



GREENSHAW
LEARNING TRUST

Crown Wood Primary School Catering Manager

MAIN PURPOSE OF THE ROLE

This is an excellent opportunity for a committed person to join a rapidly growing and successful Multi Academy Trust. The successful candidate will demonstrate an enthusiasm and passion for food and be business savvy.

The role is managing a large primary school kitchen. The role will incorporate all areas of food development, to include creating, developing and implementing a quality service to both children and staff by thinking differently, taking risks and being passionate about food provision in order to deliver taste, freshness, value for money and variety.

LINE MANAGER: Trust Regional Catering Manager

Line Managing: Four General Catering Assistants.

SALARY: Salary BG – H points 15-24 - FTE £24,590 - £29,811 per annum.
Actual Salary calculated pro rata £16,704.50 - £20,251.20 per annum.

Salary calculated in line with NJC pay (Salary range will be determined subject to experience and qualifications) Salaries are paid monthly on the last working day of each month.

HOURS OF WORK: 30 hrs a week, Term time only plus some Inset days.

Working hours will be:

Monday to Friday 8.30am to 2.30pm

MEDICAL EXAMINATION: The appointment is subject to a satisfactory medical report.

SUPERANNUATION: Under the Social Security Act 1986 you have the right to make your own pension arrangements. You may choose to contribute to the Local Government Superannuation Scheme or a Personal Pension Scheme. Details of the Local Government Superannuation Pension Scheme are available from the Head of HR.

HOLIDAY ENTITLEMENT: The annual holiday entitlement is 25 days plus 2 extra-statutory days. However, this is a term time contract and your holiday entitlement will be calculated on a pro rata basis accordingly and included in your annual salary.

DISCLOSURE CHECK: This appointment is subject to the receipt of a satisfactory Disclosure and Barring Check.

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975:

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, which for other purposes are “spent” under the provisions of the Act, and, in the event of employment, any failure to

disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to any application for positions to which the Order applies.

OCCUPATIONAL HEALTH: The appointment is subject to satisfactory Occupational Health clearance.

GENERAL: Conditions of service, including provision for holiday allowances, holiday pay, sick leave and sick pay allowances, will be in accordance with the award of the National Joint Council for Local Authorities, Administrative, Professional, Technical and Clerical Services

TRUST EMPLOYEE BENEFITS

- Excellent CPD opportunities and career progression
- Employer Contributions to Local Government Pension Scheme
- Cycle to work scheme
- My Gym Discount Scheme
- Employee Assistance Programme

Application Process:

Closing date: Applications must be received no later than midday on 23rd June 2022. Applications received after this date and time will not be included.

Interview process: Interviews will be held on **Weds 29th June 2022.**

How to apply

Please download the attached application form and either return it by email to bursar@crownwoodprimary.co.uk or by post to:

School Business Manager, Crown Wood Primary School
Opladen Way,
Bracknell,
Berkshire,
RG12 0PE

We will only accept applications on Greenshaw Trust application forms, please do NOT forward your CV. In the application form and statement of Suitability (up to two pages of A4), you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples that support your application. CVs should not be submitted.

As from 1st June 2017 Crown Wood School has joined Greenshaw Learning Trust as part of an Academy - they will be your employer not Bracknell Forest Council.

Equal Opportunities

We are committed to being an equal opportunities employer. Our aim is to treat all employees and prospective employees with integrity, respect and consideration. Individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills,

aptitudes and other objective criteria. We will ensure that no prospective employee or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children/young people and expects all employees, workers and volunteers to share this commitment. This position requires an Enhanced Disclosure and Barring Service check. On your application form, you will need to tell us about any spent convictions, cautions, reprimands or warnings which may later appear on your DBS Certificate. The Local Safeguarding Children's Board (LSCB) has responsibility for working together to oversee the safety and well-being of children and young people in Bracknell Forest. Find out more about the LSCB at www.bracknell-forest.gov.uk/safeguardingchildrenboard.

Pre-employment medical check

As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

References

On your application form you will be asked to provide the names and addresses of two people who will provide a reference. At least one should be from your current/most recent employer. Employment references must be provided by your current or most recent line manager and will not be accepted from relatives or people writing solely in the capacity of friends. However, your referees may include someone you know with standing in the community i.e. a teacher, vicar etc. We take up references for all shortlisted candidates and wherever possible we like to apply for these prior to interview.

Job Description

Key Duties

- To be responsible for the day-to-day management and running of the Catering Department
- To ensure compliance with all statutory requirements in respect of finance, hygiene, health & safety, school policies, procedures and regulations, and Catering Service's Codes of Practice policies and procedures.
- Demonstrate a level of practical food knowledge that incorporates both contemporary and traditional food. Ability to follow recipes and adapt when necessary according to pupil needs.
- Responsibility for developing a full understanding and keep up to date with Allergen information and specific pupil Allergy requirements.
- Inspire and motivate the catering personnel when training and coaching, by demonstrating excellent teamwork, motivational and interpersonal sensitivity skills.
- Investigate, evaluate and monitor the food quality in school and take appropriate action to remedy substandard food offers and service.
- Proactively seek information on new initiatives that would add to the School's food experience.
- Develop a comprehensive understanding of the School's finances in order to track food costs and sales, as well as profit margins.
- To manage and assist in all school event catering. Develop nutritiously balanced food theme menus and special promotions with the assistance of the GLT Regional Catering Manager.
- Proactively enhance the reputation of the Catering Department as a key area for all in food production and service.
- Comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.

Additional Duties

You may be required to carry out additional duties, as the Leadership Group may reasonably request from time to time, which will include:

- A commitment to travel to other GLT schools as necessary
- A flexible approach to working hours
- Use of car and driving licence
- Prepare food for events at the Head teachers request



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**Catering Manager
Person Specification**

Qualifications	Essential	Desirable
City & Guilds 706 1 & 2 (or equivalent)	•	
Intermediate Food Hygiene & Safety (or equivalent)	•	
Diploma in Food Hygiene & Safety (or equivalent)	•	
Experience and Knowledge	Essential	Desirable
At least one year experience of working in a similar position	•	
Experience of successfully managing the financial operation of a catering department	•	
Experience of catering within a school		•
Experience in working with online administration systems including entering sales, purchasing, ordering data	•	
Sound knowledge of Hazard Analysis and Critical Control Point (HACCP) & Control of Substances Hazardous to Health (COSHH)	•	
Knowledge of food intolerances, specific diet regimes and allergies	•	
Proven experience of catering for large numbers	•	
Knowledge of current culinary trends		•
Proven track record/experience of working with fresh food	•	
Skills and Abilities	Essential	Desirable
Strong management, organisational and inter-personal skills	•	
Good attention to detail	•	
Display a creative and confident approach to his/her cooking	•	
Ability to thrive under pressure	•	
Sound financial awareness	•	
Ability to lead and present to groups		•
Ability to proactively evaluate, review, report and develop the food offer to ensure overall financial viability	•	
Ability to react quickly to changing priorities	•	
IT skills in accordance with business requirements	•	