

'Promote and safeguard the education and care of each of its pupils and staff, in order that they realise their true potential'



Kitchen manager.

Required as soon as possible.

30 hours per week, term time only

Chaigeley School

Chaigeley School is a non-maintained special school for children aged 8 to 16 who have social, emotional, mental health needs and related complex issues. We have been established since 1946 having been set up by a Religious Society of Friends (Quakers) to help children traumatised during the bombings of the Second World War. We take pride in *'realising the potential of all our pupils'*

Chaigeley Educational Foundation

Chaigeley School
Lymm Road
The Wall
Warrington

Phone: 01925 752357
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**CHAIGELEY
SCHOOL**

*realising
potential*

Dear Colleague,

Thank you for expressing an interest in applying for the position of Kitchen Manager at Chaigeley School.

We are looking for someone that can work independently in our school kitchen supervising 1 part-time member of staff. You will have full automation of the running of the kitchen including ordering, devising menus and food hygiene.

The successful candidate will join a challenging but rewarding school where the staff are extremely hard-working and reflective in their practice. There is a real togetherness within the staff team who have a joint passion for providing our children with the best opportunities in life to succeed.

The successful candidate will work alongside and be supported by a strong and experienced leadership team as well as benefiting from an experienced Governing Body who place the needs of our children as their first priority.

The application form should be completed electronically and emailed to noel.conreen@chaigeley.org.uk. It should be accompanied with a supporting letter of not more than three sides of A4 paper, in 11 font, explaining your suitability for the post, including reference to your skills, experience and a flavour of your vision for play therapy for Chaigeley School.

The closing date for applications is Sunday 31st October (midnight) with interviews being planned shortly after. We are looking to start someone as soon as possible.

If you would like to find out more about the school or position, please feel free to email the Business and Finance Manager noel.conreen@chaigeley.org.uk.

I joined the school in September and have been overwhelmed by the skillset of the staff and the warm welcome that I have received. Our staff are fully committed to improving the life chances of our pupils and do their utmost to ensure the pupils and staff all realise their true potential.

Please feel free to phone the school if you have any questions about the role, the school or the application process.

I would like to wish you the best of luck with your application.

Yours sincerely

Mr Paul Lambert
Principal



Ofsted inspection 2018—Retained Good

Pupils are offered good-quality learning and are making good progress'

The caring and supportive ethos within the school shines through.

Staff go the extra mile to make sure that all pupils receive the support they need to make at least good personal and academic progress.

You have created a culture where positive relationships are the foundation of the school.

Pupils clearly enjoy their school and are thriving.

They talked enthusiastically about life in school and all the wider experiences they enjoy, including walking up Snowdon, mountain biking, golf and having rice pudding for lunch on a Wednesday

During the inspection, pupils expressed what they were feeling and made the right choices to keep themselves calm and safe

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|  | <h1 style="text-align: center;">CHAIGELEY SCHOOL</h1> <p style="text-align: center;">Job Description – Kitchen manager</p> <p style="text-align: center;">30 Hours per week, term time only. £11.50 to £12.95 per hour. (£15,180 to £17,094). NJC Scale 5 Point 12 to 18</p> |
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RESPONSIBLE FOR:

All catering duties and management of the Catering Department within school.

MAIN PURPOSE

The general points of the job description are provided without prejudice to the Principal’s right to subsequently amend or alter them as circumstances dictate.

JOB PROFILE

The Kitchen manager is responsible for the operational efficiency of a high quality catering service, which encompasses menu planning, budgetary control, stock management, and ensuring kitchen health and hygiene regulations are met as agreed with school management, which supports a whole-school approach to the care and physical well-being of all members of the school’s community, observing at all times the requirements of the School’s policy on Food and Nutrition.

PERSONAL HYGIENE AND APPEARANCE

Observe good personal hygiene at all times, as detailed within our Food Hygiene Policy, and be of well-groomed appearance at all times.

- Familiarise yourself with the Food Hygiene Policy and follow the standards stipulated.
- Wear suitable uniform, minimal make-up and jewellery, non-slip and clean shoes as per current dress code.
- Use the changing facilities provided for outer clothing and personal items.
- Long hair is to be tied back or worn up.
- Report any illness or symptoms of food poisoning or food-borne disease immediately to the Business & Finance Manager to safeguard the health of others.
- Ensure any cuts/broken skin are covered with blue, waterproof dressings.
- Ensure thorough and frequent hand-washing as detailed in the Food Hygiene Policy takes place
- If wearing an apron remove this before using the toilet facilities

CATERING

Undertake all tasks as trained and directed so that high standards of food hygiene and health and safety are met.

