

# Catering Manager Application Pack



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## Welcome from the Executive Headteacher

Dear Applicant,

Thank you for your interest in our advert for the post of Catering Manager at the New Wave Federation. This position is based at Grazebrook Primary School.

The schools within the Federation are Grazebrook Primary School based in Stoke Newington, Shacklewell Primary School based in Dalston and Woodberry Down Community Primary School based in Manor House. The New Wave Federation was created in April 2016. Our schools federated after forming long term partnerships sharing expertise of best practice in all areas of education. We are very excited about this continued opportunity to raise standards and share our learning experiences. We are delighted that you would like to be part of this and welcome you to join us as we embark on this journey.

This pack has been put together to help you with the application process. If you would like to visit the school for a tour to learn more about the schools we are happy for you to contact us. If you have any questions that you would like to ask please do contact Ms Alia Choudhry, Federation School Business Manager on 020 7254 1415.

The role requires someone who is dynamic and passionate about school meal catering & service and has a rich knowledge and understanding of food & nutrition. Previous experience of working as a Catering Manager /Chef in a school is desirable. Our parents and carers want the very best school meals service for their children and so do we.

The successful applicant will work in close collaboration with the Catering Operations Manager and Head Teacher.

We can offer you schools which are popular and well resourced, have a friendly and dedicated staff with good opportunities for development.

Our schools are vibrant, diverse and inclusive. There are challenges but also great rewards in the work here. If you are an effective communicator, have vision, energy and believe that every child can and will succeed, we would like to meet you.

Kind regards,



Mrs Nicole Reid  
Executive Headteacher

## About Our Schools



### Grazebrook Primary School – OFSTED 2012

Grazebrook Primary is a larger than average-sized school. The proportions of pupils from minority ethnic backgrounds and those for whom English is an additional language are well above average. The proportion of disabled pupils and those who have special educational needs is smaller than average. Most of this group have moderate learning difficulties. The proportion of pupils known to be eligible for free school meals is above average. The school has gained many accreditations, including Primary Science Silver Quality Mark, Sing Up Silver, and the Rights Respecting School award. The school runs a daily breakfast club and after school club. The New Wave Teaching Alliance is based at the school. The school meets the government's current floor standards, which set the minimum expectations for pupils' attainment and progress.

At its last OFSTED inspection (February, 2012) it was reported that the school is an Outstanding school.

### Shacklewell Primary School – OFSTED 2019

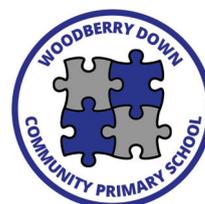
Shacklewell is larger than the average-sized school. The early years consists of two Reception classes and two part-time Nursery classes with provision for two-years-olds. The proportion of pupils with SEND is above average. The proportion of disadvantaged pupils is above average. The school's values of resilience, creativity and hard work are deeply embedded across the school. Pupils thrive as a result. Leaders have been strikingly successful in securing the consistent high quality of teaching and an effective curriculum that underpins learning across the school. This enables pupils of all ages to make substantial progress. Leaders and staff foster a positive environment and conditions which are highly conducive to successful learning. Pupils benefit from the technology that they are encouraged to use from a very early age. They develop high levels of skills in using computers.

At its most recent OFSTED inspection (March, 2019) it was reported that the school is an Outstanding school.

### Woodberry Down Community Primary School – OFSTED 2012

Woodberry Down Community Primary School is a larger than average sized primary school where most of the pupils are from ethnic minority backgrounds. The majority of pupils are learning English as an additional language. A significant minority of these are at the early stages of language acquisition. The proportion of pupils supported by school action plus or with a statement of special educational needs is above average. Many more pupils than in most schools join or leave partway through their primary education. The proportion of pupils known to be eligible for free school meals is well above average. A large minority of pupils are refugees. The school meets the current government floor standard, which sets the minimum expectations for pupils' attainment and progress. This is an outstanding school where the life chances of all pupils are maximized. Pupils' achievement is outstanding. The Apple Regional Teaching Alliance is now based at this school which was awarded to the New Wave Teaching Alliance.

