will be by our students, who are equally proud to be a part of this community. Their enjoyment and passion for learning is infectious and makes for a learning environment that gives the potential for each and every individual to succeed.

If you feel you want to be part of our journey and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for this role, so please wherever possible contact the school to make an appointment to look around.

Yours sincerely

Paul Norris
Headteacher



De La Salle School

INFORMATION FOR APPLICANTS

CATERING MANAGER

GRADE: Scale 7, (Range Point 19-24)

Position Start Date: September 2024

Contract Term: Permanent

Hours: 37hrs per week, Monday to Friday, 7.30am to 3.30pm, Term Time + 2 weeks

Pay Scale: Scale 7 (range point 19-24) from FTE £29,777 plus £689 outer fringe allowance.

Pro Rota Actual: Approx. from £27,404

INFORMATION ABOUT THIS VACANCY

De La Salle School is a caring and thriving oversubscribed fully comprehensive and inclusive 11-16 school with a committed and dedicated staff. The Governors are seeking to appoint an experienced Catering Manager.

The post holder will be responsible for the operational efficiency of the school's catering service, planning and managing the development of the school's catering provision for pupils, staff and special events and maintaining the highest standards of personnel management, hygiene and health and safety.

The ideal candidate will be suitably qualified and will have extensive knowledge of personnel management, hygiene, health and safety & first aid.

Experience and understanding of the operation of a school would be beneficial.

De La Salle School is a Christian Community. It is inspired by the vision and example of St. John Baptist De La Salle. Each person is invited to become the person God intends him or her to be. They are expected to live a life of faith and love, following the example of Jesus Christ.

All members of this community are encouraged to grow in awareness of their own unique worth. They are encouraged to use their gifts in responsible and friendly co-operation with others. Within this environment, De La Salle offers a curriculum for children of all abilities.

Whilst the successful candidate is not required to be Catholic, you would be expected to support and follow the Catholic ethos of the school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post will be subject to an enhanced DBS check, medical check and references.



De La Salle School

HOW TO APPLY

Closing Date for Applications: Monday 12th August 2024, midday

Shortlisting: Monday 12th August 2024

Interview Date: W/c 12th August 2024

Applications may be closed early if a sufficient number of applications are received.

Early applications are encouraged and interviews may take place on a rolling basis.

We encourage prospective candidates to visit the school before making an application.

If you would like to arrange a visit, please contact Sarah Wilkinson, PA to Headteacher (01268 281234) to make an appointment.

Please submit your Application Form together with your supporting statement, outlining your reasons for applying for this post, to swilkinson@dlsbasildon.org

In your letter please make reference to information in the recruitment pack, particularly the person specification, and explain why you would be an ideal candidate for De La Salle School and what qualities you will bring to the Team.

If you have any questions, please contact Sarah Wilkinson, PA to Headteacher on 01268 281234.



De La Salle School

JOB DESCRIPTION CATERING MANAGER

Job Title	CATERING MANAGER
Grade	Scale 7
Reports to	Business Manager
Responsible for	All school catering staff
Liaison with	Finance Office staff, Suppliers
Job Purpose	<ul style="list-style-type: none">• Responsible for the operational efficiency of the catering service, planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with the school management• Plan and manage the development of the Schools Catering Provision for Pupils, Staff and Special Events• Maintenance of the highest standards of personnel management, hygiene and health and safety
Duties	CATERING <ul style="list-style-type: none">• To be responsible for the preparation and presentation of all food to the required school standard• To ensure that methods of preparation and presentation comply with all current recognised catering standards including those for schools• To order raw materials and supplies, check deliveries and ensure all raw and cooked food is stored correctly• To ensure all cooking staff carry out the preparation and cooking of all meals to the recipe specifications and nutritional guidelines• To ensure all staff adhere to the portion standard yields as stated within the recipe specification and required by the school• To be responsible for the monitoring of menu planning and ordering• To ensure the prompt service of all meals, breaks and functions provided, as required by the Headteacher• To implement local promotions/theme days, as required• To ensure that all catering activities are carried out in line with the pre-agreed school budget• To ensure any comments regarding the catering operation – positive or otherwise, are noted and acted upon appropriately



