



ST JAMES'S
CHURCH OF ENGLAND HIGH SCHOOL
CARING FOR OTHERS + ACHIEVING EXCELLENCE

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Headteacher: Mrs T. Lewyckyj B.Ed. M.Ed. NPQH

Dear Applicant

Thank you for your interest in our current vacancy for **Catering Manager** here at St James's.

The role is to start as soon as possible subject to the necessary clearances being received.

We are looking for somebody to continue to drive our school canteen service forward, ensuring it is financially viable and to provide leadership for the team of catering staff, many of whom are long serving colleagues. If you could do this and are passionate about the idea of providing nutritious and varied menus for young people then we would love to hear from you.

We want to create an environment where *everyone* matters and *everyone* is involved in continuing to move the school forward. If you can work collaboratively, are emotionally intelligent and resilient, then St James's is a good place to be.

We were judged as outstanding (December 2011) by Ofsted and SIAMs Inspection (December 2016). We were also delighted to be designated a National Teaching School in September 2013. We are forward thinking with high aspirations for all. We are not complacent and constantly aim to improve all aspects of our work.

You will find further information about the school on the school website along with general information for candidates under the vacancies section and an application form to download. If you have any questions once you have looked at the website and job description /person specification please contact Sharon Wardle, School HR Officer.

You should be aware that the Governors of St James's CE High School are currently exploring becoming a Multi Academy Trust in the future. Initially, the MAT would include two other local schools, Canon Slade and Bolton St Catherine's. Canon Slade and St James's (both judged outstanding by Ofsted and SIAMs) are applying for conversion to academy status and will form the MAT then will look to sponsor Bolton St Catherine's (currently RI).

We have thought long and hard about these next steps in our development and believe that by moving to a MAT will be the right decision to take on a number of levels. Firstly, we have a moral obligation to support other schools and we have been doing this since 2013 as a National Teaching School, working alongside the Bolton Learning Alliance. Secondly, we wish to have control of our own destiny and set the agenda for our school and others to achieve the best for all our pupils and staff within a local context. In addition, the new formula funding indicates further reductions in finance for schools and therefore we explore ways in which we can make savings by working more closely together. Finally, as a family of Church of England schools we believe we can share best practice within the MAT, offer more opportunities to pupils and staff and continue to create an educational environment which celebrates the uniqueness of every child.

If the school does establish a MAT, then all employees of St James's CE High School will be employed by the new MAT. If you are successful in your application for this position, depending on your timing of your appointment you will transfer to the new employer or be directly employed by the MAT. However, our offer is not dependant on the MAT being established and if for any reason the MAT is not established you will be employed by St James's CE High School

To ensure that your application is considered, it is essential that all sections of the application form are completed in full. Please submit a supporting letter up to two sides of A4 paper showing how you meet the requirements of the person specification. CV's are not accepted.

I look forward to receiving your application by the closing date in the advert. It can be emailed to recruitment@st-james.bolton.sch.uk or alternatively if you wish to post a hard copy, please mark for the attention of Miss S Wardle, School HR Officer. We request you only submit your application in one format, please do not send an electronic version and a paper version.

Please ensure you provide an up to date email address with your application as we usually contact candidates electronically rather than by post on most occasions.

If you have not been contacted within ten days of the closing date please assume your application has been unsuccessful. Whatever the outcome, we thank you for the interest shown.

Yours sincerely,

Tania Lewyckyj
Headteacher



ST JAMES'S

CHURCH OF ENGLAND HIGH SCHOOL

CARING FOR OTHERS + ACHIEVING EXCELLENCE

St James's CE High School
Lucas Road, Farnworth, Bolton BL4 9RU

Telephone: 01204 333000 Fax: 01204 333201

Catering Manager

Grade 6, SCP 25-29 £22,434 to £25,694 pro rata

Actual Salary £ 19,043 to £21,810

Starting salary will depend on relevant previous experience

37 hours per week during school term time only plus 5 days

Hours of work 7.00 am - 3.00 pm (2.30 pm on Fridays)

St James's is a highly successful 11-16 school with its own in house catering providing a breakfast, break and lunch time service for over a 1000 pupils.