At its last OFSTED inspection (June, 2012) it was reported that the school is an Outstanding school.



## Job Description

Post Title	Catering Manager
Responsibility:	Head Teacher / School Business Manager / Catering Operations Manager
Accountable to:	New Wave Federation Governing Board
Salary:	Scale 5 (point 12 – 15) £26,544.00 - £28,005.00 pro-rata term time 36 hours a week. Hours of work: 7.30am - 3.45pm
Responsibilities:	To lead and manage the catering unit ensuring standards of food hygiene and high quality meals are delivered.

## Job Summary

- To organise the catering establishment in accordance with the required standards and statutory regulations and ensure the efficient and economic use of all allocated resources.
- To participate and contribute to wider school activities relating to the catering service, nutritional values and education and food technology.

# Main Duties

## Organisation & Standards:

- Plan, operate and control the production and service of school meals and other catering requirements.
- Be responsible for the standards of cleanliness and hygiene of premises and equipment.
- Order all food and other commodities required from designated suppliers.
- Operate and control stocks, stock records and ensure correct completion and submission of all appropriate returns and records to the deadline dates identified.
- Control and operate any other catering functions within the school.
- Ensure compliance with all statutory and regulatory requirements relevant to the service, with particular regard to Health & Safety and Hygiene Regulations.
- Be responsible for delivering a good quality of service that meets the required standards and the needs of the service users.
- Prepare meals to meet specific dietary and cultural requirements.

## Supervision of Staff:

- Assess and adjust levels of staffing in accordance with the requirements of the service.
- Participate in the training of catering staff.
- Be responsible for the welfare of the units staff and to monitor their performance and assist with the organisation of support and training.
- Plan and prepare staff task lists and rotas.
- Ensure that all sickness records are maintained and monitored in accordance with procedures.
- Liaise with the appropriate school manager to deal with unsatisfactory performance and conduct of staff.
- Ensure that accidents and “near misses” are reported, investigated and the necessary action taken.

## Efficient Use of Resources:

- Be responsible for the security of the unit and stores and equipment in accordance with procedures.
- Check deliveries for quality and quantity of goods received.
- Maintain portion control and instruct and supervise staff accordingly.

## Efficient Use of Resources:

- Wider School Activities
- Liaise with School Management and Service Users to promote and improve the service.
- Provide accurate information regarding nutritional and calorie values of menu options and advice on healthy eating.
- Participate in wider school activities regarding food selection, preparation and nutrition.
- Prepare and assist at any special functions organised by the school.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

## General Duties

- Take part in the school's performance management system.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.

You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.



# Person Specification

	Essential
Qualifications	City & Guilds 706/1 and 2 or equivalent catering experience
	Relevant Food Hygiene and Health & Safety qualifications
Experience	Experience of working in a multi-cultural environment and appreciation of different dietary requirements
	Experience in working within Health & Safety, and Food Hygiene regulations
	Experience of maintaining/ordering food stuffs
	Experience of managing and motivating staff
	Previously managed or assisted in running own catering unit
Knowledge	Knowledge of basic food preparation including methods, portions, stock rotation and ordering
Skills	Ability to communicate with a wide range of internal and external stakeholders/suppliers etc
	Good IT skills, especially Microsoft Word and Excel
	Display a commitment to the Council's equalities policies



## Application Process

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all the criteria identified in the selection criteria.

Candidates are advised that when completing the references section on the application form to please ensure that:

- Your first referee is your current, or most recent, employer;
- You provide a referee who can attest for your ability to work with children; and
- If you do not have an employment referee, please provide details of a tutor, lecturer or someone who can provide an appropriate character reference.

Candidates must ensure that if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. We are fully committed to following all safeguarding procedures. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in line with the Asylum, Immigration and Nationality Act 2000.

Completed application forms must be received by **12pm Friday 26<sup>th</sup> November 2021**. Please be advised that if you do not hear from us within two weeks of the closing date, you have not been short listed on this occasion. Interviews are week commencing **Monday 6<sup>th</sup> December 2021**.

