



Catering Supervisor



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Acorn
Education Trust

Welcome from Sara Edwards

Acorn Education Trust CEO

Thank you for your interest in one of our vacancies, I hope the information enclosed in this pack inspires you to apply.

Acorn Education Trust was established in 2014 to provide a local solution to a national strategy. We now serve 23 settings: 17 Primary Schools, 4 Secondary Schools and 2 nurseries.

Our mission is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We strive for excellent leadership, excellent teaching and excellent learning. Our vision is to transform lives through education.

In every Acorn School, you will see:

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

Every Headteacher focuses on leading teaching and learning in their school. Central teams manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure and invest in school-to-school support. We are therefore able to direct as much money as possible into teaching and learning thus improving the life chances of all our young people.

Whatever role you are applying for, whether in a school or as part of the central team, we hope you can align with our vision and values, have the determination to succeed and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development and a career with Acorn.

We hope this information pack provides you with a flavour of working within our Trust and we look forward to receiving your application.

Sara Edwards

Job Description

Job Title	Catering Supervisor – Kingdown School
Reporting to	Executive Chef / Headteacher

Main Purpose

The Catering Supervisor will provide a high-quality catering service which supports the wellbeing of pupils and staff. This includes meeting school catering and health and safety standards.

Duties and Responsibilities

Meal Planning and provision

- Oversee the provision of high-quality school meals in line with government guidelines and legislation on school nutrition standards
- Plan varied and nutritious menus in advance
- Manage food stocks to prevent shortages or excess supply and adhere to the catering budget
- Cater to special dietary requirements and ensure that allergy information is effectively communicated and labelled
- Ensure consistency in the food standards across all food outlets at Kingdown School.

Staff Management

- Supervise and deploy catering staff and midday supervisors to ensure efficiency and high-quality food provision
- Prepare and manage the duty rota, delegate tasks appropriately to staff, and ensure the smooth running of the team
- Carry out performance management duties and make sure all staff in the team have relevant, required training
- Promote morale and wellbeing among the catering staff
- Ensure consistency in standards of work across all food outlets at Kingdown School.

Health and Safety

- Ensure compliance with school catering standards legislation and the school's food safety policy, health and safety policy, and allergens policy
- Ensure that the kitchen and dining area are kept clean and hygienic
- Ensure that kitchen equipment is used safely and according to operating manuals
- Ensure that kitchen and catering equipment is maintained according to the maintenance schedule

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Job Description (continued)

Health and Safety (continued):

- Arrange for all necessary repairs to be carried out to ensure the safe running of kitchen equipment and remove any faulty equipment pending repairs. Where repair or replacement exceeds the agreed budget, discuss this with the Executive Chef.
- Ensure that catering staff are adhering to proper hygiene procedures, including wearing the correct uniform
- Record all accidents and incidents

Other area of responsibility

Staff appointments

- Assist in the recruitment and selection of catering staff
- Carry out induction and training for new staff member

Safeguarding

- Assist in the recruitment and selection of catering staff
- Carry out induction and training for new staff members

Person Specification

Criteria	Essential
Qualifications and Training	<ul style="list-style-type: none"> • Hold a Level 2 food safety / hygiene certificate (or NVQ equivalent) • First aid training (or willingness to complete it) • GCSE or equivalent level in English and maths desirable
Experience	<ul style="list-style-type: none"> • Experience of working at a management level in an industrial kitchen or catering establishment including: Supervisory experience and experience of recording and managing stock • Experience working with young people • Experience of writing and presenting reports (e.g. financial reports, incident reports)
Skills and Knowledge	<ul style="list-style-type: none"> • Good knowledge of culinary production and strong culinary skills • Knowledge of legislative requirements for: Working in industrial cooking and school catering • An understanding of the routines and challenges of catering in a school environment • Good literacy and numeracy skills • Good organisational skills • Ability to multitask and work effectively in a stressful environment • Strong leadership and teamwork skills • Strong customer service skills
Personal attributes	<ul style="list-style-type: none"> • Sensitivity and understanding, to help build good relationships with colleagues, pupils and staff • Commitment to promoting the ethos and values of the school • Commitment to maintaining confidentiality • Commitment to safeguarding pupil wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference to children and young people

The Catering Supervisor will be required to follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the successful applicant will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Support for Our Staff

Whether your role is in a school or the central team, you will be part of a caring team that will provide you with the support and challenge needed to fulfil your role effectively.

Continued Professional Development (CPD)

- A comprehensive induction programme for all new staff (across all roles), that includes mentor and peer support
- Statutory training on safeguarding, health & safety and GDPR
- Access to over 2,500 world-leading courses, webinars and resources via the National College online training platform
- Support for Early Career Teachers (ECTs)
- Role specific training for Designated Safeguarding Leads (DSLs) and Special Educational Needs and Disability (SEND) roles
- School based training, including mentoring and coaching from senior leaders within school and across the wider Trust; Cross phase and school to school support
- Subject communities, across primary and secondary level, to share good practice across the Trust
- Opportunities to role shadow
- Apprenticeships available at various levels across the Trust for multiple roles, including Teaching, Teaching Assistants, Nursery and IT Technicians

Health and Wellbeing

- A strong culture of wellbeing across all schools and the central team
- Family friendly policies, including comprehensive flexible working policy, adoption leave policy, maternity and paternity (including shared parental leave) policies and staff wellbeing policy
- Access to [Care First](#), an employee assistance programme which provides confidential support on health and wellbeing, relationships, money issues, bereavement and loss, stress, anxiety and depression and much more

Pensions

- Teacher pension
- Local government pension
- Nest pension

Staff wellbeing is very important at Acorn Education Trust. We are consistently looking for new ways to improve our offering, and, regularly collect feedback at all levels to check in with our staff and ensure they feel supported in their role.

How to Apply

If you would like more information about this role, please contact the office via email at hello@acorneducationtrust.com or by phone on 01985 801055.

To Apply

Please visit our [Acorn careers page](#) to complete an application form.

Shortlisted candidates will be invited for a one-day interview

Kingdown School
Woodcock Road, Warminster, Wiltshire BA12 9DR
01985 801055
hello@acorneducationtrust.com

Acorn Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.

**Thank you for
taking the time to
read our applicant
information pack.**



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