De La Salle School

- To plan, implement and review a cycle of menus to be revised at regular intervals as instructed by the Business Manager
- To adjust the menu to eliminate unpopular or costly items
- To purchase all supplies through agreed suppliers and advise the Business Manager of any unsolved difficulties with suppliers.
- To be responsible for stock control and rotation of stock.
- To occasionally organise special functions which may be outside of normal working hours.
- To make provision for catering services and catering supplies that will be required throughout the school and charge to relevant cost centres.

FINANCIAL MANAGEMENT

- To ensure that all aspects of the Schools Finance Regulations are followed throughout the Catering Operation
- To work with the Business Manager to develop a Business plan and Operational Plan for the Catering operation
- To have in place procedures to monitor progress against the Business Plan and Operational Plans.
- To ensure there is a fully costed menu, with sufficient information to ensure portion control
- To oversee the collection and recording of cash, including overseeing the individual till counting, investigating immediately any discrepancies and ensuring daily cashing up of tills and money handling procedures are followed
- To prepare daily, weekly and monthly trading records highlighting significant variances to the operational plans
- To actively monitor satisfaction with food provided on a weekly basis
- To maximise the full potential of the catering operation is achieved in terms of turnover, profitability, quality of food and value for money for staff and students
- To hold regular team meetings/briefings with all catering staff and liaise with senior school managers, as required
- To be responsible for the immediate reporting of staff absences to the Administrative/Finance Officer
- To review and monitor all purchasing procedures to ensure Best Value is achieved



De La Salle School

COMMUNICATIONS

- To maintain regular contact with the Business Manager, other senior managers and the Finance Manager
- To actively monitor satisfaction with food provided on a weekly basis
- To hold regular team meetings/briefings with all catering staff and liaise with senior school managers, as required
- To be responsible for the immediate reporting of staff absences to the Administrative/Finance Officer.

TEAM LEADERSHIP

- To recruit and induct all new members of the catering staff
- To monitor staff performance, providing training and development as necessary
- To participate in the Performance Management of the catering staff
- To be involved in the discipline of staff in accordance with the School Procedure, as required

HEALTH AND SAFETY

- To report all accidents and unfit foods.
- To ensure that all aspects of health and safety legislation are complied with so far as the catering service is concerned.
- To ensure that the cleaning schedule is complied with and carry out cleaning as required.

OTHER

- To take all necessary steps to ensure maximum security of kitchen supplies, equipment and monies.
- To undertake the appropriate promotion and marketing of the catering service.
- To identify and recommend improvements and cost savings to the benefit of the customer.
- To oversee the collection and recording of cash.
- To regularly reconcile Petty Cash expenditure to receipts and liaise with the School Finance Officer.
- The above duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher or Business Manager to carry out appropriate duties within the context of the job, skills and grade.



De La Salle School

General	<ul style="list-style-type: none">• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
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De La Salle School

PERSON SPECIFICATION CATERING MANAGER

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Relevant qualifications to NVQ Level 3 Ensure the operational efficiency, planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with the school management.
	Knowledge of relevant policies and procedures	Extensive knowledge of personnel management, hygiene and health and safety. Knowledge of First Aid General understanding of the operation of a school Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations
	Literacy	Reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use kitchen and cleaning equipment, and competent or ready to learn I.T. necessary for role.
Communication	Written	Ability to write menus and reports
	Verbal	Listening Skills Ability to exchange verbal information clearly with children and adults
	Languages	Use initiative to overcome communication barriers with children and adults
	Negotiating	Ability to consult effectively with children and adults
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy



De La Salle School

	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to build open and honest relationships
	Team work	Work effectively as part of a team Ability to work independently Know when and how to seek support Know when and how to hand over control Knowledge of own position within a team environment and the boundaries which apply
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Excellent organisational skills
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role