



Head of Catering

- Salary:** Scale PO1 to PO2 pro rata
(Actual salary (£38,311 - £40,953))
- Hours:** Monday to Friday 8am to 4pm (with one-hour break)
- Term Time only + 1 week.
(Times of work can be negotiated with the successful candidate as long as it is in line with the needs of the school. Some flexibility will be required with supporting events throughout the year)
- Required for:** As soon as possible
- Closing Date:** Friday 24th November 2023
- Interview Date:** TBC
- Please send your application to:** staceywright@cardinalpole.co.uk



Why Work For Us?

Firstly, thank you for taking the time to consider applying for the post of Head of Catering

Our school is built on strong foundations of discipline and moral purpose. We offer a lively, dynamic and highly successful environment in which to achieve. We are also a faith community, providing an inclusive and enriching education which cares deeply about the wellbeing and development of our children and our community.

Cardinal Pole School is an inclusive school where all members of the school community are of equal worth and each have the opportunity to be the best that they can be. We are a community of **service** guiding young people on a path to **opportunity, aspiration and reward**, founded on Catholic values.

We seek to ensure that everyone is treated with dignity and respect. We also make sure all of our students pursue a rich programme of study at all key stages appropriate for their age and ability, ensuring that there is no narrowing of the curriculum.

These aims, coupled with high expectations for everyone has resulted in remarkable success for our students.

We very much welcome applications from all faiths and backgrounds and value the unique experience that every individual can bring to our school and look forward to receiving your application.

Professional Development:

We can offer you professional development to begin or advance your career. You will be part of a school that is established in developing practitioners and nurturing future leaders. The opportunities for progression at Cardinal Pole are significant. We offer a range of CPD, including multiple Middle Leadership pathways in addition to supporting preparation for Senior Leadership via MA study, NPQSL and SLT secondment opportunities. There is no doubt that these opportunities will help you achieve your own career ambitions rapidly.

Benefits:

Two-week October half term break.

You will be joining a TES Secondary School of the Year nominated school.

Free staff access to a modern and high quality gym which was fully refurbished in September 2023.

An incredible team of staff who are highly skilled, dynamic and passionate about securing the very best outcomes for the community we serve.

Excellent CPD opportunities at all levels including part-funded MA study (T&Cs apply).

Opportunities for progression.

Sophisticated modern school building set in the heart of vibrant Hackney

A proactive and thriving staff well-being group with regular staff socials, coffee mornings and opportunities for cross departmental interaction

Free Breakfast Club every day for staff and students

Free Bike servicing for staff

Travel Loans. Interest free loans to assist staff in meeting travel costs (T&Cs apply)

Travel contribution if you live in Zone 6 and further may be granted, (T&Cs apply)

Teachers Pension Scheme or Local Government Pension Scheme which includes 3 x salary life assurance cover whilst you remain in service.

Employee Assistance Programme



‘Cardinal Pole Catholic School is a community of **service** guiding young people on a path to **opportunity, aspiration, and reward**, founded on Catholic values.’

Job Description

Post:	Head of Catering
Grade:	Scale PO1-PO2 pro-rata (Actual salary: £38,311 - £40,953)
Hours:	Monday to Friday 8am to 4pm (with one-hour break) - Term Time only + 1 week. (Time of work can be negotiated with the successful candidate as long as it is line with the needs of the school. Some flexibility will be required with supporting events throughout the year)
Responsible to:	Director of Resources (Headteacher in the absence of the Director of Resources).

Cardinal Pole Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Purpose of the post

School meals are a powerful educational support for behaviour improvement, increased ability to focus, and adequate academic performance.

The Head of Catering is a professional in charge of planning and overseeing the school's catering service and operations to ensure students eat a healthy, hot, and nutritious meal daily.

The main responsibilities of the Head of Catering are:

- To lead the catering team by providing guidance, clarity of purpose, and motivation.
- To develop fresh, interesting and nutritious menus within budget and according to Government standards.
- To participate in wider school activities promoting healthy eating habits and helping our students to develop knowledge, skills, and attitudes towards food and nutrition.

