

RECRUITMENT PACK

Trust Catering Manager



Consilium

Academies

Enriching Lives, Inspiring Ambitions

Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Lead Catering Manager at Consilium Academies.

At Consilium, we believe in enriching lives and inspiring ambitions through:

- Partnerships
- Opportunity
- Integrity
- Excellence
- Equity
- Being people-centred

We believe in the unique value of each individual – whether that be staff or student – and are dedicated to ensuring each member of our Trust achieves their full potential. As a result of this, we work collaboratively with our stakeholders and external organisations to foster relationships that will enhance opportunities for all our members across the Trust.

At Consilium we're people centred, and want everyone in our Trust, whether teaching or support staff to have access to exceptional professional development. that's why we created our Centre for Professional Learning, which is available for every single colleague across the Trust. here, our colleagues have access to bespoke training opportunities and resources tailored specifically for their needs.

We believe every student, no matter their background, is entitled to an excellent education with an equal opportunity to fulfil their potential. It is only through this vision that we can provide an environment where every pupil can thrive.

As part of our MAT, our Academies follow the collective aims of:

- Ensure everything we do has a focus on helping pupils achieve their potential academically, socially, and emotionally
- Instil a passion for life-long learning and continued improvement so our Academies, staff, and students can grasp their aspirations and ambitions
- Create a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed
- Ensure all stakeholders are seen as partners in our work with the communities we serve

Consilium Academies is going through a huge period of development with rapid growth and opportunities for all staff; I can't think of a better time to join us.



David Clayton
Chief Executive of Consilium Academies.

About the Trust

The Consilium Mission

“Enriching Lives, Inspiring Ambitions”

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

- The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;
- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Chief Executive, David Clayton. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 33 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Perkbox. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants

- An excellent Centre for Professional Learning for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations



Centre for Professional Learning

The core driving force behind the Consilium Centre for Professional Learning is a desire to provide students with the best possible education, and the belief this can only be achieved if every colleague, regardless of role or career stage, has access to the high-quality professional development they deserve.

Every colleague, whether teaching or support staff, will be supported and developed through the professional development review process, which replaces traditional forms of performance management.

The professional development review process is focused on the aspirations of the individual, ensuring that every colleague receives the support and development they deserve to achieve their own aspirations for their careers.

We believe our team of support staff are vital to ensure our schools are well-resourced, safe, compliant, and work as well as they can for the benefit of our students. In addition to the professional development review process, we commission and fund industry-standard qualifications for colleagues in support roles and are also able to support and fund teaching assistants, higher-level teaching assistants, and colleagues in student-facing pastoral and safeguarding roles, to qualify as teachers should they wish.

The Centre for Professional Learning works with and supports in-school leads for professional development to craft the best and most appropriate whole-school offers for their colleagues. We don't impose a central 'curriculum' for professional development, because the needs and priorities of each school are different.

However, we want to support each school to give due focus to whole-school priorities, with departmental training, middle leader training, and one-to-one development and coaching supporting fewer, more in-depth, whole-school messages.

All teaching staff will receive the following 'universal' offer from their school:

- Regular whole-school training, driven by the school's priorities and the in-school professional development lead, with support from the Centre for Professional Learning. This will be designed with the context of the school in mind with subject-specific and individualised training to suit the career stage and expertise of specific teachers. Regular subject-specific training within subject teams. This will draw on the whole-school training and ensure it is considered through the lens of applicability to specific subjects, year groups, and classes.
- Regular teacher-specific training. This will be owned and run by in-school teams, and may take the form of 1-to-1 instructional coaching or teacher learning communities, and is supported by the Centre for Professional Learning.
- Access to the relevant subject and other networks across the Trust, according to their role within school

In addition to this 'universal' offer, all colleagues across the Trust, whether teaching or support staff, have access to bespoke programmes of CPD matched to their own aspirations for their career. We partner with external organisations to enhance our offer to staff, and will support staff with recognised qualifications where appropriate. We are keen to work with a range of partners who use the best available evidence to design rigorous professional development.

All Early Career Teachers (those in their Newly Qualified or Recently Qualified years) at Consilium Academies receive regular support from a mentor, regular instructional coaching, and regular training alongside their NQT or RQT cohort both within their school and across the Trust, with the opportunity to develop relationships with their peers across the Trust as part of our Early Career Teacher Networks.

We believe offering colleagues a strong induction to the teaching profession is of vital importance. We want to set our colleagues up for a long and successful career in education, and help them to provide the best experience possible for our students.



About the Role

Job Title:	Trust Catering Manager
Start date:	As soon as possible
Hours:	36 hours per week
Contract:	All year round
Salary:	Grade 9 – NJC Point 26 to 29 (£30,451 - £32,910)

Do you have the drive and ambition to lead and manage the in-house catering services?

The newly created position of Trust Catering Manager will enable us to review and consolidate our well established catering provisions and will provide our students with a branded, consistent, highly nutritious, positive school meal experience.

As Trust Catering Manager you will be responsible for proactively leading a team of onsite Catering Managers and their respective teams to deliver an exceptionally high standard of catering which conforms to all applicable food law, legislation, standards, compliance and policies.

Location will be discussed and agreed with the successful candidate. The role will be based at either the Trust central office in Eccles or one of our North East schools. Extensive travel will be required between Consilium sites (mileage provided and access to car lease scheme available at personal cost)

The successful candidate will present the best possible example of professional standards to colleagues.

To apply please download and complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to: hr@consilium-at.com

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The closing date for applications is: Wednesday 18th May 2022, 12 noon

Interviews will take place on: TBC

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.

