





DIRECT LINK TO
APPLY

Recruitment Pack

Catering Manager (Grade E)

Closing date: Monday 15th July

Interviews: Wednesday 24th July

The post may close earlier depending on applications received so if you are interested, please apply as soon as possible





Matford Brook Academy

We write our story

A 'once in a lifetime' career opportunity

This is an exceptional opportunity, and a rare one, to be part of a brand new, all-through school in a vibrant city. We opened in September 2023 to a new cohort of Year 7 pupils and look forward to our Nursery and Primary also opening from September 2024. We are looking for someone who is excited by the potential of a start-up school, enjoying all aspects of what this offers; someone who passionately wants to be in our founding team. With energy and ambition for this new school community, a resourcefulness for any challenge that arises, and a commitment to creating a flagship school in the South West, we will 'write our story' together.

Together, we are building a limitless environment for our children where everything is possible and where the exceptional is delivered as a norm. We show our love for our pupils in everything we do and in our relentless aspiration for every child in our school.

Family Dining

At Matford Brook Academy, we come together every day at lunchtime to eat a hot meal together. We call this Family Dining and it is a daily celebration of our community. We believe that it is fundamentally important for all children to have a healthy meal each day at school. We also believe that mealtimes are an opportunity to come together as a school community, to discuss how the day is going and to build great relationships between staff and pupils.

Our catering partner is Educatering from Dart Fresh - <u>www.educatering.uk</u> - who pride themselves on restaurant quality, locally sourced meals for pupils and share our passion for mealtimes at school.

Catering Manager

Our Catering Manager will be a vital member of our team, inspiring the catering team, staff and students with their passion for great food and underpinning the family dining model which brings pupils and staff together each day.

We are looking for someone with high standards to lead an excellent catering service with overall responsibility for the day to day running of the kitchen, including compliance and health and safety.

Mission and Values

Our mission at Matford Brook Academy is to provide an excellent, all-through education that empowers children to believe they can, and should, change the world around them. We summarise this in one mantra that is woven through the fabric of our school: at Matford Brook Academy, we write our story. We are providing a school with an excellent education and broad opportunities for our children, rooted in the core understanding that, in order for children to thrive both now and in their future, they need to believe that the greatest influence on their lives is themselves.

We are a school where all staff build positive relationships with children, parents and visitors to the school, seeing this as fundamental to every child's success.

We reflect this through the Values of Scholarship, Kindness and Community.

You can read more about our Values on our website.



All-through schools are uniquely positioned for children to have a seamless educational journey, supported from the moment they first step into school to their aspirational next steps. Joining in the Nursery & Preschool, Reception or Year 7, pupils and their families benefit from the opportunity to stay at the same school for their whole school career.

Transitions can be a challenge; all-through schools avoid this with staff knowing pupils and their families well, providing continuous support and a consistent school experience.

For staff, whether your experience to date has been within EYFS, primary or secondary – or, indeed, all-through – you will be an all-through colleague, working closely with our whole team. With the opportunity to draw upon the expertise of colleagues across the phases, we provide the very best educational experience for all of our pupils.

Matford Brook Academy is intentionally designed as a 'cradle to career' school, modelled on the innovation at Reach Academy, Feltham and currently in development at Ted Wragg's other all-through school, Cranbrook Education Campus. We believe that schools are civic institutions that have a responsibility to its community and we are energised by the opportunity to build an integrated pipeline of support for our families.









Why choose Matford Brook Academy?

Our School Site

We are currently based in a temporary, satellite site at St Luke's CofE School, Harts Lane, Exeter EXI 3RD. We look forward to receiving our permanent building in July 2024.

Matford Brook Academy

March Close, Matford, Exeter EX2 0BZ Tel: 01392 717140 info@matfordbrook.academy

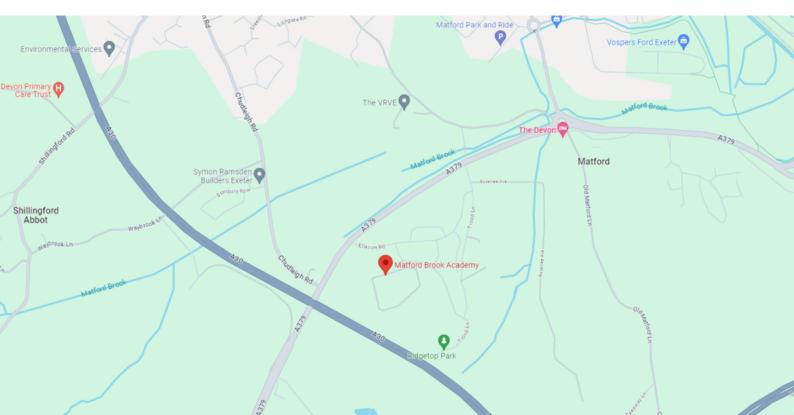


Incredible facilities

Matford Brook Academy is a purpose-built two and three storey building. Whether in the EYFS, Primary or Secondary phase, all children will benefit hugely from learning in this exceptional space.

Covering approximately 9,196sqm, the state-of-the-art building provides excellent facilities such as a fully equipped theatre with tiered seating, quality sound and visual set-up, an activity studio, a spacious learning and resources centre and two recreational halls in addition to a dedicated dining hall. We have excellent classroom-based technology across the curriculum. Our staff car park has EVC points.

