



Framwellgate School Durham

Catering Manager

Candidate Information Pack

Salary – Grade 10 £30,507 - £32,029 (pro-rata to term time only plus two weeks (£27,570-£28,945))

Start Date – 1st November 2019 (or as soon as possible thereafter)

FRAMWELLGATE SCHOOL DURHAM

Catering Manager

Required from 1st November 2019 (or asap thereafter)

We wish to appoint an inspirational and highly motivated Catering Manager to make a real impact in this rapidly improving school. A new Headteacher took up post on 1st September 2017, and a new senior leadership team was appointed in January 2018. Since then, the school's performance has improved significantly, reflected in a positive Ofsted inspection in May 2018 and monitoring visit in July 2019, where our leadership & management, 6th form, and students' personal development, behaviour and welfare, were all graded "Good". With solid foundations now in place, the opportunity to play a significant role in leading the school to 'Outstanding' is both exciting and realistic.

We can offer you an environment where student behaviour is excellent, prior attainment levels are amongst the highest in the North-East and our students and staff are a pleasure to work with.

Framwellgate School Durham is a rapidly growing 11-18 non-selective secondary school within a Multi Academy Trust. The school roll is set to have increased by 20% in two years and from September 2019 we have more than 1200 students on roll. In 2016 the school was awarded a grant of £2.4 million to create a purpose-built sports complex. This was opened in September 2017.

Key Dates

The closing date for applications is 8.30am Friday 20th September 2019

Interviews are scheduled to take place shortly afterwards.

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS and Section 128 clearance will be required for this post, together with completion of a pre-employment health questionnaire.

**The Excel Academy Partnership
at Framwellgate School Durham
Newton Drive
Durham**

DH1 5BQ

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Email: Thompson.f@framdurham.com



Letter of Welcome from Andy Byers, Headteacher

Dear Applicant

I am delighted that you are interested in this post. Framwellgate School Durham (FSD) is a fantastic school, which experienced a rough two or three years. I joined the school in September 2017 and have appointed a new Deputy Head, 2 new Assistant Headteachers, and a Director of Safeguarding, all of whom took up post in January 2018. Working alongside our other talented and experienced staff, the potential is there to make the school truly outstanding.

Although our 2016 and 2017 outcomes were below average, the intake of students at key stage 2 is on a par with most of the high performing schools in the region. Student behaviour is excellent, and we put a great deal of emphasis on ensuring that teachers can work in an environment where students want to learn. The strength of the school has always been its caring ethos and strong community links, and these remain. By introducing new systems to manage behaviour, rewards, assessment, marking, and teaching, and with a new ethos and curriculum, we have made huge strides in transforming the school.

I am looking for staff who are passionate about their work and who enjoy working in a team, to help us to continue to improve outcomes. I think this is an incredible opportunity and hope you will too; you must be able to work in effective teams and demonstrate resilience, humour and enthusiasm. You must never settle for second best. I will guarantee you our time and support and a fabulous place to come to work every day.

In your application, please try to focus on what makes you an effective catering manager. Tell me why you are passionate about your work and make me feel like I am reading about you; try not write a generic letter which ticks the right boxes but doesn't tell me what you are like as a colleague.

I am also very interested to learn about what else you can offer the school. I am sure that the thing you remember most about your own time at school was the sports team you played in, the trips or visits you went on, or the school production you were part of. We need our staff, whatever they do, to share their passions (human rights, music, sport, the environment, outdoor education, drama etc.) with our students.

We have changed so much over the last year (new teachers including many NQTs, a new sports centre, a new school day, dedicated CPD time each week, a new website, a new ethos statement, new uniform, a new curriculum, bigger and better catering facilities) and have much more planned for 2019. Developing staff in a supportive environment is at the heart of what we do.

Finally, one of you reading this will become the catering manager in a fantastic school. You will love it. Good luck with your application.

