

Catering Manager

Application Pack



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THE
COTSWOLD
SCHOOL

Creating Brilliant Futures

Welcome from Will Morgan, Headteacher

Thank you for your interest in this post.

Based in the stunning village of Bourton-on-the-Water, Gloucestershire, The Cotswold School has earned an 'Outstanding' reputation as a popular and successful 11-18 comprehensive academy.

Please watch our video, Welcome to The Cotswold School, to find out more from teachers and students about what makes our school an inclusive, ambitious and happy place to learn.

I am proud to lead an incredible team of staff, who go the extra mile to provide our students with an inspiring education, fully equipping them for their future lives. The values of friendship and knowledge, symbolised on our badge, underpin all our learning and development activities and ensure that the wellbeing of our students and staff is also cared for.

At the heart of our school ethos is a commitment to excellent teaching and aspiration, which drives progress and attainment. Our students thrive academically and also personally, with opportunities to take part in musical performances and a huge range of extra-curricular clubs; writing competitions and debates; community fundraising; student leadership; and careers events.

We have an inspiring and caring school community, which includes families, local businesses, our staff, PTA and, of course, our students. Why not have a look at our website News pages, to see how we have found ways to support ourselves and others and develop our learning and talents?

Successful candidates who are shortlisted for an interview will be contacted by email or phone.

I look forward to hearing from you.

Will Morgan
Headteacher



Job advert

Role: Catering Manager

Reports to: Headteacher, Estates & Compliance Manager

Contract: Full Time, Term Time Only, 7am to 3pm Monday to Friday

Pay: Grade 7, Point 21 of the NJC Local Government Pay Scale (£32,115 FTE) (Actual approx. £26,900 per annum). Salary negotiable depending on experience.

Closing Date: Friday 29th November 2024 at 9am

From January, we are seeking to appoint an enthusiastic and reliable person to run our busy Catering Department to provide a friendly and professional service for students, staff and visitors. The Catering Manager will have full responsibility to oversee all catering facilities of the school including menu design, food purchase, provision of meals, stock and financial management.

Experience of working in a busy catering/school environment or managing a team is desirable.

WE ARE LOOKING FOR THE FOLLOWING SKILLS AND QUALITIES:

- Proven track record of preparing and serving food in large quantities
- Excellent organisational skills specifically in respect of stock, financial management and administration
- Knowledge of Health and Safety requirements, COSHH regulations and HACCP procedures
- A good communicator and team player able to make robust decisions and manage a team

WE CAN OFFER YOU:

- The opportunity to lead a dedicated team within a caring school environment
- Local Government Pension Scheme with generous employer contribution
- Employee benefits including an Employee Assistance Programme & Cycle to Work scheme
- Free onsite parking including electric car charging points

The candidate will contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to the Keeping Children safe in Education (KCSIE) guidelines and Area Child Protection Procedures.

The Cotswold School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, Governors, visitors and volunteers, to share the same commitment.

Job description

Job Title: Catering Manager

Responsible to: Governors, Headteacher, Estates and Compliance Manager

Overall Responsibility

To run and manage the kitchen and dining room (excluding the supervision of students) ensuring the smooth operation and efficiency of the canteen.

To manage the administration, organisation and control of food production, to ensure that food service is efficient and that standards and financial targets set for the canteen are met.

To ensure that the canteen facility meets all Health and Safety regulations.

To work to implement the Department of Education's Healthy School's Scheme.

Contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to the Keeping Children Safe in Education (KCSIE) guidelines and Area Child Protection Procedures.

Job Outline

- To plan fresh menu's seasonally, organise and carry out the production of meals and ensure their efficient service, and to order all food and commodities required in the kitchen ensuring suppliers provide best value to the school ie. best value benchmarking. To hold regular reviews with existing suppliers re service delivery.
- To operate the kitchen stores, including stock control, commodity records and security.
- To monitor sales of meals and snacks, ensuring that the correct procedures are followed by staff when using the cashless catering system.
- To directly manage the catering team and assist with the provision of meals including preparation, cooking and serving and assistance with cleaning as required.
- To ensure the correct completion of all appropriate paperwork in accordance with current school policy and Cooksafe, the regulatory training body.
- To ensure the use of correct work methods and practice by the catering team and that the laid down legal standards of kitchen and personal hygiene, general health and safety are maintained. To identify and arrange provision of training as required.
- To undertake such duties as are required for the effective operation of the catering facility in line with the grade of the post

