



Devonport High School for Girls
A Specialist Language College



Information Pack

CATERING MANAGER
(Full Time, Permanent)

Dear Applicant



Thank you for your interest in the position of Catering Manager at Devonport High School for Girls (DHSG). This is an exciting time to join our school on our continuing journey to fulfil our mission. At DHSG, our mission is to offer a challenging and enriching educational experience, which enables our students to develop their curiosity, confidence and aspirations, so that they leave us equipped to enjoy life in a global society. I firmly believe that we live out our mission here at DHSG and this is what makes us one of the best schools in the country!

We are a highly successful and oversubscribed 11-18 selective grammar school and one of the country's highest performing state schools. Our students are absolutely fantastic and we value our staff here, and as such have sensible policies and systems in place. The school's catering team comprises of a catering supervisor and four part-time catering assistants.

The position available is for 37 hours per week, 7.00am – 3.00pm Monday to Friday, 39 weeks per year. Flexibility will be required in the case of school events, lettings or open evenings and holiday cover.

In this applicant information pack, you will find a Job Description, and information on how to submit your application.

If you have the energy, skills and motivation to join us and make a difference, I would welcome an application from you. If you would like an informal conversation over the telephone or a visit to look around prior to applying, please get in touch.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Lee Sargeant', written in a cursive style.

Lee Sargeant
Head Teacher

The City

Plymouth is the largest city south west of Bristol, with a population of approximately 260,000. Located overlooking one of the world's finest natural harbours, it is a city with a proud history.

Recent years, have seen Plymouth develop further as a cultural as well as a commercial, industrial and tourist centre. The city is served by a very active Arts Centre, the Theatre Royal, Plymouth Pavilions and the Life Centre - one of the country's leading sporting venues. Plymouth is also home to the University of Plymouth and Plymouth Marjon University.

There are regular ferry services to Roscoff, France and Santander, Spain. The Devon Expressway (A38) links Plymouth to the national motorway system and the intercity rail journey to London takes approximately three hours.

Plymouth has developed very strong twinning links with cities in Russia (Novorossiysk), Spain (San Sebastian), France (Brest), Poland (Gdynia) and Massachusetts, USA (Plymouth). There are also extensive educational links with many more towns and cities.

Click and open the hyperlink in the image to find out why Plymouth is such an attractive city.



The School

Devonport High School for Girls was established in 1908 and is situated on a lovely green site overlooking Plymouth's Central Park, approximately two miles from the city centre. It is an 11-18 selective girls' grammar school and became an Academy in April 2011.

There are approximately 850 students on roll, including around 225 in the Sixth Form. Students come from Plymouth and the surrounding counties of Devon and Cornwall.

The school is part of The Link Partnership (TLP) with four other schools in the city in order to extend curriculum provision for students in the Sixth Form.

In 2005 the school was granted Specialist Schools Status for Languages. We offer several languages including French, German, Spanish, Chinese and Latin. There is a dedicated Language Laboratory, and exchange and business links have been established within the UK and worldwide. The school first achieved International School status in 2006 and has recently received the award for the fifth time.

As well as its strong international links, Devonport High School for Girls has gained a reputation for academic excellence, which helps launch its students on their chosen career paths. The work ethic in the school is very strong and staff are deeply committed to their teaching.

The school places a strong emphasis on developing the whole person and as part of this commitment organises a broad range of enriching extra-curricular opportunities and a comprehensive programme of field visits, with opportunities for students to travel abroad.

The staff of approximately 100 teaching and support staff (a mixture of full-time and part-time employees) are led by the Senior Leadership Team, which consists of the Head Teacher, Deputy Head Teacher, four Assistant Head Teachers and the Business Manager.

