



# Catering Manager

Start date: 14<sup>th</sup> April 2020

Closing date: Monday 9<sup>th</sup> March 2020



# Welcome to Mount St Joseph Catholic School

Thank you for your interest in the position of Catering Manager at Mount St Joseph.

Mount St Joseph is a vibrant secondary school situated in the south of Bolton serving a richly diverse community. Our pupils come from a variety of backgrounds including families newly arrived in this country and low income families. A number of our pupils have English as an additional language (37%) and our pupil premium is 42%. We place a strong emphasis on inclusion.

Our ethos is underpinned by the gospel values of serving others, tolerance, compassion and forgiveness. As a community of learners, believers and friends, we are committed to the spiritual, moral, educational and social development of our community.

We believe strongly in the power of high expectations of our students and of ourselves, and in the importance of personal goals that are meaningful to each individual. We know that every student has their own potential and we are determined to help them to fulfil it. We aim to enable all students to take part in exciting learning inside and outside the classroom, so that they can make rapid and sustained progress.

We are proud of our team of dedicated staff who provide an inspiring, structured and supportive learning environment, in which every student is challenged to realise their full potential and encouraged to be ambitious for their futures. Our school continues to celebrate good results; they are attributable to the hard work and high aspirations of our students, the strong teaching from our committed and talented staff, the outstanding pastoral support and a clear commitment to raising achievement from all members of the school community.

There is a strong emphasis on providing opportunities for students to further build their confidence, self-esteem, interpersonal relationships and to develop the resilience to overcome problems. We aim for all our students to enjoy their time at Mount St Joseph School, to have memories and friends that will last a life time and to leave with the qualifications, personal skills and attributes needed to be successful young adults.

We are looking to appoint an outstanding enthusiastic leader to facilitate and encourage a learning experience which provides all pupils with the opportunity to fulfil their individual potential.

The last Ofsted inspection concluded that we are a good school with outstanding leadership qualities. Our aim is to be an outstanding school - that is what we, our students and our whole community deserve and expect.

This is an exciting opportunity for a person who is an excellent practitioner, who possesses the energy and enthusiasm to bring their skills and innovation to our community; a person who will be a role model and leader and ambitious for both students and staff.

If you are inspired and share our vision, please apply and we look forward to considering your application and meeting you.

Yours faithfully,

*A Devany*

# About the School

Mount St. Joseph is a Roman Catholic voluntary-aided 11-16 comprehensive under the trusteeship of the Salford Diocese. The Instrument of Government of the school states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Salford.

Our aim is to secure the highest academic achievement for each child, a full awareness of personal and social responsibility and a deepening love and understanding of the Catholic Faith and our Mission Statement is the reference point for all our work:

As a **community of learners** we aspire to achieve our full, academic potential in a happy, safe and caring environment.

As a **community of believers** we aim to develop a full awareness of our spiritual and moral responsibility and a deepening love and understanding of our faith.

As a **community of friends** we influence the people around us by using our unique gifts and talents to develop one another socially and culturally to build a better world.



## Safer Recruitment

Mount St Joseph is committed to safeguarding and promoting the welfare of children and young people. We undertake thorough checks to ensure that we meet our obligations to protect our students. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced Disclosure and Barring Service check.

## Key facts and Statistics

Age range	11- 16
Location	Bolton
Attendance	94%





# Job Description

Job Title:	Catering Manager
Grade:	Grade E point 11 to 17 (pro-rata)
Hours of work	37 hours per week – term time + 1 week Monday to Thursday – 6.45am to 2.30pm Friday – 7.15am to 2.30pm
Responsible for	Team of Catering Assistants



### Key duties and Responsibilities:

- To be responsible for the management and operation of the school catering services; ensuring a high quality provision is provided.
- General administration, management and leadership of the team
- To be responsible for ensuring that all Health and Safety Procedures are adhered to at all times.
- To ensure that all food storage, handling, preparation and service standards comply with School Meals policies, codes of practices and procedures.
- To be responsible for all aspects of meal planning
- To create exciting and engaging menus
- To review, on a regular basis the school's menus to ensure that new ideas are embraced and feedback from staff, pupils and parents considered and, where appropriate, accommodated within the team's future menu planning.
- To plan menus for special events and occasions.
- To cost all prepared menus and keeping all expenditure within the budget provided by the Finance Manager.
- To lead and participate in food preparation and cooking as required.
- To direct food service to pupils and staff ensuring that the presentation of the food, and the environment in which it is served, is of a consistently high and engaging standard.
- To ensure that the kitchen, its furniture, equipment and utensils are cleared and cleaned as appropriate and daily after duties have finished.
- To line manage the catering staff; to include identifying and encouraging professional development and training opportunities for the team.
- To direct the duties of the catering staff
- To build relationships with suppliers and ensuring that all procured food and supplies are of a quality standard.
- To manage the provision of menus for students with allergies and ensuring, alongside the rest of the staff, that such students do not come into contact with trigger foods at any times.
- To ensure the timely and accurate completion of stock control, ordering and further monitoring within the department.
- To carry out the correct procedures for cash collection/ cashless operation and the operation of tills; completing relevant documentation and banking reconciliation according to audit requirements and to ensure the security of all practices is maintained.
- To assist in the promotion of the catering service at school events.



Please note that this job description is a comprehensive definition of the post but will be reviewed periodically and may be subject to modification or amendment at any time in consultation with the Headteacher. This job description works within the parameters of the terms and conditions of your contract.



# Person Specification

The successful candidate must be able to demonstrate that he/she has the qualifications, experience, knowledge, abilities and personal qualities outlined below.

Essential	Desirable
<ol style="list-style-type: none"><li>1. City and Guilds/ NVQ Level 3 in Catering or equivalent</li><li>2. Basic food hygiene and safety certificate</li><li>3. Experience in a similar environment</li><li>4. Management experience</li></ol>	<ul style="list-style-type: none"><li>• Experience in a school kitchen environment</li><li>• Further food hygiene training</li></ul>
<ol style="list-style-type: none"><li>1. Knowledge of food hygiene procedures</li><li>2. Knowledge of computing</li></ol>	
<ol style="list-style-type: none"><li>1. Good communication</li><li>2. Team working skills</li><li>3. Supervisory skills</li></ol>	

## Application Details

Thank you for taking the time to view the details for the Catering Manager position.

If you require any further information about the post or would like to arrange a visit to the school, please contact Miss K Pasquill – 01204 391800.

To apply for the post please use the application form attached with the advert.

Please send all completed forms to [recruitment@msj.bolton.sch.uk](mailto:recruitment@msj.bolton.sch.uk)