We are seeking to appoint a Catering Manager to manage the catering staff and be responsible for the service of food throughout the school day and also support occasional after school events.

The successful candidate must be commercially aware, committed to providing a financially sustainable service and have:

- a high level of catering management experience
- excellent communication and interpersonal skills
- experience of leading and developing a team
- relevant catering and hygiene qualifications.

Previous experience of working in a school or college catering environment is desirable but not essential.

Have you the passion, energy, commitment and enthusiasm required to provide an outstanding catering service for our pupils? If so we would love to hear from you.

St James's is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. Successful candidates are subject to an enhanced DBS disclosure.

For further details, including how to apply, please contact the school on 01204 333000 or visit our website www.st-james.bolton.sch.uk. Please note we do not accept CV's.

Applications must be returned by **Tuesday 14th February 2017 8.30 am** and can either be emailed to recruitment@st-james.bolton.sch.uk or posted to St James's CE High School, Lucas Road , Farnworth , Bolton BL4 9RU.

Interviews to be held week beginning 27th February

ST JAMES'S CHURCH OF ENGLAND SECONDARY SCHOOL

JOB DESCRIPTION - CATERING MANAGER

Full time, term time only plus 5 days in the holidays including the September Inset Day

Grade 6 Points 25 to 29

Responsible to the Business Manager

Line Manager to Catering Staff

This is an important position in the school structure, managing a catering service which not only provides high quality meals, but also considers issues such as healthy eating and creating a welcoming school dining experience as an important part of what the school catering service offers. The Catering Manager will be central to ensuring that the team of catering assistants are effectively led and organised in order to produce and maintain high standards of hygiene, quality and presentation.

The person appointed will be confident, well organised and an effective communicator, with the ability to manage, motivate and lead a team of catering assistants, and to line manage the School Meals Supervisory Assistants. The post requires a person with relevant qualifications, skills and experience, the ability to liaise effectively with colleagues and a commitment to the work of this church school.

As a church school, all staff are supportive of the Christian ethos. Conditions of service are based on national and local authority conditions of employment, using The National Society contracts.

Principal Responsibilities are to:

Provide an effective, efficient and financially sustainable catering service

Ensure compliance with all legislation relating to the school canteen service

Take responsibility for the management of the catering staff team to ensure a professional catering service is delivered

Assist in the development of and subsequently implement the school's catering strategy

Ensure operating practises are regularly reviewed with any necessary identified improvements implemented

Assist the Business Manager in providing meaningful, accurate information including sound budgetary control and monitoring of financial performance

Lead on customer care in the canteen

Main Duties

Provide up to date supporting management information regarding stock control, expenditure on food, number of paid and free meals taken and staff requirements to support financial forecasts presented to Governors by the Business Manager

Review prices of food and drinks offered to pupils and staff on a regular basis ensuring best value and quality is maintained and where possible improved.

Provide regular information and appropriate reports on request by the Business Manager to support information regarding reasons for variances to the business plan

Administer and direct catering staff within all aspects of food and beverage production and cleaning work required;

Ensure that regular staff briefings take place

Manage the induction of new staff

Plan a cycle of menus to ensure that nutritional content meets the recommended guidelines and that the variety offered is attractive to pupils and staff taking into account budget constraints

Contribute to the school's aim to maintain the Healthy School Award

Plan menus taking into account specific individual or cultural requirements

Lead and provide catering for school events external to the canteen service

Administer appropriate returns and records, including stock control and ordering;

Manage the cashless catering system across the canteen including reporting system difficulties to the suppliers and communicating solutions to the team

Place orders with suppliers as necessary to ensure that sufficient stocks are always available for meals to be produced.

