



# Lipson

Academy

## Recruitment Pack for Catering Manager

Closing Date: Sunday 5th January 2025

Ted  
Wragg  
TRUST

# Ted Wragg Trust



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Wragg  
TRUST

An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



## Welcome from the Ted Wragg Trust CEO, Moira Marder

On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

## Our Values



### Selflessness

- put **children** at the heart of all we do
- prioritise others and build **healthy teams**
- **be brave**

### Ambition

- **work hard**
- **strive** to be even better
- be the **best** we can

### Collaboration

- build **trust**
- build strong **relationships**
- be **stronger together**

## How will we succeed?





# Welcome from Martin Brook, Headteacher

Welcome to Lipson Co-operative Academy, a school at the heart of its community trying to ensure that every single student is given the best possible opportunity to reach their true potential. We put culture first and believe that everything else follows.

At Lipson we like to do things a bit differently. Kindness is at the heart of everything we do so therefore the relationships between our people at all levels are crucial. Lots of schools talk about the importance of this, but for us it is the foundation upon which everything we do is built. In the classroom and around the school it is the quality of the relationships between our staff and our students that underpins every aspect of our work.

If you join us, you are not just joining a school; you become part of a family. It is a place where everyone is valued and known as an individual. Staff wellbeing is an integral part of our ethos and we are not afraid to say no to the latest initiative or gimmick if we do not think that it will add value to what we are already doing. Our core purpose is to raise levels of student achievement and we will only put our efforts into anything that we believe will have a positive impact on this simple mantra. However, Lipson is also about working together and we aim to create an environment where students and staff can have fun, be valued and thrive.

We want our students to be confident, well rounded individuals who are fully prepared and able to play a full role in the world in which they live. It is important that they leave Lipson with the necessary skills and qualities required to make a contribution to society, but it is also vital that they leave us with the necessary qualifications to earn their way in the world.

Our students are fantastic young people and they are rightly very proud of their school. Our role is quite simple. It is to do everything we can to enable the teachers here to teach to the very best of their ability so that our students can learn to the best of theirs.

We think we are on to something special here at Lipson; come and join us and be the one that makes the difference. We warmly invite you to visit our school to experience for yourself its unique atmosphere and see the outstanding opportunities we offer our students

**Martin Brook**  
**Headteacher**

# Key Details

Job Title: Catering Manager  
Location: Lipson Co-operative Academy, Bernice Terrace, Plymouth, PL4 7PG  
Salary: £29,093 - £32,115 (Actual Salary £25,664 - £28,330)  
Hours of work: 37 hours per week (Mon to Fri, 6am - 2pm) for 40 weeks per year  
Start Date: ASAP  
Responsible to: Business Lead  
Closing Date: Tuesday 7th January 2025



## How to apply

If you would like an informal conversation about this role with the Business Lead - Amy Humphries please contact [hr@lipson.plymouth.sch.uk](mailto:hr@lipson.plymouth.sch.uk)

Please apply [here](#)



# Job Description

## Summary of the Role:

We are looking for a calm, reliable individual to supervise the catering operation at the academy in the production of 'safe' high quality food in a hygienic environment in accordance with all current legislation, using the established framework.

To lead the catering team to undertake their daily operational duties and to provide an excellent customer experience.

This role will involve working with both staff and pupils across the school community.

