



The
Burgate

School & Sixth Form

Recruitment Pack

Sixth Form Café Lead

Registered in England and Wales Register Company Number: 07596997

Key Information

Role: Sixth Form Café Lead (2i/c Catering Team)

Required for: September 2024

22.5 hours a week, Monday to Friday/45.20 weeks a year

Daily hours to be discussed at interview.

Term time only (39 weeks) plus five days worked in the summer holidays to help with deep cleans, stocktakes, and to undertake training.

Total paid weeks will be 45.20 per annum.

Deadline for applications: 09:00 Monday 8 July 2024

You are strongly encouraged to contact us in advance to learn more about the specifics of this post. If you would like to have an informal chat, or a visit, please contact our Operations Manager, Nadine Fortune.

Salary: Scale 1 —Scale 2 (£22,183 - £23,114 FTE)

Salary is dependent on skills and experience.

Please note the salaries indicated are the full time equivalent.

Contract: Permanent/Part-Time

Headteacher: David Pover

The Burgate School and Sixth Form, Salisbury Road, Fordingbridge,
Hampshire, SP6 1EZ

Tel: 01425 652039 Fax: 01425 656625

Email: burgate@burgate.hants.sch.uk

Website: www.theburgate.com



Dear Prospective Applicant

I am delighted that you are interested in applying for the post of Sixth Form Café Lead (Second in Charge of Catering Team) at The Burgate School and Sixth Form. We believe our school is an exceptional place to work, where students and staff share collective values in a happy and inclusive environment.

Each member of our staff team matters, and creativity and innovation are embraced and developed. Our students are a pleasure to work with and we encourage you to come and see this for yourself. 'Learning for Life', our school and college motto, underpins our culture and applies to every member of our school and sixth form community, whatever stage they are at.

Our desire to be one of the top comprehensive schools nationally continues with great enthusiasm and this appointment is a key factor in ensuring that we achieve that ambition. Please take your time to explore our school's website and this recruitment pack which will give you a greater understanding of what we believe is an ambitious, creative and successful school.

I very much look forward to receiving your application to work with us at The Burgate.

Yours sincerely

David Pover
Headteacher

The Role

We are looking for an enthusiastic and self-motivated individual to run our Sixth Form Café and be second in charge to our catering team. We are looking for someone who can take a proactive approach to further developing our sixth form café ensuring a high quality, enticing and exciting provision within our dedicated Sixth Form building.

Reporting to the Catering Manager, you will work as part of the catering team, Monday to Friday, term time (plus five days in the summer holidays). You will be preparing, cooking and serving food, snacks, hot/cold beverages to students and staff.

In addition, you will support with preparing the dining area for service and carry out cleaning duties whilst maintaining high quality standards of health, hygiene and safety. There may be a requirement on occasion to provide cover in the main school kitchen.

It's a rewarding job, and we'll give you all the support you need to succeed. You'll need to enjoy being part of a team and be able to cope in a busy environment.

What we are looking for:

It is important you have good interpersonal and organisational skills with the ability to communicate at all levels. Experience of working in a similar role, having a catering background or experience of producing food items would be an advantage.

You will also:

- have good literacy and numeracy skills
- be able to work in a team and under own initiative
- be able to multi-task in a fast-paced environment
- be keen to learn and develop own practice
- have good IT skills

If you are a team player with a flexible approach and a positive, can-do attitude, we would be delighted to hear from you.

Why work for us?

Working at The Burgate School and Sixth Form is stimulating, challenging and fun. Life here is always varied, never dull and infinitely interesting because of our enthusiastic students, who really enjoy being at school.

With our term time contracts, we offer an excellent work life balance, a commitment to training and development and a friendly and supportive working environment. To find out more about us, visit our website <https://www.theburgate.com/> to get a flavour of our school.

You will also benefit from:

- A supportive school community with friendly colleagues.
- A commitment to professional development to support your individual career.
- Access to the Local Government Pension Scheme.
- Free onsite parking.
- Cycle to Work Scheme.
- Child Care Voucher Scheme.
- A school with fantastic grounds on the edge of the New Forest.

