



Framlingham

COLLEGE

BOARDING & DAY SCHOOL
BOYS & GIRLS AGED 2 - 18



Head of Catering Recruitment Pack

Employment Status

Full Time | Permanent

Job Location

**Framlingham College [Senior School] &
Framlingham College Prep School [Prep School]**

Application Closing Date

Midday on Wednesday, 15th November 2017

Interviews Week commencing

To be confirmed

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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About Us

Framlingham College

School Type:

Co-educational boarding and day school

Age Range:

2 - 18

Number of Pupils:

697 (across both the Prep and Senior Schools)

Framlingham College is a high quality independent boarding and day school set in stunning surroundings in the market town of Framlingham, Suffolk. The school is absolutely thriving and prides itself on producing well-rounded, decent, articulate and very well-educated young men and women.

The College was founded in 1864 in memory of Queen Victoria's husband, Albert, Prince Consort, whose statue takes pride of place at the front of the College.

Framlingham College continues to enjoy a fine situation, looking across the mere to the 12th Century Castle and the historic parish church of St Michael's. The College enjoys a fine reputation as a fully co-educational school, large enough to enjoy the benefits of outstanding facilities and extensive grounds, but small enough to retain a friendly and caring atmosphere.

The town of Framlingham, which pre-dates its mention in the Domesday Book of 1086, is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while our own campus tops the rise opposite.

Framlingham College Prep School – also home to the Nursery – is in the nearby village of Brandeston. The School was established in 1948 and officially opened in 1949 in its present idyllic neo-Tudor setting beside the River Deben.

Visit our website to find out more about us: framcollege.co.uk

Framlingham
COLLEGE



Welcome from the Human Resources Manager

Thursday, 2nd November 2017

Dear Applicant,

Thank you for your interest in this vacancy at Framlingham College. You will find included in this pack:

- Job Description
- Person Specification
- Mission Statement
- Application Guidance Notes

An application form is available on our website - www.framcollege.co.uk

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

Please complete and return the application form by the stated closing date at the beginning of this pack. Applications can be emailed to hr@framcollege.co.uk. If you return your form electronically and are shortlisted, you will be asked to sign the declaration at interview. Alternatively, forms can be posted to:

Sally Wood, HR Manager, Framlingham College, College Road, Framlingham, Suffolk IP13 9EY

You are strongly advised to read through the attached guidance notes before completing the application form.

Please note that appointments at Framlingham College and Prep School are subject to an enhanced disclosure through the Disclosure and Barring Service (DBS), two satisfactory references and a probationary period. Further information on disclosures, the DBS code of practice can be found on the [Government website](http://www.gov.uk).

We are always excited about enthusiastic, like-minded professionals joining our school and very much look forward to receiving your completed application.

Best wishes,



Sally Wood
Human Resources Manager, Framlingham College

Job Description

Reports To	Operations Director
Location	Framlingham College and Framlingham College Prep School
Hours	40 hrs per week – Typically 5 days in 7 to include evenings and weekends
Holiday	25 days plus bank holidays (taken in lieu where they fall in term time)
Pension	Contributory scheme available

Job Purpose

The Head of Catering is responsible for the successful production, delivery and service of healthy, balanced food to pupils, staff and visitors at all catering outlets at Framlingham College and the Prep School (FCPS) at Brandeston Hall, including all hospitality events, the pavilion and cafe and any external lets using school facilities within pre-determined budgetary levels. They are also responsible for managing all the Catering staff, both in the kitchen and dining rooms, and for day to day liaison with staff, students and other customers.

Duties and Responsibilities

Catering

- To ensure each outlet delivers the required level of service and food at all times.
- Regular attendance at school meal services whilst on duty
- To ensure all school, national and EU policies and legislations are being followed.
- To ensure all special dietary requirements are achieved without fault.
- To ensure all legislative and best practice inspection and checks are undertaken for all catering areas and services.
- To carry out a best practice food production and waste management system in accordance with school policy and all legislation.
- To liaise effectively with the Events Manager and all required departments for lets and other events.
- To establish best practice systems and procedures in all service and front of house areas.
- To ensure and improve upon the standards of the food service.
- To interact with customers at every service period, whilst on duty, ensuring that the service is running smoothly and that the customers are happy with the service they are receiving.
- To create and run a customer feedback system that allows constructive feedback to be gathered and suggestions to be implemented if practically or financially possible.
- To actively seek and act on feedback from customers to ensure a high quality of service and food is provided at all times, in a friendly and efficient manner.
- To acknowledge and respond to all customer feedback in timely fashion.
- To ensure best practice checklists are completed for all services and events .



Job Description

continued

- To promote exceptional standards of customer service, ensuring that all outlets and services operate in a friendly, smooth and efficient manner at all times.
- In agreement with the Operations Director, introduce new service and menu innovations on a regular basis including special days.
- To ensure that all members of the duty team are aware of their duties throughout the day, especially during service periods and that both the FoH and kitchen team work very closely together during these periods to ensure that the operation runs as smoothly as possible.
- To ensure that all catering areas are spotlessly clean at all times and that appropriate cleaning schedules are in place, completed and archived.
- To be responsible for all legislative requirements including Environmental Health, Health and Safety, fire and hygiene legislation.

