



**Catering Manager**

**Application Pack**

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**Letter from Cathie Paine, Chief Executive Officer**

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Cathie Paine**

**CEO**

# Our Touchstones

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago Touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

Post: **Catering Manager**

Job Terms: Permanent, 30 hours per week, Monday to Friday, Term Time Only plus 5 INSET days

Salary: NJC England and Wales, SCP 9 – 11 £25,119 - £25,979 FTE salary.

Start Date: ASAP

The catering manager will be responsible for the operational efficiency of the catering service within Unity Primary Academy, this will entail the planning, preparation and presentation of food and beverages whilst working within the budget limitations and managing our catering team.

**Successful candidates should have:**

|  |
| --- |
| * Previous experience of planning meals within nutritional and dietary guidelines |
| * Knowledge of a range of procedures and equipment for preparing, cooking, and serving food |
| * Experience of preparation and cooking of food adhering to hygiene standards |
| * Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to diffuse bad behaviour, to ensure work is carried out in accordance with plans and Health and Safety, etc |
| * Needs to understand how to respond appropriately when faced with difficult situations or when handling enquiries and complaints |
| * Experience of supervising a team |
| * General understanding of the operation of a school |
| * Knowledge of First Aid |
| * Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations   **What can we offer you?**   * An active school community with supportive parents; * An award-winning learning environment; * Excellent professional development opportunities; * A supportive working culture that focuses on positive learning behaviour and high expectations for all children * The chance to work with a supportive family of schools (REAch2 trust) who share the same passion for primary education |

**Background Information about the School**

Unity Primary Academy is situated within the Greenstead Estate of Colchester with close links to the University of Essex, Colchester Borough Council as well as Essex County Council as well as our cluster REAch2 schools. We are proud of our achievements to date, and we are continually seeking to invest in the futures of our pupils, families and staff. We are embarking on a journey of excellence and have the highest aspirations and expectations in all to help create opportunities to become life long learners for our students.

At Unity we believe in giving every child, every chance, every day and approach this by ensuring we keep the REAch2 Touchstones at the heart of our child centred work. The school is well resourced and has extensive grounds that allow us to provide varied learning experiences to engage and motivate our children and the school has recently been awarded a Learning Outside the Classroom Silver Award and we engage with organisations such as the Countryside Trust to bring learning to life. We are also investing in our outdoor provision and are creating additional opportunities to learn life skills and thrive where ever possible.

We are a caring employer who invests in the future of our employees, as only through their excellence can we deliver excellence for the children and families whom we serve. To see more information about the school, please visit our website [Unity Primary academy](https://www.unityprimaryacademy.com/) or the [REAch2 Website](https://www.reach2.org/).

As a member of the REAch2 Trust, a national family of primary academies, Unity Primary Academy is committed to raising standards and achieving excellent for all pupils whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Unity Primary Academy is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references.

# The application

You are invited to submit an application form to **Pieter Labuschagne, Headteacher** using[**recruitment@reach2.org**](mailto:recruitment@reach2.org)

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion or visit please contact **Pieter Labuschagne, Headteacher** via school office on **01206 864226 or by email** [**admin@unityprimaryacademy.com**](mailto:admin@unityprimaryacademy.com)

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:** | Midday – Wednesday 1st May 2024 |
| **Interviews:** | TBC |
| **Contract Details:** | Permanent, 30 hours per week, Monday to Friday,  39 weeks per year - Term Time Only plus 5 INSET days |
| **Salary:** | NJC England and Wales, SCP 9 – 11 (£25,119 - £25,979) FTE salary |
| **Start date:** | ASAP |

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

**Post: Catering Manager**

**Responsible to: Headteacher**

**Core Purpose**

To be responsible for the operational efficiency of the catering service, planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with the Headteacher.

To maintain the highest standards of personnel management, hygiene and health and safety.

