

**Catering Manager**

**Applicant Pack**



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## INSPIRING SUCCESS BEYOND EXPECTATION

Headteacher: Mrs Jane Scardifield

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September 2021

Dear Applicant,

Thank you for your interest in our Catering Manager vacancy and I am delighted that you have taken the time to download our application pack. The following documents are enclosed:

The following documents are enclosed:

- Advert
- Job Description
- Person Specification – this contains the essential and desirable criteria that the selection panel will be looking for and your application should address these accordingly

To apply for the vacancy – please complete our application form. This can be downloaded from our website: <http://northowram.calderdale.sch.uk/>

Please ensure that the application form is fully completed, paying particular attention to the employment history section. The information given must be in the specified format, i.e. dd/mm/yy. When providing details of referees one must be your current or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends.

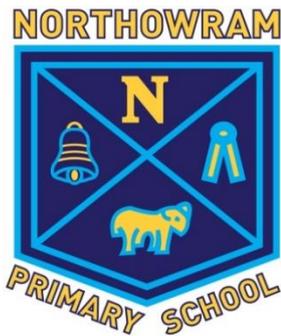
We encourage and welcome visits to the school if you would like to visit or require any further information please contact the school on 01422 202704 to arrange a visit.

Northowram Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake pre-employment checks including references from previous employers, confirmation of right to work in the UK and a DBS check.

I look forward to receiving your application.

Yours sincerely

Jane Scardifield  
Headteacher



**Northowram Primary School**  
**Baxter Lane**  
**Northowram**  
**HX3 7EF**  
**Tel: 01422 202704**

## **Catering Manager**

36 hours per week, term time + 2 additional day  
Mon – Fri 8:00am – 3:30pm  
Scale 4 (SCP 7-11) – Actual Salary £16,691 - £18067)

We are seeking to appoint a Catering Manager to start as soon as possible to manage all aspects of our busy primary school kitchen covering both practical and office based duties. Duties including staff management of 5 staff members, planning nutritional well balanced menus, accurate record keeping as well as ordering, preparing of food including cooking/baking whilst adhering to health, safety and hygiene compliance. We are a two form entry school that currently cater for up to approximately 400 lunches daily.

The successful candidate will:

- have experience of working as a cook or catering manager
- be able to adhere to regulations and compliance
- have experience of managing a team
- be organised and can work in a fast paced environment
- have experience of delivering a high quality service

In return we can offer:

- the opportunity to work in a large school with a dynamic and supportive ethos
- well behaved, eager and enthusiastic pupils
- a friendly, hardworking and supportive team of staff
- access to a variety of opportunities for continuous professional development

***Northowram School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake pre-employment checks including references from previous employers, confirmation of right to work in the UK and a DBS check.***

You can apply for this vacancy by downloading the application form and supporting documents from the Calderdale Council website [www.calderdale.gov.uk](http://www.calderdale.gov.uk) or from our website <https://northowram.calderdale.sch.uk/>

We encourage and welcome visits to the school if you would like to visit or require any further information please contact the school on 01422 202704 to arrange a visit.

Please return your application form via e-mail: [recruitment@northowram.calderdale.sch.uk](mailto:recruitment@northowram.calderdale.sch.uk) or alternatively post to the school no later than **9am on Thursday 30<sup>th</sup> September**. Late applications and CV's will not be accepted. Interviews will be held on w/c 10<sup>th</sup> October.

## **Timeline**

Completed applications should be returned (via e-mail or hard copy) no later than 9am on Thursday 30<sup>th</sup> September

## **Assessment/Interviews**

W/c 10<sup>th</sup> October

## **How to Apply**

Please complete the application form provided. The Personal Statement should be no longer than 2 sides of A4 and should address the selection criteria detailed in the person specification. Please note that any supplementary submissions in excess of these limits will be disregarded.

Prior to submitting an application, please check that you meet the essential criteria with regard to essential qualifications requested. If you are invited to interview you will be expected to bring your original educational certificates with you.