Manage and review supplier performance to ensure that the school receives best value appropriate for schools

Maintain equipment and facilities ensuring that high standards hygiene and presentation are in place

Be responsible for maintaining hygiene standards and complying with health and safety regulations at all times

Review staff training needs and arrange appropriate training to ensure compliance with Health and Safety requirements

Ensure that correct working practices by staff within the designated food areas are carried out in line with health and safety policy and hygiene legislation as well as school policy;

Be fully conversant with HACCP, its implementation and critical control point procedures;
operate a system of stock control as an aid to purchasing and budget monitoring and control;

Contribute to the planning and marketing activities that are purposed and reflected in the catering business as a whole;

Produce reports for the Headteacher and governors as required;

To be an expert and lead on catering related issues across the whole school

Any other appropriate duties commensurate with the grade of the post which may be required from time to time.

Safeguarding of children and young people- all school posts

- The post holder is responsible for promoting and safeguarding the welfare of all children and young people he /she comes into contact with

This job description may be amended at any time following discussions between the Headteacher/Line Manager and the post holder and may be reviewed annually as part of the school self-review programme.

St James's Church of England High School

Catering Manager

Person Specification

(to be assessed by application form, interview and references)

	Essential	Desirable
Qualifications	City and Guilds 706/1 and 2 or NVQ Level 3 ; or equivalent	Qualification in Business Management
	Basic food hygiene certificate	Intermediate food hygiene certificate
Skills	Able to communicate effectively with people at all levels	Able to demonstrate flair and imagination in food preparation and presentation
	Able to motivate and lead a team of staff	
	Able to demonstrate excellent food production and presentation skills	
	Able to deliver excellent customer service	
	Able to manage the financial aspects of the catering operations	
Knowledge	Knowledge of and ability to apply techniques to promote customer care	Knowledge of marketing techniques
	Working knowledge of Microsoft office to record data and maintain records in Excel and to produce catering forms/templates in Word	
	Knowledge of government recommended nutritional guidelines	
	Practical implications of regulations and legislation relating to safe and hygienic working within a catering service	
	Knowledge of techniques used in supervising staff	
	Basic knowledge of financial procedures	
	Commercial awareness	Commercial awareness of managing a catering service in a secondary school

Experience	Supervisory experience within a catering environment	Management experience in a catering environment
	Experience of dealing with external contractors and ordering procedures	Experience of working with nutritional standards for schools
Personal Qualities	Good communication skills and the ability to manage and motivate others	
	Ability to prioritise workload	
	Good organisational skills	
	Positive approach to problem solving	
	Sense of humour and calm under pressure	
	Willingness to attend out of school time events eg presentation evening	
	To have an excellent attendance and work rate	
	To be fully supportive of the Christian ethos of the school	
Relationships And Work Related Circumstances	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	

ST JAMES'S CHURCH OF ENGLAND HIGH SCHOOL CATERING DEPARTMENT INFORMATION FOR CANDIDATES

At St James's we have over a 1000 pupils on roll and operate an in-house catering service for pupils, staff and visitors. In addition to our lunchtime canteen service we operate a breakfast club and morning break service each day.

The service is run by a Catering Manager, supported by an Assistant Catering Manager, Cook and 8 Catering Assistants. The staff are employed directly by the school and are part of the family of St James's.

The kitchen and dining room is a very busy environment. The catering team is committed to providing quality, nutritious meals for pupils, staff and visitors whilst delivering a self-financing meals service.

Cashless catering was implemented in October 2011 and followed a re-furbishment of the school dining facilities in 2010. The school operates a cashless catering system.

School events such as Presentation Evening, Open Evening and Year 11 Mock Interview Workshops are enhanced by the provision of a quality meal for those attending these out of school hours events. Buffets are provided on a regular basis. The Catering Manager will be expected to be in attendance at a small number of evening functions which involve parents and the general public.

The Nutritional Guidelines continue to provide a challenge for the service, and the Catering Manager is instrumental in meeting the standards whilst providing an attractive series of menus for our pupils.