Finance

- To ensure that the Catering Department operates at maximum efficiency within budgetary targets to deliver the required level of service at all times.
- Working with the Finance Department, monitor financial performance on a frequency and in a format agreed with the Finance Director. Any overspends to be either justified or an action plan implemented in the following reporting period to address the situation.
- To ensure evidence of catering financial best practice is in place such as recipe/dish costings, cost per head calculations, wastage monitoring, minimum monthly stock-takes.
- To assist the management of the catering payroll ensuring that an effective record system is in place. Ensure the production of the working rota cover, a minimum of one half term in advance for core service periods across all outlets, effectively ensuring that all areas are fully covered and that the labour force are used to best effect both operationally and financially.
- To assist the Finance Director in producing the budget for Catering including pre-costing the provision of food, non-food and hospitality.
- To monitor spend against the budget on a regular basis.
- To compile and update the asset register.

Purchasing

- To ensure all stock levels are at a minimum, stock is rotated and stored properly, legally and in line with best practice, order sheets are completed and regular stock sheets are completed and costed to calculate consumption.
- To procure sundries, disposables, fresh foods and dry goods in an efficient and cost-effective manner.
- To monitor all suppliers to include quality audits and delivery service.
- To check that the Senior Chefs and Outlet Supervisors ensure food stock levels are kept to minimum and that all stock bought is correctly rotated and used within use-by date.



Job Description

continued

Communication

- To deliver an effective communication strategy across the Catering Department.
- To actively assist the School to communicate catering related information to pupils, staff and to parents as required.
- To produce and implement catering information through the Firefly intranet and school website and update daily with menus, ideas, initiatives and catering information as necessary.
- To ensure pre-service briefings are held.
- Arrange and attend regular Catering Review meetings with the Operations Director, recording information as required.
- Attend regular Operations Meetings.
- Visit all outlets including FCPS on a regular basis to manage the individual operations.

Legislative

- To ensure staff are instructed and trained in the correct and safe operation of all elements of the department including, but limited to, kitchen equipment, implements, chemicals and food handling.
- To ensure staff are correctly attired including the wearing of PPE to conform to current dress and Environmental Regulations.
- To supervise staff in relation to the Hazard Analysis & Critical Control Point (HACCP) to ensure that the catering operation adheres to the food safety management policy and implementing controls to ensure that risks are minimised, and records are kept to show that we are complying with our own policy.
- To check record keeping is being completed (to include, but not limited to, volume produced/customers fed/temperature controls/waste).
- To ensure all equipment is serviceable and is inspected and replaced to meet inspection criteria.

Staff Management

- To line manage the Deputy Head of Catering, Senior Chefs, Outlet Supervisors and other Catering Supervisors to ensure all staff related issues are being handled appropriately, including induction, training, performance management, grievances and ongoing mentoring for all aspects of fulfilling a catering role.
- Seek prior advice and direction from the HR Manager on personnel issues.
- To personally oversee the teams operating in all outlets regularly throughout the week, and increased as demand or need dictates.
- As part of the induction process, provide initial induction support into any catering area for new staff.
- Ensure induction training and regular on the job training to develop new members of staff. Undertake a Performance Review before their 3 month probationary period has expired.
- Be the primary point of contact for the Catering team, when on duty, and to be responsible for all matters relating to the welfare, motivation, achievement of best practice and development of this team.
- To conduct appraisals, or ensure appraisals are undertaken, at the agreed frequency for all Catering staff, identifying areas for improvement, setting new targets and formulating Training Plans to improve skills etc.
- With the Deputy Head of Catering, produce a comprehensive succession plan to develop the on-site catering team and

Job Description

continued

encouraging staff's personal development.

Administration

- Ensure risk assessments are updated on an annual basis to coincide with the College's health and safety policy review. Ensure risk assessments are carried out on an ad hoc basis when either equipment or practices change.
- To ensure timesheets are correctly authorised before passing on to HR.
- To prepare and submit all reports, business plans and project proposals as required by the Operations and Finance Directors to include services supplied, costings, functions, stock ordering, staffing, repairs and any other relevant information (monthly or weekly, as required).
- Provide the Facilities Manager, with a budgeted planned maintenance and replacement equipment programme.

General

- To carry out any other duties commensurate with the post as may be reasonably required by the Operations Director.
- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The posts holder is responsible for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. You will adhere to and ensure compliance with the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer.

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder will be reasonably expected to undertake.