Please e-mail your completed application (subject heading: "Confidential – Catering Manager" to:

[recruitment@northowram.calderdale.sch.uk](mailto:recruitment@northowram.calderdale.sch.uk)

Applications will also be accepted by post.

If applying by post, please mark the envelope "Confidential – Catering Manager" and return to:

Northowram Primary School, Baxter Lane, Northowram, Halifax, HX3 7EF

## **Communication**

E-mail is our preferred method of communication. Candidates will receive all communication via their e-mail address and we would advise you to check your e-mails on a regular basis.

## **Acknowledgement of receipt of applications**

We do not acknowledge receipt of paper applications. Applications submitted on line will however, receive an acknowledgement upon request.

## **Shortlisted Candidates**

Shortlisted candidates will be contacted shortly after the closing date. If you do not hear from us within 4-6 weeks, please assume that on this occasion your application has been unsuccessful.

## Safer Recruitment

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they will be in contact with children or vulnerable adults and could cause them harm. This school is fully committed to the principles of safer recruitment

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children. All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and to prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence to offer (or indeed to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity) to a barred individual.

Accordingly, some or all (depending on the precise role) of the following steps will be taken as part of the recruitment processes:

- Confirmation of identity by sight of original official documents (Birth Certificate, Passport etc)
- Confirmation of professional qualifications (those required to fulfil the post) by sight of original documentation.
- Full scrutiny of employment history with clarification to be sought (from candidate or referees as appropriate) in the event of identified gaps or discrepancies.
- Satisfactory references – a minimum of two written references (one of which must be from most recent employer) will be taken up prior to interview.
- The identity of all referees must be open to verification.

In accordance with DBS regulations all candidates for relevant posts are required to provide details of any relevant unspent convictions. Additionally, for those posts involving “regulated activity”, all “spent” convictions must be disclosed under the Rehabilitation of Offenders Act 1974.

- A DBS check will be requested for appointments to all relevant posts.
- For those involved in “regulated activity” this will include an additional check of the Children’s Barred List.

Any conditional offer of employment will be made strictly subject to receipt of all required documentation (as specified) and satisfactory verification of all checks as above.

# Northowram Primary School

## Policy statement on the recruitment of ex-offenders

New legislation now requires all registered bodies and prospective employers to ensure that any applicants, subject to Disclosure and Barring Scheme (DBS) checks, who have a criminal record must not be unfairly discriminated against because of a conviction or other information revealed.

In addition registered bodies and employers who undertake Regulated Activity (Schools) must have a written policy on the recruitment of ex-offenders, a copy of which can be given to DBS applicants at the outset of the recruitment process.

As a Regulated Activity provider (RAP) all paid employees at Northowram Primary School provide regulated activity and are therefore subject to checks with the DBS.

This policy statement should be read alongside our Equal Opportunities policy.

### Policy Statement

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Northowram Primary School complies fully with the Code of Practice. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Northowram Primary School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical / mental disability or offending background.

Northowram Primary School actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

In relation to volunteers and contractors, we only request a DBS check after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent (under separate, confidential cover) to the Head teacher and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that all those in our school who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance on the relevant legislation relating to the employment of ex-

offenders, e.g. the Rehabilitation of Offenders Act 1974 and know how to access advice and support e.g. from our HR service, registered body, the DBS, etc.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by senior leaders in school or by our HR service.

## Job Description

**POST TITLE:** Catering Manager

**GRADE:** Scale 4

**RESPONSIBLE TO:** School Business Manager, Headteacher

**RESPONSIBLE FOR: (number of staff)**

*Number, description and grades of staff directly supervised by postholder*

JOB TITLE	GRADE	NO. OF JOBHOLDERS
Assistant Cook	Scale 1	1
General Kitchen Assistant	Scale 1	4

### PRIME OBJECTIVES OF THE POST

To provide a clear vision and strategic direction for our catering provision. Planning and preparing a variety of healthy nutritious meals for our pupils, staff and community events.

Managing, directing and supporting the kitchen staff to provide a smooth running of the kitchen and efficient food service.

Responsible for complying and adhering to guidelines and standards. Stocktaking, ordering of goods, ensuring paperwork is completed and keeping records up to date.