Job Description: Catering Manager

Post Title: Catering Manager

Grade: Grade E Points 15 - 20

Hours: 37 hours per week, 39 weeks per year

Responsible to: Business Manager

Job Purpose: Responsible for the operational efficiency of the catering service, planning, preparation and presentation of food and beverages to the required standard and within the budget limitations. To demonstrate a passion and enthusiasm for fresh food and great service through innovative marketing and developing a team in exceeding expectations.

Key Accountabilities:

CATERING

1. To be responsible for the preparation and presentation of all food to the required school standard and to comply with the Healthy Schools agenda.
2. To order fresh and raw materials and supplies, check deliveries and ensure all fresh, raw and cooked food is stored correctly.
3. To ensure that all staff carry out preparation and cooking of all meals to the recipe specifications and nutritional guidelines, ensuring compliance with allergen labelling.
4. To be responsible for the menu planning, costing and ordering, ensuring the menus are uploaded to the school website via the approved procedure.
5. To ensure the prompt service of all meals, breaks and functions provided, as required by the Head Teacher and budget holders.
6. To ensure that all catering activities are carried out in line with the pre-agreed school budget and to procure products accordingly.
7. To devise and implement promotions and theme days in consultation with the student executive, staff and other stakeholders.
8. To ensure any comments regarding the catering operation – positive or otherwise, are noted and acted upon if appropriate.
9. To regularly review and adjust the menu to ensure it is vibrant and appetising and to remove unpopular or costly items.
10. To be responsible for stock control and rotation of stock; to direct the catering staff in carrying out termly stock takes and ensure the annual stock take is reported to the Business Manager for inclusion in the annual accounts.
11. To occasionally organise special functions which may be outside of normal working hours.
12. To make provision for catering services and catering supplies that may be required and charge to relevant budget holders.

FINANCIAL MANAGEMENT

1. To ensure that all aspects of the School's Finance Regulations are following throughout the Catering Provision.

2. To work with the Estates Manager and Business Manager to develop a Business Plan for the Catering Provision.
3. To undertake appropriate promotion and marketing of the catering service.
4. To have in place procedures to monitor progress against the budget and Business Plan.
5. To operate the software package for the Catering Provision to provide accurate information relating to income, expenditure and activity to be included in the accounts
6. To ensure there is a fully costed menu, with sufficient information to ensure portion control.
7. To oversee the running of the cashless till system ensuring that all items purchased are recorded.
8. To prepare daily, weekly and termly trading records highlighting significant variances to the budget plan.
9. To maximise the full potential of the catering provision in terms of turnover, profitability, quality of food and value for money for students and staff.

COMMUNICATIONS

1. To attend weekly meetings with the Catering Supervisor, Estates Manager and Business Manager.
2. Attend meetings with the Student Executive on a regular basis to obtain feedback from the student body.
3. To actively monitor consumer satisfaction with the food provided on a regular basis.
4. To hold regular team meetings with all catering staff.
5. To be responsible for the immediate reporting of staff absences to the Personnel Assistant/Business Manager.

