



Assistant Catering Manager
Stoke Damerel Community College / Scott
Medical & Healthcare College

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Introduction

Thank you for your interest in the post of Assistant Catering Manager at Stoke Damerel Community College and Scott College Campus. This is a unique and exciting opportunity to join the campus and further contribute to the life chances of young people in the school and across the Trust.

Stoke Damerel Community College and Scott College are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

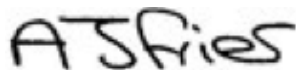
As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty schools: seven in South London, five in Berkshire, one in Surrey, fourteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Stoke Damerel Community College and Scott College are committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information HR@sdcc-smhc.net. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely



Anita Frier

Headteacher

Stoke Damerel Community College and Scott Medical and Healthcare College

Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,000 people and educates nearly 19,000 students. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Childcare Voucher scheme
- Car benefit scheme
- My Health discounts

Terms and Conditions

Line Managed by:	Catering Manager
Line Management:	Catering Assistants
Contract:	Permanent
Salary:	<p>Salary calculated in line with NJC Grade E – F pay scale, points 20-25</p> <p>£30,296 - £33,945 FTE, per annum. (Actual salary: 37 hours x 52 weeks per year)</p> <p>Actual salary £26,237 - £29,397 - 37 hours x 39 weeks per year</p> <p>Starting salary, and pay points will be determined on appointment, subject to experience.</p>
Hours of Work:	37 hours per week x 39 weeks per year (term time plus 1 week)
Place of Work:	The successful candidate will undertake work across both Stoke Damerel Community College and Scott Medical and Healthcare College. No additional travel is required as the sites are next door to each other.
Medical Examination:	The appointment is subject to a satisfactory medical report.
Superannuation:	<p>Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at:</p> <p>https://www.lgpsmember.org</p>
Holiday Entitlement:	The annual holiday entitlement is 23 days plus 2 extra-statutory days.
Probation Period:	New employees are required to complete a six-month probationary period.
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance.

Job Description – Assistant Catering Manager

Main purpose of the role:

To work as part of a team in the school's catering facilities and be responsible for the production of quality meals in a safe manner for the School's pupils' staff & guests

Main duties and responsibilities

- To be responsible for assisting in the day-to-day management and running of the Catering Department.
- Have a comprehensive understanding of the Catering Department finances in order to track food costs and sales trends, as well as profit margins.
- To assist the catering manager so that the Catering Department at least breaks even or creates a profit.
- To assist in ensuring compliance with all statutory requirements in respect of finance, hygiene, health & safety, school policies, procedures and regulations, and Catering Services Codes of Practice policies and procedures.
- Work together with the site Catering Manager on the implementation of new, distinctive and nutritionally balanced food menus, including theme days and sales promotions.
- Demonstrate a level of practical food knowledge that incorporates both contemporary and traditional food.
- Assist the catering manager to seek information from staff and students on new initiatives that would add to the school's food experience.
- To assist in all school event catering.
- Proactively support enhancing the reputation of the Catering Department as a key area for all in food production and service.
- To support and assist the catering manager where every person is expected to contribute to the learner's progress.
- To participate in the school's professional learning programme as agreed.
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff and students adhere to school expectations.
- To support the training of other staff in cooking

Other job requirements

Problems and Decision Making

In the absence of the catering manager determining any action to be taken arising from shortage of equipment and stock. Identification of health and safety hazards and other deficiencies in the Kitchen.

Physical Effort

There may be some lifting and movement of resources/food and equipment but Site Caretakers are available for heavier, specialist and distance movement.

Working Environment

Cleaning and maintenance duties may involve dealing with chemicals, sweeping, mopping and lifting heavy items. Manual Handling and duty specific training can be provided.

Equipment

Use of kitchen cleaning and cooking appliances.

Safeguarding Children

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

Special Notes on Conditions

There may be occasions when the attendance outside of your normal working hours is necessary to fulfill this role therefore flexibility is required.

Standards

Work within the requirements of the Trust's Health and Safety Policy, Keeping Children Safe in Education, performance standards, safe systems of work and procedures.

Undertake all duties with due regard to the Trust's Equalities policy and relevant legislation

Personal Development

Participate in a programme of CPD

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

Person specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: In their application, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> ● At least one years' experience working in a similar position. ● Experience of catering within a school ● Sound knowledge of Hazard Analysis and Critical Control Point (HACCP) & Control of Substances Hazardous to Health (COSHH) ● Previous experience of catering for large numbers ● Proven track record/experience of working with fresh food 	<ul style="list-style-type: none"> ● Experience of successfully managing the financial operation of a catering department ● Experience in working with online administration systems including entering sales, purchasing, ordering data. ● Knowledge of current culinary trends
Criteria	Essential	Desirable
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> ● A passion for delivering great food and attention to detail ensure that every dish leaves the diner satisfied ● Display a creative and confident approach to his/her cooking ● Ability to thrive under pressure ● Ability to lead and present to groups ● Ability to react quickly to changing priorities 	<ul style="list-style-type: none"> ● Good management, organisational and interpersonal skills ● 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 ● IT skills in accordance with business requirements
Professional Knowledge and understanding: In their statement of suitability and during the selection process, candidates will demonstrate professional knowledge and understanding in:		

	<ul style="list-style-type: none">● A strong character who is able to assist in organising, motivating and assisting to manage a large team so that they succeed● A passion and drive to move things forward● A commitment to high standards and expectations● A commitment working with the school's Safeguarding Policy and procedures● High levels of professional integrity● Flexibility to undertake any role within the department	<ul style="list-style-type: none">● A passionate foodie with a love of fresh handmade food
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The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website <https://www.greenshawlearningtrust.co.uk/join-us/staff>. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **midnight on Sunday 10th December 2023**. Applications received after this date will not be considered.

2. Shortlisting

Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

Interview date is to be confirmed. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up the post as soon as possible.

6. Additional information

For further information, please contact: HR@sdcc-smhc.net.

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.