How to Apply

The following guidelines are designed to help you submit an application in line with our requirements. Please ensure that you comply with the instructions below otherwise the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Sarah Hewett, HR Manager/Headteacher's PA at shewett@burgate.hants.sch.uk

Application Form

To apply for the role, please either complete an application via the TES website, an application via the Government's Teaching Vacancies website, or our Support Staff application form which can be downloaded from the vacancies page on the school's website. If you apply using the school's Support Staff application form, completed forms should be emailed to Miss Sarah Hewett, HR Manager/Headteacher's PA, at: shewett@burgate.hants.sch.uk. All applications should be received by the published deadline. For safer recruitment reasons, only applications submitted on a TES, Government Teaching Vacancies, or school application form will be considered. CVs will not be accepted.

Don't wait until the deadline nears to submit your application

You are advised to submit your applications as soon as possible as, on occasion, we reserve the right to close a vacancy earlier than the advertised date, if we have received sufficient applications that meet the criteria, or a suitable candidate is found. We advise you to submit your application as early as possible to prevent disappointment.

Shortlisting

Shortlisted candidates will be contacted by telephone or email. We will endeavour to contact non-shortlisted applicants however, if you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at The Burgate School and Sixth Form. In addition to a tour of the school and informal discussions with key members of staff, each interviewee will be required to cover part of a set lesson. The selection process will culminate in a formal interview. Full details of the interview process will be sent to candidates with the invitation to interview. Candidates invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents.

Candidates will also be required to bring photo ID with them on the interview day e.g. valid passport or driving licence to provide proof of identity and, if relevant to the role, evidence of all academic and professional qualifications disclosed on your application form. Full details will be sent to candidates alongside their formal invite to interview.



References for shortlisted candidate

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Burgate School and Sixth Form has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer) and all other necessary pre-employment vetting checks have been satisfactorily completed. This will include confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure, verification of your identity and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS) and a check will be undertaken to ensure they are not subject to a prohibition order.

Safeguarding and Child Protection Statement

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school and sixth form we are committed to safeguarding and promoting the welfare of all our students. The actions that we take to prevent harm, to promote wellbeing, to create safe environments, to educate on rights, respect, and responsibilities, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school and sixth form.

Pre-employment Checks including an Enhanced DBS and Children's Barred List Checks

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment. Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. As this is a post in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. All positions within The Burgate School and Sixth Form are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Online Searches

We will also consider carrying out an online search on the successful candidate to help identify any past or current incidents or issues that might affect an individual's suitability to work with children and undertake the role in question. Any online search will be carried out only on publicly available information and will be limited to issues relating to an individual's suitability to work with children and/or in a school environment. Any issues that arise from a search will be followed up with the candidate where it can be discussed more fully, including background information, or mitigating circumstances.

A copy of our child protection policy and our policy on the employment of ex-offenders are available to view on The Burgate School and Sixth Form's website at: <https://www.theburgate.com/policies>

Equal Opportunities Statement

The Burgate School and Sixth Form is an equal opportunities employer and values the diversity of our workforce and welcomes applications regardless of age, gender, ethnicity, or religion.

General Information for Applicants

At The Burgate we want every student to enjoy their learning and feel valued for who they are. The school provides high quality comprehensive education for children aged between 11 and 18 and we enjoy an excellent reputation within the local community for our high standards. Consequently, many students attend the school through parental choice. We provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought.

This could not be a better time to join The Burgate; our GCSE results in 2023 continued to be very strong with 79% of students achieving both English and Mathematics at Grade 4+ and 56% achieving Grade 5+. Our most recent published Progress 8 value added score was in line with the national average and once again places The Burgate as one of the very best performing schools in Hampshire and nationally. Our A level results are consistently very good with 72% of our grades between A*- C

We offer a wide range of subjects at GCSE and A Level, delivered by a highly qualified team of professional teachers and support staff who are committed to offering the highest quality of education to the students. All staff members participate in a well-established and bespoke performance management scheme. Induction and in-service training are provided for all teaching and support staff and there is a special programme for ECTs, as well as access to a wide range of CPD through National College and beyond. Internal promotion is a typical route for progression to higher levels of leadership for Burgate staff.

