



KING'S LEADERSHIP
ACADEMY BOLTON

CATERING MANAGER

RECRUITMENT PACK

PART OF



GREAT SCHOOLS
TRUST



MESSAGE FROM THE CHIEF EXECUTIVE OFFICER



Thank you for your interest in a position within the Great Schools Trust family of Schools. The Great Schools Trust is an education charity that has a proven track record of successful school start up and improvement whilst transforming the lives of children and young people through our unique values driven approach to education.

You will be joining a values driven, highly innovative, inspirational and ambitious organisation, so we are seeking an outstanding candidate who can realise the highest possible quality of services to support our educational vision, strong leadership and effective support to colleagues, to enable the trust to achieve the best possible outcomes for students. This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

Shane Ierston

CEO

OUR VISION

To develop a family of Great Schools that allow all students, irrespective of starting point or background, to access university or a career of their choice and succeed in life.



PRINCIPAL'S WELCOME

Welcome to King's, a non-selective free independent school in the state sector that is providing a world class education for the young people of Great Lever. King's Leadership Academy Bolton is founded on international research and traditional values with a huge focus on leadership and academic development.



Our vision is **"To develop in each of our student the academic skills, intellectual habits, qualities of character and leadership traits necessary to succeed at all levels and become successful citizens in tomorrow's world"**.

At King's we believe every child can succeed and that great teaching is the key to that success. This sentiment is reflected in our motto, 'Credimus', which translated from Latin literally means we believe.

We believe in appointing only the very best teachers and staff who are committed to serving the students and parents of this community. We believe in having the highest expectations of ourselves and our students as well as accepting no excuses for under performance. We believe that our school exists to shape the life chances of all our students in order that they can attend the best Universities or places of employment in the years to come. We believe in fully supporting our students throughout their education.

King's is unique, in that we have developed a highly personalised approach to our provision and teaching. Our smaller class sizes and year groups afford us tremendous opportunities to truly nurture and develop the academic and creative talents in all our students.

As Principal, I am privileged to be part of such a fabulous team of staff who are 'mission driven' in their goal to ensure that the education provided here is second to none. I welcome you to the Academy and hope that you find the information in this pack informative.

Mr D Crosby

Principal



Catering Manager

Salary: Scale 6 points 18-22 £29,269 - £31,364 (FTE) Term time + 5 days = £25,328 - £27,142 (actual)

Contract: Permanent, term time only + 5 days

Hours: 37 hours per week

Location: King's Leadership Academy Bolton

Reporting to: Principal Administrator

Start date: February 2024

Working at King's Bolton

King's Leadership Academy Bolton is seeking to appoint a organised and efficient Catering Manager to join our team.

King's Leadership Academy Bolton is located close to the centre of Bolton with good access to both the M6 and M62. In January 2024 our staff and students moved into a new state of the art building. Class sizes at the school are below average and every student has access to a personal computer tablet. Innovation is one of our strengths, which supports our modern approach to education alongside our commitment to the highest expectations.

King's is a vibrant and diverse school which enjoys a strong sense of community amongst both staff and students. This position is available due to the school expanding, we now wish to appoint an ambitious, highly motivated individual who loves their subject and shares our vision for making all students successful citizens in tomorrow's world.

Key Benefits

- Flexible working opportunities
- Exceptional CPD offer
- Generous benefits package
- Access to BUPA Employee Assistance Programme

Main Purpose

To provide a high-quality catering service which supports the wellbeing of pupils and staff. This includes meeting school catering and health and safety standards.

Duties and responsibilities

Meal Planning & Provision

- Oversee the provision of high-quality school meals in line with government guidelines and legislation on school nutrition standards
- To ensure prompt and efficient preparations and service of all meals and breaks at the required time. To ensure that they are being provided to the standard laid down by the School and to the School's satisfaction.
- To plan & prepare theme days and promotions



- Planning of pupil focused menus which are exciting for both mid-morning break and lunch. Ensuring that they are balanced multi choice menus, in accordance with nutritional standards, considering the dietary needs and preferences of pupils and varied cultural and religious backgrounds and that are cost within the allocated budgets
- Negotiate best-value contracts with authorised suppliers to ensure the cost effectiveness of the catering service
- Manage food stocks to prevent shortages or excess supply and adhere to the catering budget
- Cater to special dietary requirements and ensure that allergy information is effectively communicated and labelled
- To ensure that the control of raw materials and portions are to the School's standards.

