



GREENSHAW
LEARNING TRUST



COMMITTED TO
EXCELLENCE

GREENSHAW HIGH SCHOOL



Sous Chef Recruitment Pack

**ALWAYS
LEARNING**

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A Warm Welcome from the Headteacher

Dear Candidate,

Thank you for having an interest in joining Greenshaw High School. This is an opportunity to join our great community and play your part in ensuring that our vision of increasing the life chances of our students can continue.

Greenshaw is a highly over-subscribed 11 to 18 mixed comprehensive secondary school and situated in Sutton, South West London. We currently have 1,900 students on roll, with staff providing teaching, pastoral care and other support across the school. We are successful and highly popular school with an established record of nurturing high levels of attainment in our students. We believe this comes from combining a first rate-teaching environment, full of challenge for students to achieve their very best, alongside a pastoral support programme to guide them.

At the heart of our work are our core values: equality of opportunity; respect for others; and always valuing learning. From these foundations we have built a thriving educational establishment, where students have flourished. After leaving Greenshaw our students continue to study a wide range of subjects at some of our country's most prestigious universities.

Our staff are central to the achievements of the school's students. Should you join us, you will work alongside our totally committed and professional staff, guided by experienced middle leaders who will equip you with the support, training and resources you require. We are proud to have Research School status that means we have access to the most recent findings about educational effectiveness, alongside a rich training programme for all colleagues. Put simply, the better we get as a staff body, the better our students' experience and future chances become.

I would encourage you to visit the school's website www.greenshaw.co.uk to find out more about our school. We also welcome visits prior to making an application. If you would like to arrange a visit or would like any further information, please contact the school's HR team at recruitment@greenshaw.co.uk.

If our vision is one you share then please do read on. We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification. We encourage applications from all candidates who would like to play their part in our work.

I look forward to welcoming you in person at Greenshaw High School soon.

Yours sincerely,



Nick House, Headteacher



Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,000 people and educates nearly 19,000 students. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme
- Childcare Voucher scheme
- Car benefit scheme
- My Health discounts

Terms and Conditions

Line Managed by: Catering Manager

Contract: Permanent

Salary: *Salary calculated in line with NJC pay scale (Outer London)
NJC Scale grade 6 points 18-22
£32,925.00– £35,031.00 FTE*

Actual Pro Rated Salary: £29,208.00 - £31,077.00 per annum (this includes holiday pay as a term time employee)

(starting salary, and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder)

Hours of Work: Full time – 36 hours per week Term Time + 2 weeks (inset days + 5 additional days prorated)

Flexibility and the ability to work outside of the normal working hours may be required

Typical working pattern:

Monday to Tuesday	07:15 – 15:00
Wednesday	07:15 – 14:45
Thursday to Friday	07:15 – 15:00

The above hours include a daily unpaid break of 30 minutes

Place of Work: Greenshaw High School, Grennell Road Sutton SM13DY

Medical Examination: The appointment is subject to a satisfactory medical report

Superannuation: Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

Holiday Entitlement: The annual holiday entitlement is 24 plus 2 Statutory days plus bank holidays. As this is a term time post, payment for holiday entitlement is inclusive within the salary detailed above.

Probation Period: New employees are required to complete a six-month probationary period.

Disclosure & Barring Service Check: This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.

Right to Work Check: This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance.

Job Description – Sous Chef

This role is based at Greenshaw High School but will also be required to travel to other Schools within the Service Hub or any other Greenshaw Schools as may become necessary from time to time.

Job Purpose

The Sous Chef is a crucial member of the school's food services team responsible for preparing and serving nutritious and appealing meals to students and staff. This role involves menu planning, food preparation, adherence to safety and sanitation standards, and collaboration with other kitchen staff to ensure the smooth operation of the school kitchen.

You will manage to work in line with the food service and food quality set up by the Regional Catering Manager at Greenshaw Learning Trust to deliver this standard to both students and staff by thinking differently, taking risks and being passionate about food provision in order to deliver taste, freshness, value for money and variety.

The role will also involve direct management of the Kitchen team in conjunction with the established Supervisory Team to ensure smooth running of the Catering Operation and deputise for the Catering Manager when required.

Main Duties / Responsibilities

- Preparation and cooking of school meals as per recipe guidance.
- Assist with the service and presentation of food and beverages.
- Assist with the cleaning of kitchen equipment and catering areas.
- Attend training courses and meetings as required.
- Ensure hygiene and health and safety standards are met at all times.

