



Armthorpe  
Academy

*Enriching Lives, Inspiring Ambitions*

# RECRUITMENT PACK

Catering Manager



Consilium  
Academies

*Enriching Lives, Inspiring Ambitions*



## About the Academy

Armthorpe Academy is an 11-16 school located in the town of Doncaster, South Yorkshire. The learning our children experience is a broad and balanced diet that provides intellectual, moral, creative and emotional stimulation. It is an exciting time to be part of our academy, as with the support of Consilium, we are constantly working to develop and evolve our curriculum and pedagogy to ensure all students can flourish. This means not only striving to fulfil the academic potential of all our learners, but also teaching our young people how to care for themselves mentally and physically, as well as facilitating opportunities for them to enjoy and live life to the full beyond the taught curriculum.

It seems simple and obvious, but there is nothing more important than the quality of teaching and learning in our classrooms – every minute, every lesson, every day. Staff are learners too. We place significant emphasis on staff development and collaborative partnerships to ensure what goes on in and beyond our classrooms is as good as it can be.

The Armthorpe values permeate all aspects of school life. We are building a culture where we expect everyone in the Armthorpe family to be a leader and a learner. Our ethos is built on the strapline, **Inside Everyone There is a Rainbow Waiting to Shine**. A rainbow is a wonderful sight; a symbol of hope, inspiration, vibrance and dreams coming true. A rainbow only appears however after a storm reminding us that anything magnificent often requires a battle, struggle, resilience and patience. Weathering the storm is a part of life. As such, our values embody characteristics we would want to foster in our own children:

<b>Respect</b> #Communicate with Kindness	At the start of our rainbow because manners and kindness cost nothing but mean so much.
<b>Responsibility</b> #Make Positive Choices	Life is all about choices. It is never too late to make a positive choice; you don't find a rainbow looking down.
<b>Resilience</b> #Never Give Up	In the middle of our rainbow because resilience is a skill not an ability. It can be learnt. It is an invaluable life skill.
<b>Pride</b> #The Best of Me	Nothing replaces hard work, but pride features at this point in our rainbow as it requires the 3 Rs before it, then some inner drive.
<b>Ambition</b> #Dream Big	Ambition is at the end of our rainbow because dreams will come true but only if all our other values are engrained and embed.

In January 2019, we were judged by Ofsted to be 'Good' in every category which is testament to the hard work and dedication of the staff and students. As Armthorpe grows and develops as part of the Trust, this new appointment will play an integral part in shaping the future of the school.

# About the Trust

## The Consilium Mission

*“Enriching Lives, Inspiring Ambitions”*

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

- The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;
- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Interim Chief Executive, Tracey Greenough. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

## **WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:**

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 34 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Vivup. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- An excellent CPD offer for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations

# About the Role

**Job Title: Catering Manager**

**Start date: ASAP**

**Hours: 36 hours per week, term time plus 10 days**

**Contract: Permanent**

**Salary: NJC Grade 7, SCP 19-23 (Actual Salary £25,495 to £27,600 per annum)**

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Do you have the drive, passion and commitment to deliver outstanding support? This is an opportunity to join a dedicated team of staff at Armthorpe Academy, part of Consilium Academies who are committed to providing the best possible education for our pupils.

We are looking for an experienced, friendly and hard-working catering manager to join our team.

We are looking for:

- An inclusive individual, with high expectations of their students, who is committed to maximising rates of progress and has innovative ideas to support all pupils
- Someone with a sense of humour, who understands the importance of developing a positive culture in our organisation.

If you feel you share our values, have the vision and drive for excellence and want to be part of an enthusiastic and dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

The successful candidate will present the best possible example of professional standards to colleagues.

