

Catering Supervisor

Information for Applicants



Birchwood
Community High School



Letter from the headteacher



October 2024

Dear applicant,

I am delighted that you are looking to apply for a job here at Birchwood Community High School. I feel very lucky to be the headteacher at this vibrant school. BCHS is an amazing place to work, with a unique sense of spirit and community – it is warm and welcoming, people-focused and totally dedicated to the community that we serve.

Our staff are passionate about education and believe that all young people should be inspired to be the very best that they can be. Our vision and values articulate the things that we put importance on and also encapsulate the school's spirit: we are a team. The staff know this, our parents/carers know this and, most importantly, our students know this. Our vision at BCHS is to have students who understand the power of aspiration, knowledge and kindness.

We believe in the power of knowledge and the importance of a challenging, word-rich curriculum for all. That said, we are not all about the academic, we actively teach social responsibility and direct students in acts of kindness within the school setting but also in our wider community. We view it as our duty to ensure they leave us with high aspirations, secure knowledge and a kind heart.

We pride ourselves on the core ethos of our school being underpinned by the strongest foundations of discipline, respect, tolerance and compassion – we ensure our students are equipped with a strong moral compass. We offer a very strong extra-curricular programme with every member of staff offering a provision, it is an aspect of our school community that we are very proud of, and rightly so.

We know that our students are excellent people, and they thrive in a culture of achievement and success; we have high expectations, encouraging them to be aspirational in their learning and to enjoy all aspects of school life. Academic standards at BCHS are good for all students irrespective of their starting point. However, we know that we are all capable of even more. We continue to strive to improve levels of student achievement and move towards being recognised as outstanding in all areas.

It is essential that we appoint the right person to this role, and it is important that their values and views align with what we are trying to achieve as well as our philosophy on staff wellbeing and development. I would recommend that you read my personal blog (<https://leadership-life.co.uk>), our school blog (<https://www.birchwoodhigh.org/nexilis/>) and our Professional Growth handbook to really give you a more comprehensive insight into how these views and values translate into our day to day processes and habits.

Our website and this application summary can only give you a flavour of who we are, but I hope that it will inspire you to apply for the Catering Supervisor vacancy. If you have any questions or need any further information about this fantastic opportunity, please do not hesitate to contact the us on joinus@birchwoodhigh.org

Vacancy details:

Salary Scale

NJC Grade 5, 30 hours per week. £24,702 - £27,334 FTE. Actual pay is £17,228-£19,064 (Pay award pending)

Contract

Permanent, Term time only, plus 5 INSET days

Method of Application

The preferred method of application is electronically via email. All applications must be made using the school's application form. Applications will be shortlisted for interview and the HR Manager will contact those selected regarding the time and venue. Applicants who have not been contacted within two weeks of the closing date can assume that on this occasion their application was unsuccessful.

Closing Date

Applications received after the closing time of 9am on Monday 28th October 2024 will not be considered.

Interview Dates

TBC

Safeguarding

All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and Birchwood Community High School policies and practices to ensure learners are safeguarded and protected.

Please feel welcome to come and have a visit before applying, but be assured that whether you visit or not, it will not affect the short-listing process. If you would like to have a look round, please email our HR Manager, Tina Wiegand (twiegand@birchwoodhigh.org) to arrange.

Thank you for considering our truly amazing school as the next chapter in your career, and hopefully I will be reading your application soon.

Yours sincerely,



Emma Mills
Headteacher



**‘There is a ‘buzz’
of energy in
classes, reflecting
pupil’s positive
attitudes to their**



Our Vision

Team Birchwood believe in the power of aspiration, knowledge and kindness. We know that we achieve our best when we work together.

Our Ethos

High aspirations, high expectations and high achievement rely upon a positive working environment based upon respect. For us, respect means consistent positive regard for everyone in our learning community. A strong moral purpose enables students in our school to grow into independent, responsible young adults who can access a happy and healthy future.

At Birchwood we strive to ensure that every lesson counts, for every child, every day. We expect teachers to deliver engaging lessons that ensure students acquire powerful knowledge and develop both essential and desirable skills. For this to happen, behaviour must enable every teacher to teach and every child to learn. We expect students to come ready each day to challenge themselves to be the very best they can be. We have a wide variety of extra-curricular activities to help children develop all their skills and talents and there are many opportunities to develop their leadership skills throughout their school life.

Our Mission

We are 100% committed to our students. We seek to sustain a community that is rooted in respect and the belief that every student can succeed. We endeavour to equip our young people with the qualities, qualifications and values that will enable them to lead fulfilling lives and become responsible citizens. We want the children in our care to leave us with high aspirations, secure knowledge and a kind heart.