**Responsibilities**

* To be responsible for the preparation and presentation of all food to the required statutory regulations and school standards.
* To ensure that all aspects of health and safety legislation are complied with so far as the catering service is concerned, and requirements to be fulfilled e.g. Natasha’s Law
* To be responsible for completion of Allergen data sheets/ changes to support the menu.
* To ensure that methods of preparation and presentation comply with current recognised catering standard and food safety legislation.
* To order raw materials and supplies, check deliveries and ensure all raw and cooked food is stored correctly.
* To ensure all cooking staff carry out the preparation and cooking of all meals to the recipe specifications and nutritional guidelines.
* To ensure all staff adhere to the portion standard yields as stated within the recipe specification and required by the school.
* To be responsible for the monitoring of menu planning and ordering.
* To ensure the prompt service of all meals, breaks and functions provided, as required by the Headteacher.
* To implement local promotions/theme days, as required.
* To ensure that all catering activities are carried out in line with the pre-agreed school budget.
* To ensure any comments regarding the catering operation – positive or otherwise, are noted and acted upon appropriately.
* To plan, implement and review a cycle of nutritionally balanced menus to be revised at regular intervals as instructed by the Headteacher.
* To adjust the menu to eliminate unpopular or costly items.
* To purchase all supplies through agreed suppliers and advise the Headteacher/ REAch2 Catering Lead of any unsolved difficulties with suppliers.
* To be responsible for stock control and rotation of stock.
* To occasionally organise special functions for example parents evening, school events, which may be outside of normal working hours.

**Communication**

* To maintain regular contact with the Headteacher and REAch2 Catering Lead.
* To actively monitor satisfaction with food provided on a weekly basis.
* To hold regular team meetings/briefings with all catering staff and liaise with Headteacher/ REAch2 Catering Lead.
* To be responsible for the immediate reporting of staff absences to the DHT /Headteacher.

**Team Leadership**

* To assist with the recruitment and induction of all new members of the catering staff.
* To assist with the monitoring of staff performance, providing training and development as necessary.
* To be involved in the discipline of staff in accordance with the School Procedure, as required.

**Health and Safety**

* To report all accidents and unfit foods.
* To ensure that the cleaning schedule is complied with and carry out cleaning as required.
* To meet with Headteacher/REAch2 Catering Lead to ensure school healthy and safety is complied with and COSHH sheets completed.

**Other**

* To take all necessary steps to ensure maximum security of kitchen supplies, equipment.
* To undertake the appropriate promotion and marketing of the catering service.
* To identify and recommend improvements and cost savings to the benefit of the customer.

These duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.

# Person Specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Right to work in the UK | Yes |  |
| **Qualifications & Skills** |  |  |
| Level 2 Diploma (or equivalent) | Yes |  |
| Food Hygiene Certificate | Yes |  |
| Natasha’s Law Training | Yes |  |
| **Special Knowledge, Abilities and/ or Experience** |  |  |
| Previous experience of planning meals within nutritional and dietary guidelines | Yes |  |
| Knowledge of a range of procedures and equipment for preparing, cooking, and serving food | Yes |  |
| Experience of preparation and cooking of food adhering to hygiene standards | Yes |  |
| Allergen Data Sheets | Yes |  |
| Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to diffuse bad behaviour, to ensure work is carried out in accordance with plans and Health and Safety, etc | Yes |  |
| Needs to understand how to respond appropriately when faced with difficult situations or when handling enquiries and complaints | Yes |  |
| Experience of supervising a team |  | Yes |
| General understanding of the operation of a school |  | Yes |
| Knowledge of First Aid |  | Yes |
| Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations | Yes |  |
| **Communication** |  |  |
| Good skills in Technology, Literacy, Numeracy, Written, Verbal | Yes |  |
| **Working With Children** |  |  |
| Understand and implement the school’s behaviour management policy |  | Yes |
| Understand and support the differences in children and adults and respond appropriately |  | Yes |
| Understand the importance of physical and emotional wellbeing |  | Yes |
| **Personal Qualities** |  |  |
| Enhanced DBS disclosure with Child Barred List check | Yes |  |
| Flexibility of approach | Yes |  |
| Excellent organisational skills | Yes |  |
| Supportive – able to work as part of a team | Yes |  |
| Ability to work under pressure | Yes |  |
| Commitment to the Vision and Values to our school and REAch2 Academy Trust | Yes |  |
| Confidentiality / GDPR – Understand procedures and legislation relating to this. | Yes |  |
| CPD – Be prepared to develop and learn in the role |  | Yes |

All staff are expected to understand and be committed and to contribute to Trust’s commitment to Equal Opportunities for all.