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Dear Applicant,

Thank you for your interest in working at Bradford Academy.

We are clear in our vision:

**Known by God
Valued as unique
 Understood and accepted
Guided to be the best we can be
We are a shining light in our community
 Using opportunities to change our lives and those of others
“A city on a hill cannot be hidden”
Our mission is to make a difference.**

Are you ready to change your life and those of others? If so, Bradford Academy is an exciting place to make a difference.

We are a “Good” school, as recognised by Ofsted in both 2013 and 2017. When you visit us, you will see the impact our passionate and ambitious staff have on child from age 2 years old to 18. Every aspect of our provision; Early years, Primary, Secondary and Post 16 is good, and we are rightly proud of the difference we make every day to the lives of over 1800 young people in Bradford. You can read our full report on the Ofsted section of our website.

As a Church of England Academy, we believe that a commitment to developing the faith and spirituality of our learners is of vital importance when working at the academy. Our moral purpose guides us to ensure that every learner can be the best they can be spiritually and personally as well as academically. We believe that we make a difference not only within but out in the local community. This was recognised by being awarded a TES award for Community and Collaboration.

We have two resourced provisions in our Secondary Phase (DSP); one for Physical Disability and one for Autism. This reflects our passion for creating a truly inclusive school that reflects society and develops compassionate, understanding children and young people.

Staff who work at Bradford Academy benefit from support, challenge and investment. We understand how valuable our staff team are and strive to give them all the tools they need to excel in their chosen field. As a member of our team, you will benefit from CPD that was recognised as exemplary, receiving a Platinum level Professional Development Quality Mark from University College London. We value our staff’s wellbeing and believe that Bradford Academy is an exciting and worthwhile place to work.

If you feel you share our vision for improving the lives of young people and have the tenacity, resilience and commitment to be a part of our journey then submit your application or contact us to arrange a visit. We would love to get to know you better.

Yours sincerely

Mrs Mel Saville
Executive Principal

For more information contact our HR department on 01274 256789 or email recruitment@bradfordacademy.co.uk

**Assistant Catering Manager**

**Job summary:**

To provide a professional, friendly and efficient service to the staff and children. Providing advice and assistance, maintaining product, whilst ensuring compliance to the academy’s policies and current legislation.

To step up into catering managers role in the case of absence.

Ordering of goods

Completion of all relevant weekly /monthly stocks

IT literate as electronic accounts/bookwork and a cashless system is in use

Prepare, cook and serve hot and cold meals as and when required, taking into account the special dietary requirements of the students as well as their preferences, whilst maintaining quality and budgetary constraints.

Liaise with the Catering Manager when planning new menus ir order to provide balanced and nutritional meals.

Maintain accurate records of food supplies and cooking and storing temperatures.

Completing daily checks within the Safer Food better business manual and documenting any necessary information.

**Essential skills:**

Good oral and written communication skills. Ability to communicate with both customers and colleagues at all levels of seniority and liaise effectively with other internal departments.

Good interpersonal and customer facing skills, able to empathise, maintain professionalism, display patience and politeness within a pressurised environment.

Team participation and good working relations with all staff are essential.

A conscientious and flexible can do working style.

Confidence to deal with difficult situations and to know when appropriate to seek guidance from line manager. To provide a point of contact for customer enquiries, dealing with these with a successful outcome.

Good attention to detail and ability to recognise the benefits of effective merchandising.

Good working knowledge of products

All products labelled in accordance with health and safety legislation.

Ensure all Health and Safety standards in the kitchen and dining areas.

Ensure all equipment is clean and maintained at all times and any problems reported to the facilities team.

Confidentiality and discretion when dealing with customers and children.

Good working knowledge of the tills and pricing structures.

Have the ability to prepare food in large quantities.

The ability to cater for the schools hospitality needs and to share their skills with other staff members in order for them to learn.

A level 2 in professional catering or similar qualifications is desirable.

Attend disciplinary enquiries for staff members if the need arises.

**Main duties and responsibilities:**

To prepare and cook nutritionally balanced meals in accordance with the dietary needs specified by the School foods standards, within the budget and within all the health and safety guidelines.

To provide an efficient and effective service to customers, understanding their needs and requirements working to exceed wherever possible.

**Other duties and responsibilities:**

To maintain a good level of personal presentation

Supervision of the team alongside the Manager

Ability to work to a budget

Devising costings for dishes, liaising with management as required

To attend staff meetings and training as required, as well as to conduct training within the kitchen.

Assist the Catering Manager with month end stock take and the backing documents associated with this.

To carry out any reasonable request by management



 **Information for Applicants**

**Safeguarding**

Bradford Academy is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share in this commitment. All successful candidates will be expected to undergo an enhanced DBS check and any offer of employment will be subject to its return plus receiving satisfactory references, children’s barred list check and section 128 check (where relevant). Please see our DBS Policy in the Academy Info/Policies area for our policy pertaining to the recruitment of ex-offenders.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

**Job Description**

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Person Specification**

This specification sets out which criteria will be used to shortlist candidates for interview.

**Visiting**

We welcome informal visits from all Applicants before they apply. If you wish to do so, please contact recruitment@BradfordAcademy.co.uk to arrange an appointment.

**Applying**

If you decide to apply for this post please complete the enclosed application form. Your formal letter of application (supporting statement) should be no longer than 3 sides of A4 and should address the selection criteria and competences detailed in the person specification. The Academy must receive a **signed** copy of the form.

Please email to;

recruitment@BradfordAcademy.co.uk

Or

Post to HR, Bradford Academy, Teasdale Street, Bradford, BD4 7QJ.

**Interviews**

Shortlisted candidates will be contacted within two weeks of the closing date.