We maintain high standards of ethics and behaviour; one of the ways this is by embracing the British Values: democracy; the rule of law; individual liberty and mutual respect; and tolerance of those with different faiths and beliefs.

Our Aims

We wish for our students to be:

- safe, happy and cared for in a secure and supportive environment.
- supported and challenged to do their best through excellent teaching, a broad and balanced curriculum and a wide variety of experiences.
- recognised, celebrated and rewarded for all their achievements that they develop confidence and independence.
- developed emotionally, intellectually and morally so that they are able to be successful in the rapidly changing, multicultural society in which we live.
- successful, whether through academic qualifications or a more vocational route, so they can move on to the next stage in their life.



School Profile

- The school joined One Community Trust on 1st September 2023.
- The school is of an average size with 904 currently on roll.
- The most recent OFSTED inspection (October 2018) judged the school to be Good in all areas.
- The percentage of students on the Pupil Premium register is 31%, which is above the national average.
- The proportion of students with SEND (ECHP) is in-line with the national average.
- Most students are of white British heritage.
- Students arrive at the school with outcomes broadly in line with national averages.

JOB DESCRIPTION

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operations of the school. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Catering Supervisor
Reporting to	School Business Manager
Job purpose	<ul style="list-style-type: none"> • To assist the Catering Manager with the efficient and successful running of the catering service. • Assist with the delegation of day-to-day responsibilities to the Catering team, to produce and deliver a high quality and cost effective service of food.
Key Tasks and Accountabilities	<ul style="list-style-type: none"> • Support the Catering Manager to ensure staff are meeting customer needs, booking demands and maintain high levels of catering provision to budget. • To be responsible for the preparation, cooking and service of food ensuring that efficient and economic use is made of all resources and the highest standards of hygiene and food safety are maintained • To plan, operate and control the production and service of food related duties. To devise set programmes of work for catering staff and to supervise the work of catering staff daily • Monitor the quality of food, portion control and preparation for dietary provisions and delivery of food service. • To operate and control food stock to include maintaining stock records and ensuring the correct completion and submission of all appropriate returns and records • Maintain a high level of cleanliness in accordance with food hygiene health and safety regulations, ensure defects and breakdowns are reported correctly and assist the House Manager with statutory risk assessments and COSHH related to catering functions. • Monitor stock control and ordering records to establish accuracy of costs are within budget • Identify staff performance and development related to catering and domestic requirements. • Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

General Information and Working Arrangements

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.

To be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

To take responsibility for the implementation of, and compliance with, policies and procedures relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and / or Senior Leadership Team as required. Trade union representation will be welcomed in any such discussions.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard;
- Be aware and comply with policies, protocols and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and general data protection regulations, reporting all concerns to the appropriate person;
- Participate in training and other learning activities as required;
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate;
- To promote the area of responsibility within the academy and beyond;
- To represent the academy at events as appropriate;
- To support and promote the academy ethos;
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

PERSON SPECIFICATION

JOB TITLE	GRADE
Catering Supervisor	NJC Grade 5

NOTE TO APPLICANTS: Whilst all points on the specification are important, those marked 'E' are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited to interview.

	Necessary requirements	Essential / Desirable
Education & Qualifications	GCSE in English and Mathematics at grade C or above (or equivalent).	D
	NVQ 2/3 in catering	E
	Certificate in Nutrition	E
	Food Hygiene	E
Experience	Minimum 5 years' management experience in a similar role	D
	Previous experience in a school environment with an appreciation for a distinctive and creative offering	D
	Experience in customer-focused environment	E
	Experience of delivering large scale catering	E
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	Experience in customer-focused environment	E
	Experience of delivering large scale catering	E
	Experience of delivering a service offering informed by seasonal/local and nutritional values.	E
Skills, Knowledge and Aptitude	Able to demonstrate strong and effective leadership and supervision skills.	E
	A high standard of numeracy and literacy	D
	Able to communicate effectively, both orally and in writing	E
	Able to build and maintain effective relationships at all levels that encourage collaborative working	E
	Strong planning and organisational skills including the ability to prioritise, multi task and meet deadlines	E
	An eye for detail and accuracy	E
	Team player	E
	Proficient in Microsoft Office (word/excel spreadsheets)	D
	Experience of school meals system	D
Approach to work	To show a commitment to working in partnership with parents, governors, the Trust and staff to provide the best nutrition possible for our students.	E
Other requirements	Enhanced DBS Disclosure	E