Menu Planning and Preparation:

- Plan and prepare well-balanced, nutritious meals for students and staff according to established menu guidelines.
- Collaborate with the Catering Manager to accommodate dietary restrictions and preferences.
- Monitor food stock and ensure proper storage and handling of ingredients.
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Cooking and Presentation:

- Execute cooking processes, including baking, grilling, boiling, and frying, to prepare meals according to recipes and standards.
- Pay attention to food presentation, ensuring that meals are visually appealing and appetising.
- Adjust recipes and portion sizes to meet fluctuations in the number of meals required.

Kitchen Management:

- Maintain a clean and organised kitchen environment, adhering to all health and safety regulations.
- Oversee the cleaning of kitchen equipment.
- Collaborate with the catering manager to ensure the kitchen operates efficiently and meets food safe and cleaning standards.
- Assist in the Monthly Stocktake procedure including entering on to the Pelican PI system
- Be familiar with the Stock Ordering procedure including Compiling of Orders, Processing of Orders and Reconciliation of received invoices

Collaboration with Kitchen Staff:

- Work closely with other kitchen staff, including catering assistants and managers, to ensure a coordinated and efficient workflow.
- Provide guidance and support to kitchen assistants in various tasks.
- Communicate effectively with the team to address any operational challenges.

Compliance and Record-Keeping:

- Ensure compliance with food safety regulations and hygiene standards using the online Food Alert Software.
- Keep accurate records of food temperatures, food production levels, and other relevant documentation using our Food Alert software and also Paper based records where necessary.
- Participate in regular training sessions to stay updated on food safety practices and regulations.

Customer Service:

- Interact with students and staff in a friendly and professional manner.
- Address any special dietary requests or concerns from students and staff.
- Attend feedback meetings and School Council meetings to obtain accurate feedback and strive to enhance the overall dining experience.

Other Job Requirements

- You may be required to carry out additional duties, as the Leadership Group may reasonably request from time to time.
- To play a full part in promoting healthy eating as part of the Food for Life scheme and Green Kitchen scheme.
- To be responsible for promoting and safeguarding the welfare of children and young people for those you have responsibility for and for those whom you come into contact with.
- To comply with the school's Health & Safety Policy, and undertake risk assessments as appropriate.

To work within the school's Equality

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

This is an excellent opportunity for a committed person to join a forward-looking school and a dynamic community and have an opportunity to demonstrate they are remarkable.

The catering of the school is in line with the quality and service developed by Greenshaw Learning Trust and overseen by the Head of Catering to deliver high quality standards of service and food to both pupils and staff.

Job Specification – Sous Chef

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

	ESSENTIAL	DESIRABLE
Education, Qualifications and Training	<ol style="list-style-type: none"> 1. City & Guilds 706 1 & 2 or equivalent 2. Level 2 Food hygiene & safety or equivalent 3. Willingness to undertake ongoing training 4. UK Driving License 	<ol style="list-style-type: none"> 5. Intermediate certificate in Nutrition & Health 6. Diploma in Food Hygiene & safety or equivalent 7. Diploma in Nutrition & Health or equivalent
Experience and Knowledge	<ol style="list-style-type: none"> 1. Sound knowledge of HACCP & COSHH 2. Knowledge of food intolerances, specific diet regimes and allergies is essential. 3. Proven experience of catering for large numbers. 4. Proven track record/experience of working with fresh food. 5. Knowledge of current culinary trends. 6. Experience of managing a team 	<ol style="list-style-type: none"> 7. Experience in Menu & Recipe development 8. Experience of catering within a school is an advantage.
Aptitude and Skills	<ol style="list-style-type: none"> 1. A real foodie who has exceptional management, organisational and inter-personal skills. 2. A passion for delivering great food and attention to detail ensuring that every dish leaves the diner satisfied. 3. Display a creative and confident approach to his or her cooking. 4. Ability to thrive in pressure-cooker, high volume environment 5. An ability to react quickly to changing priorities 6. To drive the school van in a responsible manner and competent manner ensuring safety of road users and members of the public and yourself. 	<ol style="list-style-type: none"> 7. IT skills in accordance with business requirements 8. Good financial awareness 9. Ability to lead and present to groups 10. Ability to proactively assess evaluate, review, report and develop
Additional Requirements	<ol style="list-style-type: none"> 1. Commitment to working within the School's Child Protection Policy. 2. Commitment to high standards and expectations. 3. High levels of professional integrity, energy and enthusiasm. 4. Flexibility to undertake any role. 5. A passion and desire to drive things 	

The Recruitment Process

1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **9.00am on Tuesday 26th March 2024** Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisted applicants will be invited by email to attend an interview. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

3. Interview Process

Interviews will be held shortly after the closing date. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up the post as soon as possible.

6. Additional information

For further information, please contact hr@greenshaw.co.uk

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.