Yours faithfully,

Andy Byers

Headteacher

About the school

Framwellgate School Durham (FSD) is an 11-18 school which was granted academy status in 2011. There are more than 1200 students on roll including 130 in the Sixth Form and within the next three years, we envisage a roll of 1400 including 230+ in the sixth form. The school serves the population to the north of Durham city, primarily from the Newton Hall estate, but we attract students from a wide surrounding area and over 20 feeder primary schools. We are a high achieving 11-18 academy with a strong track record in both provision and outcomes. We are fully committed to the students in our care, and work to ensure that both the pastoral provision and quality of teaching is the very best.

Aims and ethos

Framwellgate School Durham is a community that values learning and celebrates achievement. We are an inclusive comprehensive school with high expectations of both our staff and students alike. In the Spring of 2018 we consulted students, staff and parents, and re-evaluated our ethos; the result of this exercise was a new ethos statement which emphasises compassion and kindness and places the well-being and happiness of our students alongside academic achievement. Our new school uniform was introduced in September 2018 and is being phased in over the next two years.

The curriculum

We are committed to providing a knowledge rich curriculum which responds to the needs of the individual student, whilst ensuring access for all to a broad and balanced range of educational experiences. For many students, this means learning with us from 11 to 18. We view this as a continuous, coherent journey and see one of the most important functions of learning, during any key stage, as being to prepare students for the next one.

Our Key Stage 3 curriculum builds on prior learning and prepares students for their GCSE courses. We aim to ensure that our provision stretches and challenges students, and our approach is to "teach to the top". We recognise, however, that whilst all our students have needs, some have more significant barriers to learning. We are an inclusive school, and through the work of the Achievement Centre, we seek to remove or minimise any barriers to learning that our students may have, be they emotional, physical or academic.

At Key Stages 4 and 5, students receive options guidance linked to future aspirations, and we offer a significant number of GCSE, A Level and BTEC courses which meet the needs and interests of all our students. Nearly all our Year 13 students go on to university, most choosing to study at Russell Group universities.

Pastoral Care and Support

Pastoral care is a strength of the school. This was recognised by Ofsted in 2018. All students are placed in tutor groups, and almost all teachers have a pastoral responsibility, remaining with their tutor group as they move from Year 7 to 11. The tutor is the first port of call for all students. In 2018 inspectors praised student behaviour; indeed, we place a real emphasis on this aspect of school life and believe that teachers can't teach, and students can't learn, unless behaviour in the classroom, and around school, is excellent. We have effective and robust systems in place to manage behaviour and tackle issues from low level disruption, to more serious incidents.

Ofsted

Ofsted does not determine our practice, nor does it dominate our thinking, but we believe that our ethos, curriculum, teaching and support for students are such that an inspection will confirm our own judgements and recognise our successes. Our inspection of May 2018, soon after the new leadership team had taken up their posts, confirmed that we were heading in the right direction. Inspectors highlighted the following "**Strengths**:"

- The new headteacher, supported by a recently appointed and skilled senior team, has brought much-needed drive and ambition to the school. In a short period of time, they have tackled a significant number of weaknesses effectively.
- Pupils' behaviour, sixth form achievement and pupils' progress in English and mathematics have improved. The quality of teaching is also improving.
- Pupils behave very well around the school. Most are attentive in lessons and show respect for each other's opinions. Parents and pupils value the high level of support provided by the school's pastoral team
- The sixth form is good. Most students make strong progress in their chosen studies. They are well supported to go onto higher education, training or employment."

The Website and Social Media

Our website (www.framdurham.com) gives an insight into the school and I would encourage all prospective applicants to look at it. Many departments have an active twitter account and you may be interested in the Headteacher account (@framheadteacher) and school account (@fram_official). The Headteacher also writes a weekly blog (www.framheadteacher.com)

This Post

This post is an important one in the school. The post-holder will need to be flexible and proactive and able to offer an excellent catering service to staff and students. You will work closely with the Business Director.

