

Catering Supervisor
Application Information



HOLYHEAD
PRIMARY ACADEMY

Applicant Information

Catering Supervisor

Holyhead Primary Academy

The MAT

The Shireland Collegiate Academy Trust objectives:

- A MAT where outcomes for young people in terms of progress are above the national average.
- A MAT where our academies are either good or outstanding within 3 years of joining.
- A financially healthy and stable MAT.
- A MAT that prides itself on its use of technology for teaching and non-teaching aspects.
- A MAT with a structure for rapid growth when needed.
- A MAT that builds partnership working to achieve outstanding educational outcomes and experiences.

Founded in April 2007 with two academies, currently there are four in the family with others set to join in the near future.

Our 5 Year Strategy

To build a better future for all within our Academies who in turn will positively impact their communities.

- To grow to a Trust of 10 Academies.
- To expand within the Primary sector using technology as a key too for progress with the Free School programme as our main delivery vehicle.
- To establish an operating model that creates a proactive and process driven delivery support model.
- To ensure each academy has a wraparound structure for pastoral support including behaviour.
- To create a curriculum delivery model within each of our academies that is responsive to change and can be adapted to meet individual student's needs.
- To create a model of inter-academy support and skill sharing to support student and staff progression.

Applications

Thank you for your interest in the post. Please note the closing date for applications is **8.00 am Friday 27th March 2020**. Completed applications and supporting documents should be sent via email to lsmith@hpa.shirelandcat.org.uk

Job Description

Job Title	Catering Supervisor
Grade	Band D (20,344 to 23,836 pro rata)
Hours	30 hours per week, Term Time + 1 week
Responsible to	Principal/Trust Catering Manager

The primary purpose of the role

To provide management of the catering facilities within the school to provide students, staff and visitors with value for money meals of a high standard.

To work with the Trust Catering Manager to create a new and varied menu which will enhance and the lunchtime experience of all our students.

To support the development of catering facilities.

Providing catering to support Extended School activities, school events and meetings.

To strive for the continual improvement of the quality of food and service.

To ensure compliance with the requirements of food hygiene regulations, Health and Safety, COSH regulations and risk management.

Duties and responsibilities: -

- To plan imaginative and healthy menus, which introduce pupils to a varied range of dishes using good quality produce.
- To line manage and deploy all catering staff to ensure the efficient organisation of the catering service.
- To work with the Trust Catering Manager to source the best quality food within the given budget.
- Train staff to prepare and serve food to the highest standard.
- To support the development of an annual maintenance programme for all catering equipment in liaison with the Business Manager.

- To be and ensure that staff are professional, friendly, fair and firm with pupils, demonstrating the sort of politeness and respectfulness we would wish them to emulate.
- To be and ensure staff are friendly, helpful and welcoming to parents and others visiting the Academy.
- To ensure that all kitchen areas are clean and free from hazards.
- To ensure that all accidents and incidents are reported, including notifiable diseases.
- To ensure that all catering personnel maintain high standards of cleanliness, personal hygiene and appearance.
- To ensure that any special dietary requirements for staff and students are catered for.
- To ensure procedures and controls are in place for regular stock control checks.
- To order the correct levels of stock ensuring minimum stock wastage and maximum stock turnover.
- To report to the Business Manager on costs and income.
- To monitor prices and liaise with suppliers.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Safer Recruitment – The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Catering Supervisor

Category	Essential	Desirable
Physical	<ul style="list-style-type: none"> • High standard of personal cleanliness and hygiene. • Able to stand for prolonged periods. • Able to meet the physical demands of the role. 	
Qualifications	<ul style="list-style-type: none"> • A good general education. • C&G 706/1 & 2 or NVQ3 in Catering. • Basic Food Hygiene. 	<ul style="list-style-type: none"> • Intermediate Food Hygiene
Experience	<ul style="list-style-type: none"> • Experience of managing a team in a catering operation. • Experience of menu planning and costing. • Experience of working in a customer focused operation. • Experience of working within financial procedures. • Experience of directing the work of other staff members. • Experience of providing catering for high numbers. • Experience of working with small groups of children. To share and encourage a love of food and cuisine. 	
Training	<ul style="list-style-type: none"> • Willing to participate fully in all relevant training. 	
Special Knowledge	<ul style="list-style-type: none"> • Understanding of safeguarding children and the boundaries between 	

	<p>adults and children in a school setting.</p> <ul style="list-style-type: none"> • Knowledge of appropriate Environmental Health, Hygiene and Health and Safety Legislation. • Competent in the use of IT packages. • Knowledge of stock management and rotation. • Knowledge of food costing. 	
Circumstances	<ul style="list-style-type: none"> • Able to attend school open and parents' evenings. • Able to be flexible to meet the development requirements of the catering operation 	
Disposition	<ul style="list-style-type: none"> • Reliable, organised able to work effectively and innovatively. • Flexible and open to change for continuous improvement. • Able to remain calm under pressure and manage conflicting demands. • Able to support, influence and motivate others. 	
Practical and Intellectual Skills	<ul style="list-style-type: none"> • Able to produce and present food to a high standard • Able to construct balanced nutritional menus. • ICT literate. • Numerate. 	

	<ul style="list-style-type: none"> • Effective oral and written communication skills. • Ability to use initiative to respond to unexpected problems using recognised procedures and policies as a guide. 	
Legal Requirements	<ul style="list-style-type: none"> • Enhanced Disclosure and Barring Service Check. 	

Timeline

Closing date for applications is: 8.00am Friday 27th March 2020

Following the shortlisting process, successful candidates will be invited for interview.

If after reading the information provided you feel that you meet the specification for the post, we would like to hear from you.

Please email your completed application form to:

Lsmith@hpa.shirelandcat.org.uk