Revised: November 2017



Person Specification

	Essential	Desirable
Experience/Qualifications	<ul style="list-style-type: none"> • Extensive current and recent catering experience in quality establishments in accordance with current approved legislation. • Knowledge of modern catering service and presentation styles. • Knowledge of current catering trends. • Proven leadership and management abilities in managing both Back of House and Front of House teams. • A passion for food and delivering a quality product and service. • A willingness to work on a rota that covers all service periods 7 days a week. Including early starts and late finishes for events. • A full driving licence. 	<ul style="list-style-type: none"> • Experience of catering in quality educational establishments. • Head/Senior Chef experience. • Multiple outlet experience. • Contract Catering regional management.
Knowledge/Skills	<ul style="list-style-type: none"> • Proven leadership skills. • Proven budgetary competence. • Knowledge of Health and Safety and Environmental Health requirements related to the post. • Competent knowledge of the operating of catering equipment. • Ability to manage and prioritise workload to ensure tasks are reliably completed. • The ability to communicate appropriately and effectively with pupils, staff, visitors and governors. • Ability to use Outlook email application, Microsoft Office and the Internet. 	<ul style="list-style-type: none"> • IT skills in Microsoft Excel. • Experience in using back of house operating systems. • Ability to create and launch operational tools. • Skills required to produce a business plan. • Ability to create new ideas. • Ability to sell new ideas.
Personal Attributes	<ul style="list-style-type: none"> • Strong team player with ability to also work alone and use initiative. • Good attention to detail. • Flexible attitude to work. • Honesty, reliability and loyalty to the College. 	<ul style="list-style-type: none"> • Confident presenter and group speaker.
Safeguarding Children	<ul style="list-style-type: none"> • Awareness of safeguarding children issues. 	



Application Guidance Notes



Applications

- Applications will only be accepted from candidates completing an Application Form in full. CV's will not be accepted in substitution for completed Application Forms in the absence of good reason. CV's may be submitted in **addition** to the Application Form in order to supply additional background information.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

An applicant will not be automatically disqualified from employment at the College by either upfront disclosure of a criminal record or the fact that information is revealed on the Disclosure. The College will take a view based on their judgement of the seriousness and relevance of the offence in relation to the job under consideration. The following factors will be taken into consideration:

1. Whether the conviction or other information disclosed is relevant to the specific position in question.
2. The seriousness of the offence or other matters revealed.
3. The length of time since the offence or other matter occurred.



Application Guidance Notes

continued

4. Whether the applicant has a pattern of offending behaviour and whether the applicant's circumstances have changed since the offending behaviour or other relevant matters.
5. The circumstances surrounding the offence.

Where any concerns are raised by the contents of the Disclosure the applicant will be given a chance to explain the matter before any decision is taken.

Information regarding convictions should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the HR Manager. If candidates would like to discuss this beforehand, they are asked to please telephone in confidence for advice.

- The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (DBS) at the appropriate level for the post. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration including 'by association'. The 'by association' requirement applies if you live in the same household as or someone is employed in your household who has been disqualified from working with children under the Childcare Act 2006. The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.
- Staff and/or successful candidates who are disqualified from childcare or registration, including 'by association', may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed.
- All candidates should be aware that failure to declare any convictions (that are not subject to DBS filtering), or the provision of false information is an offence and may disqualify a candidate for appointment or result in the application being rejected or an offer of employment being withdrawn by the College if they have been appointed, and a possible referral to the police and/or DBS.
- If the post you are applying for falls within the Early years/Later years provision or other relevant category as defined by DfE's current guidelines, you will be required to complete a pre-employment Staff Disqualification Declaration. This will be included in the application pack where applicable.

References:

- The School will seek at least two reference, and for teaching posts we will request these for all short listed candidates before interview. If there is any reason for us not to do this, please contact the HR department to discuss. For non-teaching posts these will generally be taken up on appointment. The Headmaster reserves the right to request further references.



Application Guidance Notes

continued

- The College will ask the candidates current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. We will also still ask about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School will request references from the candidate's school or university.
- The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate at interview.
- Referees may be contacted after the interview if further questions arise.

Invitation to Interview:

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- All candidates invited to interview must also bring with them:
 - a current driving licence including a photograph or a passport or a full birth certificate
 - a utility bill or financial statement dated within the last three months and showing the candidates current name and address
 - where appropriate any documentation evidencing a change of name

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks:

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received). For teaching posts one of these must be Head teacher at current school.
- the right to work in the UK
- verification of identity, qualifications and professional status, as appropriate
- registration with the Independent Safeguarding Authority (ISA)
- a DCSF List 99 check (Barred List), the Protection of Children Act List and Prohibition Order check as appropriate



Application Guidance Notes

continued

- a DBS Disclosure satisfactory to the College
- Completion of a Staff Disqualification Declaration, where applicable
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- For teachers, verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- Where working in a management position being subject to necessary Management Prohibition check through the DfE.
- For those teachers from within the EEA area – subject to required EEA Overseas checks through the DfE.
- Satisfactory completion of the probationary period.

Revised: October 2016



Framlingham College
Framlingham
Suffolk
England
United Kingdom
IP13 9EY

+44 (0) 1728 723789

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Twitter: @framcollege

facebook.com/framcollege

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Leading
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