Finally

We can offer the successful candidate:

- A great school to work in with huge capacity for change;
- A talented and committed staff dedicated to securing the best outcomes for our students;
- A vibrant local community, loyal to the school, with very strong relationships between staff, students and parents;
- The opportunity to help FSD on a journey to become 'Outstanding' and one of the best schools in County Durham

Good luck with your application.

Andy Byers, Headteacher

The Application Process

Please complete the Application Form which accompanies this pack.

Guidance on completing the application form:

Candidates are requested to complete the application form in full. In the Personal Statement section you should set out thorough evidence of how you meet the criteria included in the Person Specification and explain how your experience prepares you for this role, the skills and qualities you believe you can bring to the job, what you can offer FSD, and why you are excited to be applying to our school. This will be used in the shortlisting process. This section should be no more than 1,000 words.

Your completed application form should be emailed 'in confidence' to Thompson.f@framdurham.com by **Friday 20th September by 08.30am**. All applications will be acknowledged by email. Please DO NOT upload your application to the website on which this post is advertised.

Shortlisting will take place shortly afterwards and you will be contacted only if you are shortlisted. Interviews are scheduled to take place w/c 23rd September.

JOB DESCRIPTION

ROLE TITLE	Catering Manager
LINE MANAGER	Academy Business Director
DATE JOB DESCRIPTION AGREED:	September 2019
GRADE & SALARY	Grade 10 £30,507 - £32,029 (pro-rata to term time only plus two weeks (£27,570-£28,945))
CONTRACT DETAIL	Permanent – term time only plus 2 weeks

JOB DESCRIPTION

Main Purpose of the Role

To manage the catering function and catering team at Framwellgate School Durham, ensuring all students receive a healthy and nutritious menu of choice across a breakfast, break time and lunch time service. To provide additional hospitality where needed to school based events and training.

Main Duties and Responsibilities

▪ Catering and Kitchen Management

- To plan, organise and provide the catering operations to ensure that the food quality, presentation and service are provided to the high standards as defined by the Senior Leadership Team.
- To be the lead chef when catering for lunch service, important events and special services .
- To plan menus and order all foodstuffs and light equipment in accordance with The Excel Academy Partnership purchasing policy and procedures; and to check and record the amounts, prices and condition of all deliveries
- To ensure that the meals and refreshments served always comply with the regulations set by the School Food Trust in relation to the current Nutritional Standards
- To establish menu cycles of interesting and varied food, incorporating seasonal produce and using primarily fresh ingredients
- To ensure that heavy duty kitchen equipment, light equipment, work areas, other facilities and general surroundings of the dining area are maintained and operated to the standards required by the statutory, local authority and Academy health and safety, fire and hygiene regulations and policies
- To ensure that the Academy personal and food hygiene policy and procedures are applied continuously and that there are no breaches of statutory or local authority regulations
- To organise directly, or participate in, special functions as required by the Academy Business Director
- To provide advice and support to the teacher of food technology as and when required

▪ Budgeting and financial planning

- To recommend and implement cost efficiencies and service improvements to the standards as required by The Academy
- To assist the Business Director and Finance Manager in preparing the annual catering budget.
- To manage the annual budget and ensure accurate projections of all income and expenditure
- To produce cost/sales analyses as required by Academy Business Director
- To avoid unnecessary wastage and deterioration of foodstuffs

- To account for all money spent and received, and all stock purchased and used, and to supply supporting receipts

▪ **Operational**

- To establish systems and procedures in all operational areas under your control in order to monitor, maintain and improve upon the standards of the product and service
- To gather feedback both formally and informally from customers and implement any suggestions if financially and practically possible
- To promote exceptional standards of customer service, ensuring that all services, whether core or hospitality, operate in a friendly, smooth and efficient manner at all times
- To ensure that all areas are spotlessly clean at all times and that appropriate daily, weekly and periodic cleaning regimes are in place, completed and recorded