Personnel

- Maintain a record of staff working hours and provide accurate overtime sheets to the HR Officer
- Maintain a record of staff absences and report weekly to the HR Officer
- Ensure that the Assistant Catering Manager is sufficiently familiar with the day to day running of the canteen, to be able to deputise during any absence of the Catering Manager
- Set a good example in terms of personal presentation, attendance, punctuality and behaviour

Stock and Financial Management

- Maintain accurate accounts of all income and expenditure.
- Create purchase requests on the Hoge system for all orders ensuring requests are authorised by the CFO before purchase.
- Order necessary supplies in order to prepare healthy and nutritious meals

- Check food supplies on arrival and sign for delivered goods, if correct
- Keep adequate supplies of all necessary foods to prepare meals
- Cost meals and set appropriate prices to be updated on the cashless catering system
- Cost, prepare and organise special event meals eg. Christmas Lunch
- Calculate and maintain records of daily income from meal sales
- Provide accurate accounts for the CFO to arrange banking of weekly takings
- Purchase all necessary catering equipment through the Finance Department to ensure best value
- Promptly organise all necessary repairs of the catering equipment, providing receipts to the CFO for payment
- Print off reports from the cashless catering system ensuring a copy goes to the CFO
- Ensure any cash received is put in the safe ready to pass to the finance department

Other Specific Duties

Health and Safety

- Maintain stocks of food under appropriately hygienic conditions and ensure stock rotation.
- Ensure that all agreed Health and Safety policies, COSHH regulations and HACCP procedures are complied with.
- Manage fully any Health and Safety inspections.
- Prepare and serve all meals in line with National Nutritional standards.
- Adhere to a high standard of personal cleanliness and hygiene and ensure all members of the catering team do the same and adhere to all safe working practices and risk assessments
- Report immediately any machinery faults or unhygienic areas to the Estates and Compliance Manager
- Plan appropriate balanced meals taking into account any special dietary requirements
- Order and issue all necessary cleaning materials
- Maintain a record of student food allergies
- Provide information regarding meal contents related to student allergies
- Provide all necessary information for the Health and Safety inspections
- Ensure the safe and appropriate disposal of all meal waste
- Maintain an incident log of all accidents that occur in the canteen
- Maintain an appropriately stocked First Aid kit
- Carry out risk assessments for all machinery used in the canteen
- Ensure that all members of the catering team are aware of how to operate machinery safely
- Ensure that all areas of the canteen are locked at the end of the working day
- Obtain a nationally recognised First Aid certificate and attend suitable refresher courses to keep qualifications up to date.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Supporting Pupils

- Encourage the development of social skills and self-discipline amongst the students, e.g. eating in a socially acceptable manner and displaying good manners.
- Support the behaviour policy of the School by reinforcing acceptable behaviours in non-structured situations, e.g. how to move around the School, socialising with others
- Deal with or report, to the nearest member of the duty staff, incidents that are seen or reported regarding pupils' welfare.

Continuing Professional Development

- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Undergo appropriate training to support the delivery of 'other specific duties' in order to develop skills for the post.
- Maintain a professional portfolio of evidence via SchooliP to support the Performance Management process - evaluating and improving own practice.

Continuing Professional Development – Staff

- To carry out annual appraisals of the Catering Team using the School iP system In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with relevant developments, which may lead to improvements in the day-to-day running of the school.

Co-ordinate and contribute to the provision of high quality professional development through an effective Performance Management programme, making use of, where appropriate, other sources of expertise eg. external training agencies

- Consider the expectations and needs of other members of staff, and in particular ensure that newly appointed staff are appropriately inducted, monitored and supported

The Cotswold School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, Governors, visitors and volunteers, to share the same commitment.

This position is subject to an enhanced DBS check, satisfactory references and checks regarding suitability to work with children. This post is in regulated activity and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, amended 2013 & 2020).

The successful applicant will be subject to all necessary checks and be required to provide evidence of identity, right to work in the UK and professional qualifications (where relevant). In line with KCSIE, we will conduct an online search for all shortlisted candidates. Any relevant information will be discussed further with the applicant during the recruitment process.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

We are an equal opportunities employer and value and respect diversity across our whole school community. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

The Cotswold School Canteen

Details and Information

The Cotswold School Catering Department currently has a team that includes one Assistant Catering Manager plus six Catering Assistants.

The catering team provide freshly prepared meals each day in our 5-star hygiene rated kitchen. The 5-star rating has been held for over 20 years.

Currently, approximately 5% of students have special dietary requirements ranging from Coeliac Disease to nut and dairy allergies. All staff take great care to avoid cross-contamination and follow Natasha's Law, ensuring all produce is labelled correctly.