Service management

- Manage the catering team, including monitoring performance, attendance, and organising cover when appropriate.
- Plan, operate and control the production and service of school meals and other catering functions.
- Coordinate with kitchen staff and suppliers to ensure the quality and quantity of food meets the school's expectations.
- Conduct regular consultation with students and staff to understand food preferences. Handling feedback and complains to deliver excellent customer service.
- Support the Director of Resources in managing the catering budget.
- Responsible for the financial and administrative tasks associated with ordering food and sundries, including the verification of delivery notes and invoices.
- To monitor, control and reduce waste. Make recommendations for menu adjustments to the Director of Resources.

Food preparation

- Prepare meals ensuring full adherence to recipes in accordance with the menu cycle whilst following food standards, allergen ingredients, food presentation, and portion control.
- Cater for students with special dietary requirements within reason and according to resources available.
- Review and implement stock controls, including food inventory needs, stocking and ordering.
- Establish procedures, methods, and operational practices to meet high standard of cooking. Create working schedules detailing basic kitchen skills. Ensure catering staff adhere to these guidelines.
- Assess capacity and level of resources to make sure catering staff complete assignments within the expected timeframe. Make recommendations.
- Help promote school lunches and uptake through taster days, parent events, newsletters, theme days and other methods.
- To lead on food preparation for special events, which may be outside normal hours.

Supervision and training

- In conjunction with the Director of Resources monitor the quality of work of the catering staff. Identify areas of concern and make recommendations for their solution.
- Assist in the training of new catering staff ensuring duties and responsibilities are clearly defined and understood.
- Ensure all catering staff are supplied and wear uniform and appropriate Personal Protective Equipment (PPE).
- Participate in training and development activities as required and assisting with the training and development of colleagues.

Health and safety

- Ensure that there are appropriate arrangements in place to provide safe meals to students and staff with food allergies.
- Monitoring that freezers and fridges maintain required temperature.
- Responsible for monitoring food hygiene and safety measures.
- Ensure that all kitchen equipment is operational and maintained in a safe working condition.
- Keep abreast of Health and Safety regulations. Make sure catering staff follow school's H&S policy.

Cleaning and hygiene

- Make sure surfaces and floor are cleaned after each day of service.
- Maintain a weekly and monthly cleaning regime for all the kitchen equipment.
- Monitor annual deep cleaning of machinery.

The duties may be varied to meet the changing needs and demands of the school at the discretion of the Headteacher in consultation with you. This job description does not form part of the contract of employment. It denotes the way the post holder is expected and required to perform and complete duties. The person in the post may also have to carry out other duties as may be necessary from time to time.

Special Conditions of Service

This post is subject to a Fully Enhanced DBS check, references and Rights to work in the UK. You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

Person Specification

	Essential	Desirable
Qualifications		
Level 4 Diploma in Hospitality Management (or equivalent qualification)		✓
NVQ in food preparation and cooking	✓	
Experience		
Experience of catering	✓	
Previously managed, assisted or deputised own unit	✓	
Experience on leading a team	✓	
Experience training staff in basic kitchen skills	✓	
Knowledge		
Knowledge of food preparation including methods, portions, and ordering.	✓	
Strong knowledge of baking	✓	
Knowledge of stock taking and inventory management.	✓	
Knowledge of computer applications including Microsoft Office	✓	
Skills		
Passionate about food and customer service	✓	
Ability to create and implement healthy menus	✓	
Ability to work in an organised and methodical manner.	✓	
Ability to maintain efficient record keeping systems.	✓	
Good verbal and written skills.	✓	
Able to manage the performance of others.	✓	
Able to use and clean kitchen machinery and light equipment.	✓	
Display and maintain a high standard of personal hygiene.	✓	
Work effectively in a busy and hectic environment.	✓	
Display commitment to the protection and safeguarding of children and young people.	✓	
Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date.	✓	