### Your responsibilities

- Inspire the catering team, staff and students with your passion for great food to ensure all customers look forward to meals, enjoy the food and get the most they can from each eating experience.
- Communicate with students, staff and parents at all levels, listen, embrace feedback about customer needs and service quality perceptions and support the education of our young people around the healthy eating agenda.
- Plan, organise and direct daily production and service. Manage catering requests and take a hands-on role in the preparation, cooking, presentation and service of food ensuring quality standards are adhered to, there is sufficient choice and quantity and that service begins and is completed on time.
- Implement the national standards for school meals (as a minimum) and support the school to deliver the health and wellbeing agenda.
- Take a lead role in ensuring that the Catering Strategic Plan, government guidelines and the nutritional needs of the customer including individual customer's dietary requirements are met.
- Take a lead role in ensuring that all catering specific health and safety, food safety, fire, security and COSHH procedures are documented, understood and adhered to by the catering team. Ensure that due diligence and compliance records are maintained. Ensure that cleaning schedules are robustly followed. Take a lead role in drafting and periodically reviewing food safety procedures, safety risk assessments, COSHH records and allergen records.
- Mentor and train the catering team to enhance their collective skills and develop a passionate food culture. Ensure the team enjoy themselves at work and are proud of everything they do.
- Lead on ensuring there is effective stock, ensuring that there are effective records to support regular stock takes.
- Maintain an inventory of materials and equipment and ensure that all faults are reported to the catering contractor.
- Ensure that the kitchen is a well maintained and hygienic environment, reporting all building faults to the Estate Lead.
- Take a lead role in any audits, liaising with Environmental Health to ensure that all regulations are up to date including the Health and Safety at Work Act 1974 and the Food Safety Act 1990.

## Grading criteria

- Manage the ordering of catering supplies and stock rotation in line with the schools Best Value statement
- Lead on menu planning ensuring that the menu is healthy and nutritionally balanced
- Lead on effective allergen recording and implementing.
- Carry out any other duties relevant to the role
- Provide on-the-job training for colleagues and oversee quality of work.
- Follow instructions and procedures which may occasionally need to be adapted to resolve routine problems
- Use readily available information or assistance to resolve issues where the outcome may not be straight forward.
- Undertake work carried out within clearly defined rules and make decisions from a range of established options
- Make decisions which have a material effect on internal operations of their own or other departments.
- Responsible for the proper use and safekeeping of hand tools, small items of equipment and low-cost materials or for the accurate handling and security of small sums of money or financial resources.
- Work where tasks are interchanged but the program is not normally interrupted.
- Work requiring substantial physical effort with short periods of intense physical effort; or normal physical effort regularly in awkward postures
- Work may be outside or inside but with exposure to moderate noise, heat or difficult conditions
- Potential risk to personal safety due to contact with clients
- Has practical skills in a specific area.

# Person Specification



## Qualifications

- A-Level/Level 3 qualification in Catering or equivalent experience
- Food hygiene certificate

Essential

Desirable

## Experience

- Experience of working in the relevant discipline
- Experience of working in an educational setting

Essential

Essential

## Key skills

- Maintain confidentiality and adhere to Data Protection regulations at all times
- Good knowledge of food hygiene and allergens
- Excellent knowledge of health and safety
- Excellent organizational skills
- Able to meet deadlines
- Able to use own initiative
- Excellent team player
- Able to fulfil all aspects of the role with confidence and fluency in English

Essential

Essential

Essential

Essential

Essential

Essential

Essential

Essential

## Values

- **Ambitious:** works hard, has the highest standards and is positive for the future.
- **Selfless:** is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities.
- **Collaborative:** builds strong relationships and networks.

Essential

Essential

Essential

# The Ted Wragg Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



## Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities in our Trust to access development and wider networks with some of the best schools, Trusts and leaders across the country.



**Dixons Academies Trust** – A well-established multi-academy trust of 15 schools serving the communities of West Yorkshire and the North West whose mission is to lead educational improvement in the region through high performing academies which value diversity and maximise student achievement.



**Cabot Learning Federation** – A multi-academy trust of over twenty academies serving communities in the South West of England. Valuing collaboration and ambition, the Trust works to accelerate school improvement and embed excellence in their academies.



**Reach Academy Feltham** – Reach believe in the power of all through, cradle to career, education, focusing on providing seamless transition from their nursery through to their Sixth Form.





Thank you for your interest!

[www.lipsonco-operativeacademy.coop](http://www.lipsonco-operativeacademy.coop)

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[www.tedwraggtrust.co.uk](http://www.tedwraggtrust.co.uk)



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