As well as the students, the catering team provide food for staff and guests on Staff Training Days. Staff run a breakfast club where students can purchase cereals and fruit, bacon or sausage baps and pastries. Hot Meals are served over two breaks as well as a wide selection of cold food including panini's, baguettes, wraps, sandwiches and salads. Three times a week staff serve our very popular street food such as curries and chillies. As well as the canteen there are two pods in the school grounds serving panini's, healthy snacks and drinks.

The canteen operates a cashless catering system which has hugely increased efficiencies and has reduced the need for cash in school.

The dining area has been recently decorated and new purpose-built tables and seating fitted. Last Summer, a 20 grid rational cooker was installed to use alongside the existing 10 grid to further increase and diversify food provision.

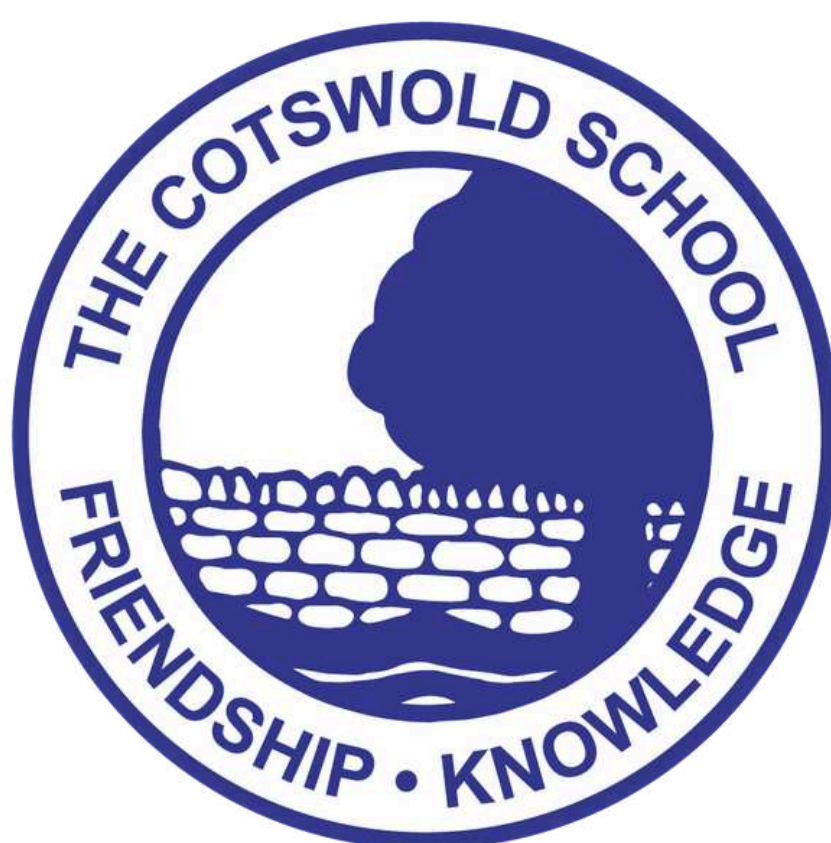
The budget allocated for 2024/25 is £300,000.

Notes to applicants

- Please do not use the TES or Gloucestershire County Council application form. Please use The Cotswold School Application Form which can be downloaded via our website
- Please complete the application form in full to ensure that full consideration can be given to all candidates and to comply with legal requirements relating to recruitment in schools
- Please do not include a CV or write 'see CV' in any sections on the form
- Please ensure that you include the title of the post that you are applying for (Section 1)
- Please provide an explanation for any gaps in chronological dates relating to education and employment history (Sections 4,5 & 6)
- If you are not writing a covering letter to submit with your application, then please complete Section 10, in full
- Please provide full details of two referees (Section 11)
- Both declarations (Sections 15 & 16) must be signed and dated
- Once completed, please return your application form by email to Mrs C Chapple, HR Officer, cchapple@thecotswoldschool.co.uk
- If returning by post, please send to Mrs C Chapple HR Officer, The Cotswold School, The Avenue, Bourton on the Water, Cheltenham, Gloucestershire GL54 2BD
- The closing date and time must be strictly adhered to
- All information given will be treated as confidential

The Cotswold School is committed to being an Equal Opportunities Employer and welcomes applications from people with disabilities. If you require additional help with our recruitment process, please contact Mrs C Chapple HR Officer (contact details above).





The Cotswold School
The Avenue
Bourton-on-the-Water
Gloucestershire
GL54 2BD

www.cotswold.gloucs.sch.uk
01451 820554

email: admin@thecotswoldschool.co.uk