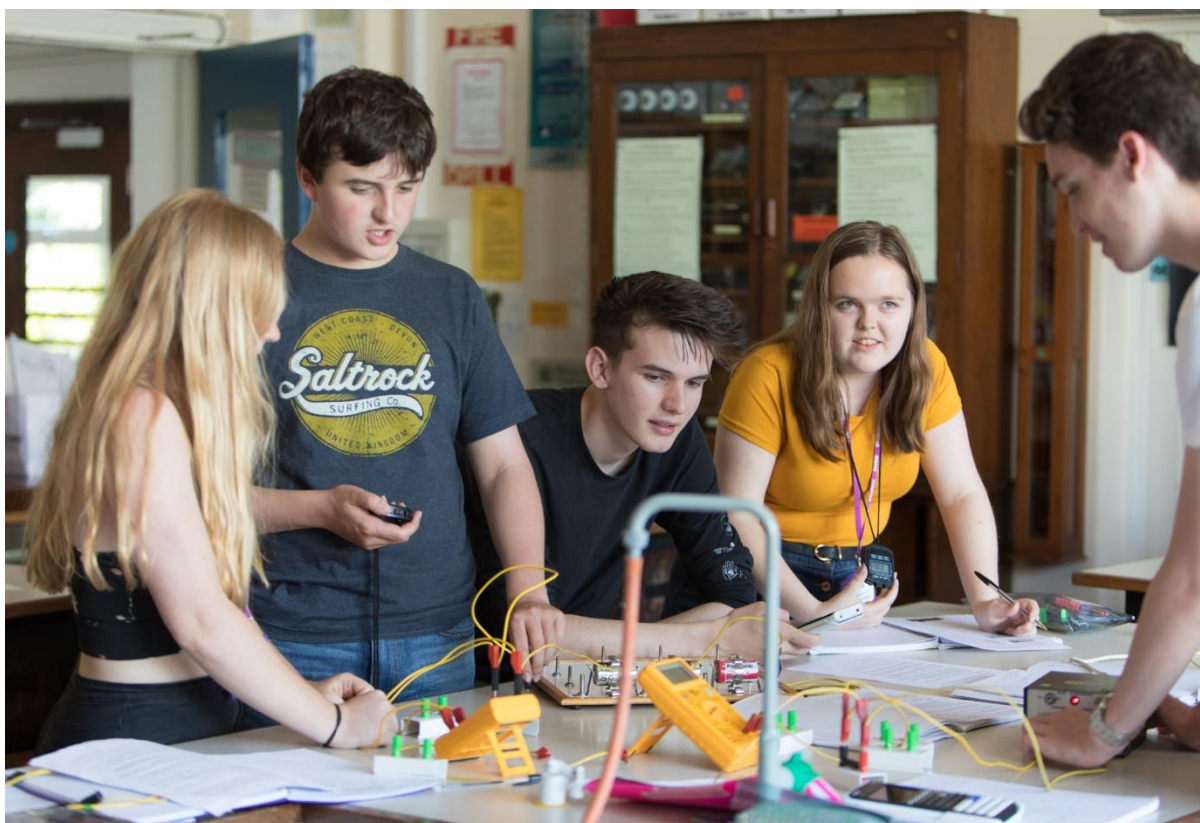
TEAM LEADERSHIP

1. To lead, motivate and inspire the catering team.
2. To have an effective, knowledgeable and flexible team
3. To assist in recruiting and to induct all new members of the catering staff.
4. To monitor staff performance, providing training and development as necessary.
5. To participate in the Performance Management of the catering staff.

HEALTH AND SAFETY

1. To report all accidents and any food/dietary concerns.
2. To be responsible for ensuring that all aspects of health and safety legislation are complied with in so far as the catering service is concerned.
3. To ensure that the cleaning schedule is complied with and carry out cleaning as required.
4. To ensure that we receive a high award for food hygiene.

This job description outlines the duties required for the post and indicates the level of commitment and responsibilities expected. The list is not exhaustive and you may, from time to time, be required to undertake other duties to meet the needs of the school.



How to apply

All applications for employment should be made by completing the school's application form, which can then be submitted by post to the school address or by email to recruitment@dhsg.co.uk. The form can be downloaded from the 'Staff Vacancies' section of the website at www.dhsg.co.uk. Please note that CVs are not accepted.

Applications for this vacancy must be received by **9am on Friday 17th January 2025**. Interviews are expected to take place on **Friday 24th January 2025**.

If you would like to visit the school or have an informal, confidential discussion about the role, please contact:

Mrs P Hockedy
Personnel Assistant
Devonport High School for Girls
Lyndhurst Road
Peeverell
Plymouth
Devon
PL2 3DL

T: 01752 705024

E: recruitment@dhsg.co.uk

Devonport High School for Girls Academy Trust (established on 01 April 2011), known as Devonport High School for Girls, is an exempt charity. The trust is a company limited by guarantee and registered in England. Company No: 7556657