Job Description

Job Title:	Trust Catering Manager
Reports to:	Operations Manager
Based at:	TBC with successful candidate dependant on 'home' location Must expect to travel extensively between all Consilium sites, mileage allowance given. Schools currently located: 4 North East, 1 Doncaster, 1 Salford
Grade:	Grade 9 – NJC Point 26 to 29 (£30,451 - £32,910)

Main purpose of the Role

Manage the catering services across all non PFI Consilium schools. To proactively lead a team of onsite Catering Managers and their respective teams to deliver an exceptionally high standard of catering which conforms to all applicable food law, legislation, standards, compliance and policies

Core Responsibilities & Tasks

Main Duties and Responsibilities/Accountabilities:

Quality food and Service Provision

- Develop an outstanding catering provision at each school site through the delivery of quality food at all times in line with Government legislation
- Devise, develop and monitor the quality and quantity of meals provided through agreed quality assurance measures
- Develop and cost recipes and menus effectively and within budget and to comply with national nutritional standards
- Create healthy and nutritious multi choice menus in line with all relevant standards which can be delivered uniformly across sites, developing bespoke provision where necessary.
- Work with academy catering leads to plan, organise and evaluate promotional events e.g. curriculum links, Year 6 transition, open evenings, and themed days, devising menus for tasters days providing both local and world food experiences to students
- Establish, monitor and review suppliers to ensure quality of food, goods and services
- Provide guidance and information to catering staff as required to support the provision of medically prescribed diets and other dietary requirements.
- Ensure compliance in all aspects of allergen management
- Develop and promote healthy breakfast club provision
- Provide regular reports and KPIs on quality of food

Safe Food Systems and Health & Safety

- Ensure Health, Safety and Hygiene regulations are adhered and robust systems and procedures and implemented to ensure safe operation, service delivery and achieve successful audits/checks.
- Development, implement and monitor Hygiene, Food Safety and Health and Safety controls, including production of appropriate manuals, risk assessments and documentation, as well as providing training as appropriate within industry good practice and recommendations.
- Monitor accident reporting within kitchens and implement corrective action, where required.

- Ensure all products adhere to COSHH
- Ensure SSBB is deployed in each site and updated daily in line with legal requirements

Finance & Equipment responsibilities

- Ensure robust cash/online cash management procedures are created at each site
- Implement in-house systems and procedures to capture students who are persistent users of 'credit'
- Ensure that hospitality provision to staff, students and stakeholders is managed and controlled within budgets set
- Manage each catering provision to maximise budgets and minimise costs to students whilst not compromising on quality of food or provision of service
- Monitor and control staffing and associated costs and other overhead costs
- Ensure each catering manager ensures a strict maintenance regime of all equipment and resources
- Create, implement and review risk assessments for equipment and all related catering activities
- Co-ordinate the purchase of light and heavy equipment and maintenance and repair costs in conjunction with Site BSO's and/or Estates Managers
- Ensure all sites have necessary Risk and Health & Safety assessments and policies covering food, equipment and health & safety.

Staff Management & Development of Service

- Devise and implement a Trust-wide catering development plan, which includes a succession planning strategy to ensure continuous delivery of service.
- Develop a Trust-wide catering network
- Lead Trust-wide development days relating to catering
- Implement appropriate software for Catering Managers which supports, compliance, H&S, allergens and nutrition.
- Arrange and, where appropriate provide, training to kitchen staff in all areas of operations, such as courses in: Health and Safety, Manual Handling, Food Safety and Hygiene, Food Nutrition and Allergens.
- Matrix line management of lead catering staff.
- Work with the Academy Business Officers to contribute to appraisal targets for key catering staff and identifying training needs in line with policies, statutory requirements and Trust priorities.
- Work with the academy Business Officer to lead on the recruitment and selection of key catering staff.
- Ensure cashless catering provisions are relevant and appropriate for each provision.
- Continually source and promote healthier food products, recipes, cooking methods and menus.
- Co-ordinate the marketing of healthier options via effective merchandising, display and training.
- Take a lead role to develop a strategy on reducing childhood obesity.
- Attend customer complaints and work to resolution

GDPR

- To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date

- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.



Person Specification

Qualifications and CPD	Essential	Desirable
Qualifications	x	
C&G, HND or NVQ level 4 or equivalent in related subject/field	x	
Food Safety/Hygiene Certificate Level 4 or the ability to take within 1 month	x	
Allergen Management/Awareness Training	x	
Experience, Knowledge and Skills	Essential	Desirable
Very good interpersonal and customer care skills	x	
Experience of catering in secondary or primary functions e.g. B&I, education or high street		x
Experience of managing more than one location/site (or equivalent to such)		x
Experience of growing sales through delivering a quality service	x	
Ability to manage catering teams to control raw materials and portions to the school's standards.	x	
Ability to adapt traditional recipes and dishes to appeal to students.	x	
Ability to manage teams to meet production timings and deadlines by controlling production and effective time planning and kitchen delegation.	x	
Ability to introduce a business plan	x	
Excellent people management skills to train and develop the catering team.	x	
Marketing Skills to develop and grow all areas of the catering service – main dining, hospitality, evening functions.	x	
High standard craft experience, e.g. hotels & restaurants, or typical 150% margin food outlet		x
Good IT skills (use of Word, Excel and PowerPoint)	x	
Personal Attributes	Essential	Desirable
Able to work within established frameworks and/or procedures without close supervision	x	
Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations	x	
Systematic approach to tasks, with attention to detail	x	
Consilium Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	x	
Driving license, own car (mileage provided) ability to travel extensively between sites	x	
English Fluency		
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad	x	

Passing an English spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad.

X