Staff Management

- Supervise and deploy catering staff to ensure efficiency and high-quality food provision
- To manage and motivate the catering team to deliver the catering services to a high standard which achieve the agreed KPI's daily.
- Prepare and manage the duty rota, delegate tasks appropriately to staff, and ensure the smooth running of the team
- Carry out performance management duties in line with the Trust's People Leadership Strategy and make sure all staff in the team have relevant, required training
- Promote morale and wellbeing among the catering staff

Health & Safety

- Ensure compliance with school catering standards legislation and the school's food safety policy, health and safety policy, and allergens policy
- To ensure the Safer Food Better Business (SFBB) is completed in line with the legal requirements and use as a daily working document
- Ensure that the kitchen and dining area are kept clean and hygienic
- Ensure that kitchen equipment is used safely and according to operating manuals
- Ensure that kitchen and catering equipment is maintained according to the maintenance schedule
- Arrange for all necessary repairs to be carried out to ensure the safe running of kitchen equipment and remove any faulty equipment pending repairs. Where repair or replacement exceeds the agreed budget, discuss this with Principal Administrator
- Ensure that catering staff are adhering to proper hygiene procedures, including wearing the correct uniform
- Record all accidents and incidents

Other areas of responsibility

- Assist in the recruitment and selection of catering staff
- Carry out induction and training for new staff members



- To ensure the School's accountancy, documentation and administration procedures are carried out to the approved standard and that the necessary weekly & monthly returns are completed accurately and at the appointed time.
- To actively promote the service encouraging students to use the services.
- To organise any special function from time to time, some of which may occur outside of normal working hours
- Promote healthy eating within the school, this may include presenting and working with pupils and/or parents within classes
- Assist with the development of school policies and procedures relating to catering services
- Test and develop new food products and menus for the schools
- To maintain high standards of personnel hygiene, reporting any stomach disorders or infections of self or close family to the school
- To attend to and take all necessary action, statutory and otherwise, in the event of accident, fire, loss, theft, lost property, damage, unfit food or other irregularities in any service covered by the remit and complete the necessary return and/or reports.
- To attend meetings and training courses as requested
- All necessary paperwork must be completed correctly and at the appropriate time – orders, stock control, monthly profitability statements, risk assessments and Safer Food Better Business being the main ones.

Safeguarding

- Work in line with statutory safeguarding guidance (including Keeping Children Safe in Education, Prevent) and the school's safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description is current at the date shown but, in consultation with the post holder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.



Person Specification

Qualifications & Training

- Level 3 Food Safety (or NVQ equivalent) (E)
- GCSE or equivalent level in English and maths (E)
- Degree in Hospitality or within a related field (D)

Experience

- Experience of working at a management level in an industrial kitchen or catering establishment including:
 - Line management and supervisory experience (E)
 - Experience of menu planning and pricing (E)
 - Experience of recording and managing stock (E)
- Experience working with young people (E)
- Experience of writing and presenting reports (e.g. financial reports, incident reports) (E)

Skills & Knowledge

- Wide knowledge of culinary production and strong culinary skills (E)
- Knowledge of legislative requirements for:
 - Working in industrial cooking (E)
 - School catering (E)
- An understanding of the routines and challenges of catering in a school environment (E)
- Good literacy and numeracy skills (E)
- Good organisational skills (E)
- Ability to multitask and work effectively in a stressful environment (E)
- Strong leadership and teamwork skills (E)
- Strong customer service skills (E)

Personal Qualities

- Sensitivity and understanding, to help build good relationships with colleagues, pupils and staff (E)
- Commitment to promoting the ethos and values of the school (E)
- Commitment to maintaining confidentiality (E)
- Commitment to safeguarding pupil wellbeing and equality (E)
- Resilient, positive, forward looking and enthusiastic about making a difference to children and young people (E)

(E) Essential, (D) Desirable

Notes:

This job description may be amended at any time in consultation with the postholder.



Terms

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description is current at the date shown but, in consultation with the post holder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

This appointment is with the Local Academy Council of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Contract'. This Job Description is not intended to be either prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Application and interview process

Deadline for applications: Tuesday 19th March

Interviews: Friday 22nd March

Submit Applications to: Stephanie Baglow at s.baglow@kingsbolton.com

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on your letter of application so please read the Job Description and Person Specification carefully before you write your letter of application.

References and Pre-Employment Checks

We will seek references for candidates once the position has been offered and we may approach previous employers for information to verify particular experience or qualifications before interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualification

- List 99 check
- Section 128 Check
- Satisfactory DBS Disclosure
- Verification of professional status such as QTS Status, NPQH (where required)
- Completion of Employee Health Declaration
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

