



Your Academy...Your Future

Post Title	Assistant Catering Manager
Purpose	To assist the Catering Manager in the management and delivery of the Academy catering service.
Responsible to	Catering Manager
School Type	The Academy is a publicly funded independent secondary school for students aged 11 to 16.
Grade	Band E, Point 7-9 £26,403 - £27,255 <i>(Term Time Only Equivalent £22,281 - £23,000)</i>
Contract Type	Permanent / Term Time Only
Working Hours	Monday – Friday 6.00am – 2.00pm Term Time Only + 2 Days
Disclosure Level	Enhanced
Expectations	<p><u>There is an expectation that all adults who work at Castle View Enterprise Academy will:</u></p> <ul style="list-style-type: none"> • Create opportunities to support the Academy vision. • Have respect and care for students and all other adults. • Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do. • Support the Academy uniform policy for students and echo this through professional and business-like mode of dress. • Contribute to the Academy enrichment programme.
Duties & Responsibilities	<ul style="list-style-type: none"> • Operate the Academy's catering unit efficiently and effectively. • To provide a safe and healthy environment for the Academy, staff, students and visitors. • Assist the Catering Manager with regards to health and safety compliance, cleanliness and upholding high standards of serving safe food. • Work closely with the Catering Manager to maintain a high-quality in-house catering service for the Academy. • To work alongside the Catering Manager to develop menus that meet all current legislative requirements. This must include catering for all dietary and allergen requirements.

	<ul style="list-style-type: none"> • Deputise for the Catering Manager in their absence • Produce meals in accordance with current legislative requirements. • Assist the Catering Manager with maintaining regular stock checks, accounting for deliveries and maintaining records as required. • Assist Catering Manager with food orders. • Assist the Catering Manager with the management of kitchen staff that may be employed in the unit, including on-job training requirements, basic food production. Kitchen practices and heavy equipment. • Maintain kitchen cleanliness standards etc. that comply with the Food Safety Act 1990 and Food Hygiene (General) Regulations 1995. • Assist / set up and dismantle the dining areas ready for service. • To ensure the effective cleaning of all equipment and utensils, presenting and maintaining them in high quality condition. • Health and safety including fault reporting to the relevant personnel. • To operate a cashless system point, observing audit and financial procedures. • Keeping abreast and implement any current and future legislative requirements including Nutritional Standards / catering related projects. • Work in a manner that complies with all current and legislative requirements. • Undertake any other duties commensurate with the post.
<p>General Requirements</p>	<ul style="list-style-type: none"> • Attending and participating in training and development activities as required. • Participating in schemes of assessment, professional development and review. • Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies. • Being an effective role model for the standards of behaviour expected of students. • Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.
<p>Professional Values & Practises</p>	<ul style="list-style-type: none"> • Having high expectations of all students; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement. • Treating students consistently with respect and consideration, and being concerned with their development as learners. • In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment. • Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues. • Reflecting upon and seeking to improve personal practice. • Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school. • Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures. • Building and maintaining successful relationships with students, parents/carers and staff.

Additional Duties	<ul style="list-style-type: none"> Carry out other reasonable tasks from time to time as directed by the Head of School.
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Person Specification

You should be able to demonstrate that you meet the following essential criteria.	E = Essential D = Desirable
Qualifications	
NVQ or Equivalent	E
Qualification in Food Hygiene	E
Practical experience of working in a catering environment	E
Good numeracy/literacy skills	E
Experience	
Supervisory experience of working in a school environment	E
Experience of dealing with external contractors and ordering procedures	E
Knowledge and Skills	
An ability to relate well with children and adults	E
An ability to work independently	E
An ability to use initiative when required	E
An ability to work as a member of a team	E
A willingness to work co-operatively with a wide range of professionals	E
Good communications skills	E
Use ICT effectively	E
An ability to work within Academy's policies and procedures.	E
A working knowledge of Food Hygiene and Health and Safety procedures	E
Personal Requirements	
Sensitive to the needs of children and their parents/carers.	E
A calm and positive approach.	E
Committed to professional development.	E
Willingness to work additional hours to meet the needs of the post when required.	E

Castle View Enterprise Academy is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. The successful applicant will be subject to provide an enhanced DBS disclosure.