### MAIN DUTIES AND RESPONSIBILITIES

#### CATERING PROVISION

Responsible for the performance of the school catering provision.

To work with the schools health and wellbeing team to improve the health wellbeing and motivation of pupils and staff

To develop and progress the catering provision to deliver healthy and high quality meals and snacks that meet the required Nutritional Standards and increase uptake.

Engage with national and local initiatives such as food for life, healthy food awards etc.

To negotiate best value contracts with suppliers to ensure they are cost effective and best value without compromising the quality of the meals served

To ensure the attractiveness of the catering provision including food presentation and the eating environment.

To plan a rotation menu, making provision as appropriate for special food diets and order required stock.

To liaise and report to the Senior Leadership Team on how the catering team links in to the school vision.

Working strategically with the School Business Manager to ensure a robust and realistic budget is achieved each year.

## **HEALTH & SAFETY**

To ensure adherence to all procedures within the Health & Safety policy.

To ensure compliance with agreed Health & Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety.

To ensure the safe operation of kitchen equipment at all times.

To ensure that the necessary repairs to kitchen equipment are reported immediately and repairs arranged, ensuring that unsafe equipment is taken out of use pending repair.

Responsible for ensuring the kitchen areas are hazard free and kept clean

To regularly undertake risk assessments for safe use of kitchen equipment.

To ensure that all accidents and incidents are reported, including notifiable diseases.

To ensure the security of the catering area at all times.

To ensure that all catering staff maintain high standards of cleanliness, personal hygiene and appearance.

Wider knowledge and understanding of special diets

## **MANAGING STAFF**

To supervise and deploy all catering staff in to rotating roles ensuring efficient organisation of the catering service, dealing with any staffing problems, issues that may arise.

To ensure that the staffing level is correctly monitored to enable the catering provision is delivered effectively in the absence of staff members.

To prepare and manage job rotation of duties for catering staff. (same as above)

To complete performance review interviews for all catering staff.

To provide induction training for catering staff and identify and co-ordinate relevant training and development requirements to ensure that all staff have the skills and abilities required to deliver an effective catering service.

Maintain records of training completed.

## **MANAGING RESOURCES**

To liaise with the School Business Manager/Buildings Manager with regard to the co-ordination of procurement of goods and services.

To maintain authorised food stock levels and complete stock returns as required.

To undertake routine checks of equipment, cleaning materials, stationery and uniforms.

To plan menu on a daily basis, making provision for special food diets, and order food stock accordingly.

To ensure that delivery notes are checked against orders and any identified discrepancies are reported immediately to the supplier.

## **OTHER DUTIES**

To engage with parents and wider community. Contributing to open evenings and parents evenings (preparing taster menus and refreshments etc)

To assist in the recruitment, assessment, selection and appointment of catering staff.

## **KNOWLEDGE**

Catering qualification (City and Guilds 706/1, 706/2 and 706/3 Catering or NVQ equivalent)

Food Hygiene certificate Level 2 or 3

ICT Skills – The postholder would be expected to make use of e-mail to communicate with staff and external suppliers and use Microsoft word to produce school meals menus and promotional literature. Microsoft Excel would be desirable when ordering and setting up forms.

Knowledge of Health & Hygiene requirements and Health and Safety requirements.

Educated to GCSE Maths and English or equivalent is desirable

## **SKILLS**

Excellent communication skills are required:

- The postholder will come into contact with a range of people such as children, staff, parents, wider community and external contractors.
- It is essential that the postholder is able to induct new staff into the role.
- In house training will be completed for existing staff on updated procedures/new guidelines.
- The postholder will be required to supervise and support students on work experience.

## **INITIATIVE**

The postholder will be required to monitor the numbers being catered for and promoting the school meal service to increase uptake.

To ensure that best value is being achieved suppliers will need to be reviewed on an annual basis. Value for money and locally sourced products are essential.

## **DEMANDS**

The postholder requires a good level of fitness to carry out the job to the required standard as there will be a requirement to lift/move heavy items, e.g. lift heavy pans, movement of stock and equipment.