The extensive sport facilities include a traditionally built four court sports hall, a large 3G artificial turf all-weather flood lit pitches, netball courts, a full sized adult football pitch, a cricket square, a full sized adult rugby pitch, 400m athletics track and field provision, an outdoor learning environment including woodland area and a four-court multi-use games area (MUGA).



Staff testimonials

I love working for such a forward thinking and collaborative team who really care about the wellbeing and success of each person in our community. It is such an exciting opportunity to create our school culture from the beginning and I have never been so optimistic about the outcomes of the children in my care. As a teacher and as a leader, I feel supported in my decisions that uphold the highest expectations for pupils, creating a high level of consistency in our classrooms that allows the really enjoyable aspects of the job to shine through.



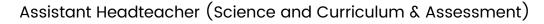
Assistant Headteacher (Mathematics and Personal Development)



I was attracted to work at Matford Brook Academy for the unique opportunity to become a foundational root of a growing local community. It is so rewarding being part of a supportive staff body which prioritises a culture of high expectations and consistency. Ultimately, this has a profound impact on pupils' learning and their ability to become brilliant authors of their story.

Teacher of Sports, Health and Nutrition

I am incredibly proud to be part of the inaugural team growing something so special at Matford Brook Academy. Building a calm, focused yet stimulating learning environment around a truly kind and caring community has always been an ambition of mine. It is so incredibly rewarding to see our vision come to life.





Emma



Being part of the inaugural team at Matford Brook Academy has truly felt like a once in a life-time experience. This school is something special. Everything I felt needed to happen in order to give pupils the very best is happening here and being able to share my voice and seeing the impact of that is everything that I wanted out of my career.

Pupil Empowerment Lead & DDSL





Job Description

Catering Manager

Key Purpose of the Role

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by enabling excellent educational experiences through managing the preparation, cooking and service of food and beverage to customers of the catering service, providing customer satisfaction at all times.

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, actively participate in the school's Food Policy Group 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 campus 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.

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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 Premises Manager.

Ensure that the kitchen is a well maintained and hygienic environment, reporting all building faults to the Premises Manager.

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.

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.



Person Specification

Catering Manager

Qualifications

A-Level/Level 3 qualification in Catering or equivalent experience (essential)

Food hygiene certificate (desirable)

Experience

Experience of working in the relevant discipline

Experience of working in an educational setting

Other Skills and Attributes

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

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.

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will also be completed.

Ted Wragg Trust



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



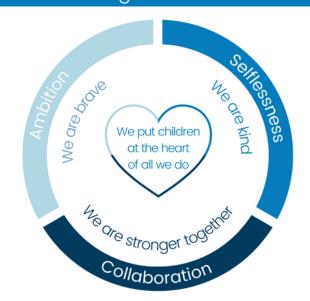
Welcome from the Ted Wragg Trust CEO, Moira Marder



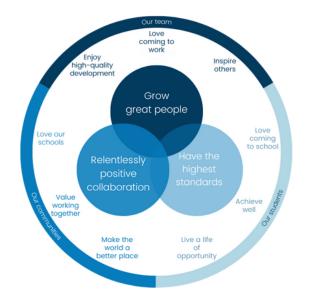
On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an ambitious and inclusive Trust of schools strengthening our communities through excellent education. Our values driven, rapidly growing 2-18 Trust has the highest expectations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

We demonstrate our love through our values



How we will succeed



Our 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 for a Headteacher joining our Trust to access leadership development, study tours and wider networks with some of the best schools, trusts and leaders across the country.















Welcoming and developing great people

Working with the Ted Wragg Trust is an incredible opportunity for anybody wanting to further their career and professional development. The Trust schools are relentlessly positive, vibrant and ambitious; now is a truly wonderful time for a hardworking, inspirational leader, with a passion for social mobility, to join the team.

Tim Rutherford - Deputy CEO - Ted Wragg Trust

Our leaders have a real opportunity to make a significant difference to the life chances of our children, especially those from deprived communities. Our leadership teams work collaboratively to share ideas and expertise and we pride ourselves on a shared approach to school improvement.

Our benefits

- Values driven organisation
- Medical information service
- 24/7 helpline available for employees and immediate family
- Life support service (including counselling, bereavement, legal information)
- Wellbeing courses
- Online Cognitive Behavioural Therapy (CBT)

Caleer Development

- Professional and personalised training and development
- Time off for training and development
- Individual coaching programmes
- Cross curricular and professiona networks
- Ted Wragg Trust Leadership and Development Programme

Ted 5 Wragg

Lifestyle

- Enhanced leave benefits
- Family friendly and flexible working arrangements
- Reduced workload
- Cycle to Work Scheme
- My Healthy Advantage app
- Pure Gym discounted membership

Financial

- Competitive salaries and generous relocation packages
- Continued recognition of National Terms and Conditions
- Continuous service honoured under the Redundancy
 Modification Order
- Teachers' Pension and Local Government Pension Schemes

In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.



Key Details

Job Title: Catering Manager

Location: Matford Brook Academy

Salary: NJC Grade E (£27,803-£30,825)

Actual salary (pro-rata'd) £23,913-£26,512

Working pattern 37.5 hours per week, 39 weeks per year

Required From: August 2024 (starting date tbc)

Contract type: Permanent contract

If you share our mission to transform lives and strengthen communities to make the world a better place, and live by the values of being ambitious, selfless and collaborative, we would love to hear from you.

How to apply

Please navigate to vacancies available on the Trust website and search under 'Matford Brook Academy' to make your online application

DIRECT LINK TO APPLY

Any questions? Email: hr@matfordbrook.academy or call 01392 714140