- Produce and prepare food to comply with the menu in accordance with Healthy School and the Food Hygiene Standards identified within our Food Hygiene Policy. This will include all hot and cold food, drinks, plus any packed lunches, group catering and event catering as required.
- To order raw materials and supplies, check deliveries and ensure all raw and cooked food is stored correctly.

- To ensure that all cooking staff carry out the preparation and cooking of all meals to the recipe specifications and nutritional guidelines.
- To be responsible for the monitoring of menu planning and ordering.
- To ensure the prompt service of all meals, breaks and functions provided, as required by the Principal.
- To cater for special occasions e.g. theme days, Christmas lunch, cultural cuisine events, buffets for meetings.
- To ensure that all catering activities are carried out in line with the pre-agreed school budget.
- To ensure that any comments regarding the catering operation – positive or otherwise, are noted and acted upon appropriately.
- To plan, implement and review a cycle of nutritionally balanced menus to be revised at regular intervals or as instructed by the Principal.
- To purchase all supplies through agreed suppliers and advise the Business Manager of any unsolved difficulties with suppliers.

COMMUNICATIONS

- To maintain regular contacts with the Principal, other senior managers and the Business Manager.
- To monitor satisfaction with the food provided and change menu provision in accordance with need.
- To attend regular meetings with ancillary staff contributing any issues/developments within the Catering Department
- To liaise with the SLT as required.
- To be responsible for reporting of staff absences to the line manager.

TEAM LEADERSHIP

- To assist with the recruitment and induction of all new members of the catering staff.
- To assist with the monitoring of staff performance, discuss training needs and development as necessary.
- To report any safeguarding/disciplinary issues to the line manager.

CUSTOMER CARE

- Provide high standard of customer care (pupils, staff, governors and visitors) to ensure the high standards of catering in school is enhanced
- Assist customers with queries in a professional, courteous and friendly manner, so that customer care standards are met and complaints kept to a minimum.
- Participate in staff training.

SECURITY

- Ensure that you are familiar with all aspects of security from fire safety and emergency procedures, so that established good practices are adhered to.
- Take part in and undertake any emergency fire drill or emergency evacuation.
- Undertake training in the safe use of fire extinguishers.
- Have an awareness of stock security.

FOOD HYGIENE AND HEALTH AND SAFETY

- All staff are expected to observe all health and safety at work regulations as set out by Chaigeley Educational Foundation in accordance with its statutory obligations.
- To ensure adherence to all procedures related to Health and Safety and COSHH regulations with regard to food, equipment, materials and general safety.
- To ensure the safe operation of kitchen equipment at all times.
- To ensure the necessary repairs to kitchen equipment are reported immediately and repairs arranged, ensuring that unsafe equipment is taken out of use pending repair
- To ensure that all kitchen areas are clean and free from hazards.
- To undertake, together with the Health and Safety Officer, regular risk assessments.
- To ensure that all accidents and incidents are reported, including notifiable diseases.

To ensure the security of the catering area at all times.

To ensure the First Aid box in the Catering Department is maintained and replenished as necessary.

To ensure that all catering personnel maintain high standards of cleanliness, personal hygiene and appearance.

ANY OTHER DUTIES

The Kitchen manager will undertake any other duties as may reasonably be requested by the Principal.

GENERAL

The Kitchen manager will take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.

To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

Safeguarding

All staff are expected to have an understanding and adhere to the school's Safeguarding Policy (including Child Protection) and the document "Keeping Children Safe in Education" produced by the Department for Education.

At all times, carry out his/her responsibilities with due regard to the schools policies and procedures, for example Equal opportunities policy.

From time to time undertake to review the job description and alter it in accordance with the changing needs of the school.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Person Specification
Post: Kitchen Manager

Attributes

Experience

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| Essential | At least two years in a catering management/supervisory position |
| Desirable | School catering |
| How assessed | Application form and interview |

Qualifications

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| Essential | Basic Food Hygiene training. |
| Desirable | Relevant qualifications or training in catering/food preparation. |
| How assessed | Application & original certificates. |

Skills, knowledge and understanding

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| Essential | Able to work as directed and manage the staff team. Able to work independently and display initiative. Good organisational and time management skills. |
| How assessed | Application form and interview |

Knowledge of Environmental Health Regulations in handling and storage of food.

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| Essential | Health & Safety awareness – e.g. risk assessment. COSHH Able to relate to children and young people. Positive attitude towards disadvantaged members of the school community. |
| How assessed | Application Form, interview and references |

Other

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| Essential | Shows tolerance, patience, understanding, acceptance, a sense of humour and is non-judgemental. |
| How assessed | Application Form, Interview, References |
| Interests | |

Contra-indications

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| Essential | No convictions involving offences against children |
| How assessed | Disclosure and CRB check |