If you have any queries or require any further information, please contact **Ms Alia Choudhry** on **020 7254 1415** or email [achoudhry@newwavefederation.co.uk](mailto:achoudhry@newwavefederation.co.uk).

If you would like to have an informal discussion about the post then please contact me via email at [nreid@newwavefederation.co.uk](mailto:nreid@newwavefederation.co.uk)

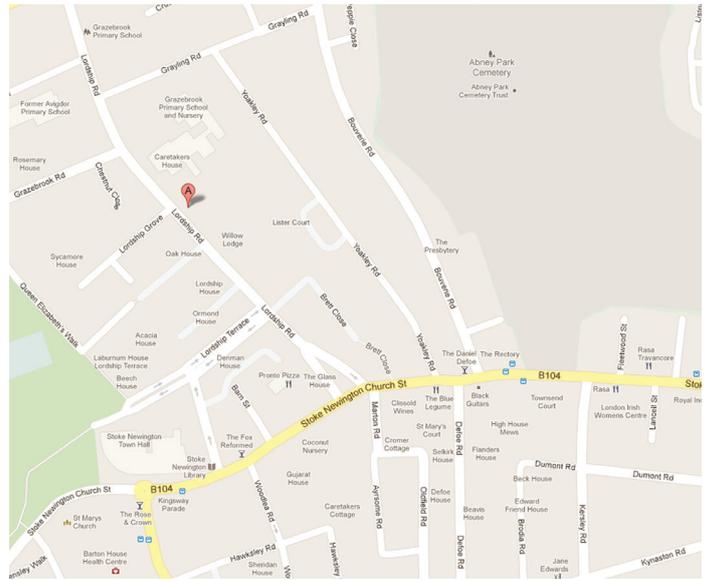
We look forward to receiving your application.

# Contact Details



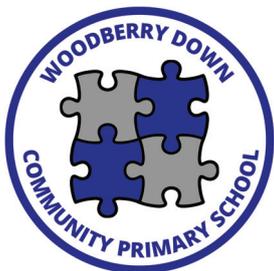
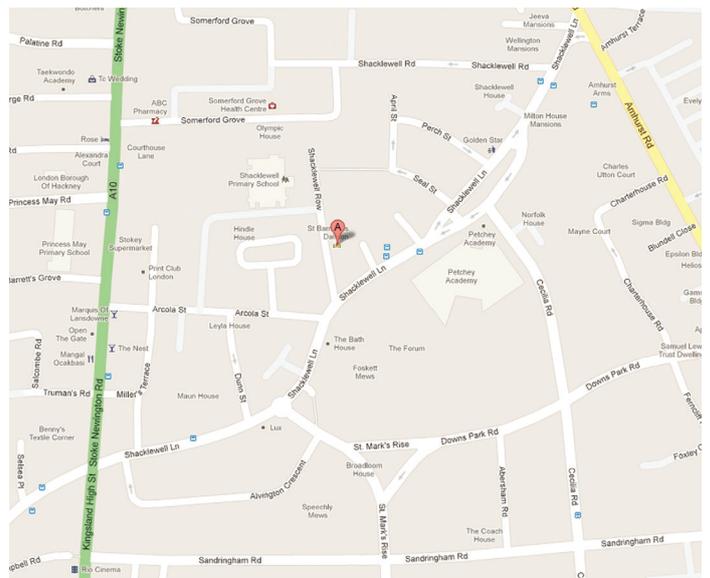
**Grazebrook Primary School**  
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Web: [www.grazebrook.hackney.sch.uk](http://www.grazebrook.hackney.sch.uk)



**Shacklewell Primary School**  
Shacklewell Row, London E8 2EA

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E-mail: [SWOoffice@newwavefederation.co.uk](mailto:SWOoffice@newwavefederation.co.uk)  
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**Woodberry Down Community Primary School**  
Woodberry Grove, London N4 1SY

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