The school has a committed and supportive board of trustees, enjoys healthy links with the local community, our cluster primary schools and partnership schools. We build and consequently benefit from excellent supportive relationships with parents, and we encourage close contact with the school whenever they have concerns regarding their child's education. The school was inspected by Ofsted in May 2019 in which we were awarded 'Good' overall with three of our inspection judgements being 'Outstanding'. The inspectors praised the high expectations of everyone at the school and remarked how the school's trustees and staff work closely together to create a team spirit that provides a consistent and positive learning environment, where teaching is inspirational and student behaviour is superb.

The Burgate School and Sixth Form is situated on the outskirts of Fordingbridge, in Hampshire. Salisbury, Bournemouth, Southampton and the Channel ports of Poole and Portsmouth are all within easy driving distance, and the major cities of Bath, Bristol and London all easily accessible by road and rail. With the New Forest National Park, Isle of Purbeck, Jurassic Coast and Salisbury Plain further enriching and enhancing the natural beauty of the local environment, the successful candidate will have a chance to live and teach in one of the most highly desirable areas of England, where the standard of living is of the best available nationally.

Job Description

Sixth Form Café Lead (2i/c Catering Team)

Impact Statement: to support the Catering Manager in the general running of the Sixth Form Café ensuring a high quality, enticing and exciting café provision; to engage and guide students to make positive healthy lifestyle choices.

Level of responsibility: N/A

Line Manager: Catering Manager

CORE RESPONSIBILITIES:

- Maintain high professional standards and level of conduct
- Adhere to statutory policies and procedures and undertake training as required
- Contribute to the delivery of the school's vision
- Uphold the values of the Burgate School and Sixth Form
- Help to foster innovation and the development of new capabilities
- Engage with school improvement plans and initiatives
- Support the pastoral care and behaviour standards of students to ensure they feel safe, secure, and valued

KEY RESPONSIBILITIES:

- Work with the Catering Manager to develop an exciting menu which appeals to students and staff
- Prepare, cook and serve food, snacks, hot/cold beverages
- Prepare the dining area for service
- Prepare and work the service area, hot plates and other equipment as instructed.
- Wash, clean and care for all equipment in the kitchen and dining areas to regulated standards
- Adhere to the highest standards of cook-safe management and undertake additional training as required.
- Cooperate with the team regarding the compliance with all food safety legislation, health and safety legislation, rules and regulations and allergens
- Undertake any other duties that may be required for the effective operation of the catering team, including providing cover in the main school kitchen when required.

You may also be asked to carry out any other duties reasonably requested by the Leadership Team

Desired Skills/Knowledge and Abilities

- Sensitivity and understanding
- Flexible approach to work
- Ability to work well within a team
- Ability to maintain confidentiality
- A desire to evolve the role and café culture



Role: Person Specification for Sixth Form Café Lead (2i/c Catering Team)

Safeguarding	Essential	Desirable
Commitment to the safeguarding and wellbeing of all students and the ability to follow all school policy and procedures	X	
Qualifications	Essential	Desirable
Good level of education to at least GCSE standards or equivalent in Maths and English	X	
Professional Catering Qualification		X
Knowledge and Experience	Essential	Desirable
Previous experience of catering/working in a school canteen environment		X
Basic cooking knowledge	X	
Basic food hygiene knowledge	X	
Commitment to own professional and personal development	X	
Skills and Abilities		
Good literacy and numeracy skills	X	
Good interpersonal and communication skills	X	
Good organisation skills, able to manage time to prioritise tasks and meet deadlines	X	
Ability to work calmly under pressure and multi-task	X	
Ability to forge and maintain good relationships with members of staff and students	X	
Helpful and positive attitude in a busy environment	X	
Ability to work on own initiative	X	
Personal Qualities	Essential	Desirable
Proactive approach	X	
Have a good record of punctuality and attendance	X	
Calm, patience and an appreciation of a sense of humour	X	
Team Player	X	
Flexible attitude	X	
A positive and optimistic outlook	X	
Demonstrate a deep commitment to school's ethos and its motto 'Learning for Life.'	X	
Strong willingness to contribute to the wider life of the school	X	
Show fairness and consistency	X	
Commitment to equal opportunity	X	
Essential Competences	Essential	Desirable
High level of confidentiality, honesty and integrity	X	
Well-honed interpersonal skills	X	
Smart appearance	X	