To apply please download and complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to Dawn McKinna at [ARM-recruitment@consilium-at.com](mailto:ARM-recruitment@consilium-at.com)

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

**The closing date for applications is 22<sup>nd</sup> September 2023 at 9am**

**Interviews will take place on w/c 25<sup>th</sup> September 2023**

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

In accordance with our statutory obligations under Keeping Children Safe in Education Consilium Academies is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Consilium Academies might want to explore with you. Further information on online searches can be found in paragraph 221 of Keeping Children Safe in Education.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

*Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.*

## Job Description

Job Title:	Catering Manager
Reports to:	Business Support Officer
Based at:	Armthorpe Academy
Grade:	Grade 7

### Main purpose of the Role

- To operate and develop the catering establishment within the terms of the catering policy, contract and budget, making the most efficient use of its resources.
- To establish, implement and maintain all legislative and regulatory documentation in support of the service.
- To plan, prepare, cook and present food to the standards required by the academy under the direction of the Management. To ensure that the academy's reputation for food quality and service is enhanced where possible.
- To administer unit controls and keep records using the appropriate computer or manual systems and share these effectively with management.
- To recruit, train and manage all unit staff and trainees (using the management structure).

### Core Responsibilities & Tasks

- All personnel assigned to work in the catering department, irrespective of whether or not they are employees of the academy, in accordance with academy policies.
- The purchase of materials, consumables, non-consumables and light equipment within the limits of the budget and in accordance with academy purchasing policy and procedures.
- The catering department's premises and equipment, in accordance with the academy health & safety and hygiene policies. The security and reconciliation of stock in accordance with academy finance procedure and policy.
- Compliance with all food service requirements including nutritional standards.
- To organise and control the establishment's operations and ensure that the food quality, presentation and service are provided to the appropriate standards, including personally planning, preparing and cooking the meals.
- To ensure that nutritional standards are regularly reviewed and applied and guidelines followed ensuring allergen information is kept up to date and reviewed and published accordingly.
- To assist the Business Support Officer in preparing forecasts of income and expenditure to incorporate within the annual budget.
- To achieve and maintain the food cost in accordance with this budget (or any variation authorised by management). To produce cost/sales analysis when forecasting budgets.
- To consistently seek and implement ways of improving the quality and cost effectiveness of the service by keeping abreast of developments in food service and production and customer needs and tastes.
- To ensure that heavy duty equipment, light equipment, work areas, other facilities and general surroundings of the establishment are maintained and operated to the standards required by the statutory, local authority and academy health & safety and hygiene regulations and policies. Similarly, to ensure that employees use safe methods of work and that no unauthorised person cleans/operates certain specified equipment.
- To develop and maintain good working relationships with the customers, through regular personal contact, including representing the academy at any catering or other meetings required by the management.
- To report regularly to the school administrator.
- To plan menus and order all foodstuffs in accordance with the academy's purchasing policy and procedures and to check and record the amounts, prices and condition of all supplies and deliveries. To avoid unnecessary wastage and deterioration of foodstuffs.
- To promote good staff relations.
- To ensure that the catering personal and food hygiene policy and procedures are applied continuously and that there are no breaches of statutory or local authority regulations.

- To carry out all clerical activities of unit controls, using either a computer or paperwork systems in accordance with policy and procedures.

### Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

### Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust or Academy.

<b>Person Specification</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Experience &amp; Skills</b>		
Management experience in a similar role	✓	
Previous experience in a school environment with an appreciation for a distinctive and creative offering		✓
Experience in customer focused environment	✓	
Budgetary management and control and relationship to financial targets	✓	
Experience of delivering a service offering, informed by nutritional values.		✓
Production of reports and implementation of financial controls	✓	
Proficient in Microsoft Office & ICT programmes	✓	
<b>Qualifications</b>		
Professional catering qualification or equivalent	✓	
Food hygiene	✓	
Nutritional standards qualification		✓
First aid		✓
<b>Personal Attributes</b>		
Able to demonstrate strong and effective leadership and supervision strong planning and organisational skills including the ability to prioritise, multi task and meet deadlines.	✓	
A high standard of numeracy & literacy	✓	
Able to communicate effectively, both orally and in writing	✓	
Able to build and maintain effective relationships at all levels that encourage collaborative working	✓	
Strong planning and organisational skills including the ability to prioritise, multi task and meet deadlines	✓	