▪ **People Management**

- To develop and maintain excellent working relationships with the Academy staff and students
- To promote and role model excellent relationships and minimise labour turnover, through leading and motivating Academy catering staff by the proper allocation of duties and responsibilities, and conforming to all Academy HR policies and procedures
- To ensure that employees use safe methods of work and that no unauthorised person cleans/operates specified equipment
- To attend meetings and training courses as required and ensure that catering staff do likewise
- To ensure that all Academy policies are implemented consistently by catering staff

▪ **Staff Development**

- To support the development and training of catering staff , ensuring that their career and professional development needs are met
- To mentor, coach and line manage all catering staff
- To act as Performance Manager for members of the catering team
- To lead in the recruitment process for members of the catering team
- To ensure effective induction of new staff in line with Academy procedures
- To promote teamwork and to motivate staff to ensure effective relations
- To be responsible for the deployment of staff and the day to day management of colleagues, acting as a positive role model
- To support and challenge team members, including in circumstances when they are underperforming
- To organise effective team meetings with relevant agendas centred on supporting The Excel Academy Partnership aims and objectives

▪ **Other**

- Undertake other various responsibilities as directed by Senior Leadership colleagues.
- To actively promote the Academy Partnership and liaise with outside agencies as necessary, representing the Academy as appropriate
- To communicate and liaise with staff, students, parents, governors, trustees and

<p>members of the local community as appropriate</p> <ul style="list-style-type: none"> ○ To be active in issues of staff and student welfare and support ○ To comply with and assist in the development of policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person ○ To demonstrate a commitment to Equality of Opportunity for all members of the Academy community
General responsibilities of all staff
<ul style="list-style-type: none"> ▪ Safeguarding, Equality & Diversity and Health & Safety <ul style="list-style-type: none"> ○ To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures. ○ To carry out your duties with full regard to the Academy's Equality Policy and Race Equality Scheme. ○ To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others. ○ To comply with the Academy's requirements for safeguarding and vetting checks. ▪ Other <ul style="list-style-type: none"> ○ The post holder may be required to undertake any other duties as directed by their line manager, commensurate with the grade and level of the role. ▪ Compliance with Policies <ul style="list-style-type: none"> ○ The post holder is required to comply with all Academy policies, including the No Smoking Policy.

Person Specification

Skills/abilities	Essential (E) Desirable (D)
Strong leadership skills with ability to motivate and manage staff team	E
Good communication skills	E
Ability to prioritise work, manage time/meet deadlines	E
Competence in use of IT tools (including Word, Excel, Till system)	E
Ability to work with a wide range of people	E
Knowledge	Essential (E) Desirable (D)
Knowledge of food preparation	E
Knowledge of healthy food and nutrition	E
Knowledge of effective customer care and service	E

Knowledge of efficient purchasing, stock control and waste minimisation	E
Knowledge of catering equipment and COSHH	E
Experience	Essential (E) Desirable (D)
Experience of working in a similar role in a school environment	D
Experience of catering/catering management	E
Experience of quality control inspections	E
Experience of running a profit and loss catering operation and business development	D
Experience of costing, pricing, keeping accurate records	E
Experience of menu planning and preparation	E
Experience of cash handling and budget management	E
Experience of managing staff including staff rotas	E
Experience of delivering staff training	D
Experience in front of house customer care	E
Qualifications	Essential (E) Desirable (D)
Advanced Food Hygiene Certificate	E
Good standard of general education including at least a C in GCSE maths	E
NVQ Level 4 or equivalent in a relevant subject	E
Qualified to degree level or equivalent in a relevant qualification (catering/business management/marketing)	D
Personal Attributes & circumstances	Essential (E) Desirable (D)
Able to work with minimal supervision	E
Able to work flexibly to accommodate school events and training days	E
Passion for good quality food and service	E
A strong commitment to the ethos, social aims and values of the Academy	E
At all times exercise a high standard of personal integrity and professional conduct	E