The postholder will be required to work to deadlines on a daily basis to ensure that the school meals are served on time. There will be additional demands placed on the postholder should a supplier not deliver or equipment failure as this is likely to mean having to change the menu at short notice and still meet the deadline.

Assist with the organisation and execution of emergency feeding plan or other temporary arrangements as may be required.

## **PEOPLE RESPONSIBILITIES**

The postholder has responsibility to ensure that food served from the kitchen is cooked properly and is safe to eat, following Health and Hygiene Guidelines.

The postholder must follow correct procedures to ensure that:

- Children are served the correct food when special diets are followed e.g. nut allergies, egg allergies, vegetarian.
- Food is prepared and stored correctly, following Health and Hygiene guidelines.

There is a responsibility to ensure that the customers are in a safe environment whilst using the facilities available to them, e.g. tables and chairs must be in good working order.

Be responsible for supervising pupils on work experience and volunteers.

## **RESOURCES**

The postholder will be required to work with the School Business Manager and prepare the following costs on an annual basis for the following financial year:

- Catering equipment
- Cleaning equipment
- Protective clothing
- Any other non food expenditure

Premises and Equipment – Ensure that the kitchen and equipment are treated with respect, secured and maintained according to the Calderdale Health and Safety Guidelines and British Safety Standards. All defects to be reported to the Buildings Manager.

Food – Sole responsibility for stock to ensure that supplies are used economically, stock is stored and rotated correctly.

Monitor preparation, cooking and serving of food to ensure that there is no wastage.

## **CONDITIONS**

Cleaning materials must be used and stored correctly following the instructions to prevent accidents or health and safety issues.

Temperature of kitchen - It is important to be aware that the kitchen can be an extremely hot environment to work in.

There is a high risk of burns if equipment is not used correctly.

## Person Specification Catering Manager

### Note to Applicants:

The criteria highlighted as essential are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

Achievement of criteria – key to identification

A = Application I = Interview E = Exercise R = Reference

<b>Knowledge &amp; Skills (including any relevant of required qualifications)</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
Experience of managing a large scale catering operation	✓		A/I/R
Knowledge and experience in a large kitchen environment	✓		A/I/R
Knowledge of food hygiene and food handling	✓		A/I
Good literacy and numeracy skills	✓		A/I
Good communication and interpersonal skills	✓		I
Knowledge of using a PC	✓		A
Awareness of special diets	✓		A/I
Educated to GCSE Maths and English		✓	
Experience of providing a catering service within a school		✓	A/I
<b>Personal Development and Additional Learning</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
NVQ in Catering Level 2 or demonstrable experience	✓		A
Food Hygiene Certificate Level 2 or willing to undertake	✓		A
Food Hygiene Certificate Level 3		✓	A
First Aid Qualification or willingness to undertake within first year	✓		A
Willingness to undertake any training appropriate to the role	✓		A
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
Experience within all areas of a catering establishment, (vegetable, entrees and desserts) where meals are produced from a combination of fresh and convenience food	✓		A/I/R
Experience of catering for large numbers	✓		A/I
Experience of working with children and young people	✓		A/I
Experience of managing staff and working within a team	✓		A/I/R
Experience of record keeping and undertaking admin tasks			A/I/R
Experience of working in a school environment		✓	A/I
<b>Initiative</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
High level of organisational skills to organise and manage a busy kitchen environment	✓		A/I/R
Good working relationships between staff and suppliers	✓		A/I/R
Ability to operate within budget and to control all aspects of budget monitoring, stock control/rotation and administration	✓		A/I/R
Ability to work under pressure and to deadlines	✓		A/I/R
Ability to make day to day decisions and take the lead to implement required changes	✓		A/I/R

Ability to move and lift equipment, catering equipment and food stocks	✓		A/I/R
<b>Circumstances</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
Ability to work in a hot environment	✓		A/I/R
Aware of safeguarding procedures and policies	✓		A
Acts with integrity, honesty and professional competence	✓		A/I
Understands the importance of confidentiality	✓		A/I/R