



NOTTINGHAM UNIVERSITY
SAMWORTH ACADEMY

Job Application Pack

Catering Manager

Scale S02 £27,924 - £30,178 per annum.

Full time permanent

Closing Date: 15pm Wednesday 13 May



NOTTINGHAM UNIVERSITY
SAMWORTH ACADEMY

Welcome:

Thank you for expressing an interest in the role of Catering Manager at NUSA.

NUSA is a vibrant, improving school, conceived to offer life-changing education and opportunity to the children of its community, on the outskirts of Nottingham City. NUSA is now working in partnership with the Torch Academy Gateway Trust, which has already enabled our 2014 cohort to secure results at Key Stage 4 that went against the national trend, and improved significantly. However, there is no complacency within the academy, and all staff are committed to seeing NUSA fulfil the aspirations of its sponsors and governors.

NUSA's partnerships with the University of Nottingham and Torch allow us to offer a truly unique suite of professional development and career progression pathways. We are fully committed to the continual professional development of all staff, and we are able to offer unique opportunities through collaboration with our co-sponsors, the University of Nottingham.

Thank you for the interest you have shown in working at NUSA and I look forward to receiving your application for the Catering Manager post.

Mark Watts
Head of School



NOTTINGHAM UNIVERSITY
SAMWORTH ACADEMY

Letter from the CEO

Dear Candidate,

I am delighted to be able to introduce you to the Nottingham University Samworth Academy and the tremendous opportunities this school offers the young people of Nottingham.

Our partnership with Nottingham University Samworth Academy began in November 2013, and we have made enormous progress in developing standards across the school. We are dedicated to ensuring that every pupil receives the best possible provision.

We will deliver the community's vision of an outstanding school providing the highest standards of education and care for all children in the local area. We have a proven track record of delivering outstanding education for young people. Our flagship school, Toot Hill, is currently rated 'outstanding' by Ofsted and is in the top 2% of all schools nationally for pupil progress.

The trust is a growing and dynamic multi-academy group based in the East Midlands. We pride ourselves on extensive staff development, progressing and supporting employees to ensure that staff are constantly striving to improve.

Thank you for showing an interest in working at the Nottingham University Samworth Academy and we look forward to receiving your application.

John Tomasevic

CEO of the Torch Academy Gateway Trust



NOTTINGHAM UNIVERSITY
SAMWORTH ACADEMY

Application Details

Thank you for your interest in the Catering Manager vacancy at Nottingham University Samworth Academy. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Cate Holmes, Human Resources Officer which clearly demonstrates your suitability for this role. Applications can be submitted via email to recruitment@nusa.org.uk or by post, for the attention of Cate Holmes, to the following address:

NUSA
Bramhall Road
Bilborough
Nottingham
NG8 4HY

Application forms

These can be downloaded from the school website www.nusa.org.uk.

Closing Date

Please ensure your application arrives by 5pm on the Wednesday 13 May 2015.

Interview: Interviews to take place potentially week commencing Monday 25 May 2015 but will be confirmed after shortlisting has taken place. If you have not heard from us within 4 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

NUSA is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



Job Description –

NOTTINGHAM UNIVERSITY
SAMWORTH ACADEMY

	Department: Catering
Post: Catering Manager	Date of Issue: April 2015
PART A	

General Responsibilities

1. To promote the corporate image of the academy and high standards of behaviour and courtesy among pupils.
2. To communicate effectively and professionally at all times, in accordance with the Staff Conduct Policy.
3. To provide effective support for teaching staff and pupils.
4. To promote and support implementation of the academy's aims, policies and values.
5. To work flexibly as part of the support staff team to contribute to the smooth operation of the academy.
6. To use the standard computer hardware and software packages where appropriate.
7. To commit to safeguarding and promoting the welfare of children and young people.

PART B

Specific Responsibilities:

To provide leadership and management of the catering facilities across the Trust resulting in providing students, staff and guests with value for money meals of a standard that meets the DFE Food guidelines and Trusts expectations.

The specific responsibilities of this post are shown below. These duties and workload are self-managed (i.e. planned and prioritised) and are undertaken within required timescales:



NOTTINGHAM UNIVERSITY
SAMWORTH ACADEMY

Managing the catering provisions

- To plan imaginative and healthy menus, which introduce students to a varied range of dishes using good quality produce and exceed the standards expected by the DFE guidance on Food Standards.
- Provide management and leadership to the catering staff and be responsible for their ongoing training and development.
- To ensure that the eating environment for the students is of a high quality and that students are eating in a clean and attractive surrounding.
- To consistently seek and implement ways of improving the quality and cost effectiveness of the service by keeping abreast of developments in food service and production and customer needs and tastes from a wide range of providers.
- To ensure that special food diets are catered for and that serving staff are aware of specific student allergies.
- To monitor the quality of food produced within the kitchen, and ensure that any issues are dealt with immediately and robustly.
- To manage all hospitality requisitions.
- Ensure a high standard of food production, hygiene, storage and service.
- Establish effective communications with staff and customers.

Managing resources and staff

- Be responsible for all purchasing, monitoring, recording and all documentation relating to the catering facility.
- Manage and develop the catering budget and have responsibility for good financial control liaising with the NUSA Finance Manager.
- To ensure and be responsible for the compliance with the requirements of food hygiene regulations, Health & Safety, COSH regulations and risk management practices within the school restaurant and kitchen, and to work closely with the NUSA Health and Safety Consultant to ensure this is achieved.



NOTTINGHAM UNIVERSITY
SAMWORTH ACADEMY

- To ensure that kitchen equipment, light equipment, work areas and other catering facilities are maintained and operated to the standards required by the Statutory, Trust and Safety and Hygiene regulations and policies.
- To ensure that necessary repairs to kitchen equipment are reported immediately ensuring that unsafe equipment is taken out of use pending repair.
- To ensure that employees use safe methods of work and that no unauthorised person cleans/operates specified equipment without adequate training or supervision.
- To undertake regular risk assessments.
- To ensure that all accidents and incidents are reported.
- To arrange the regular audits of kitchen facilities and develop a medium term and annual maintenance programme for all catering equipment.
- Further develop the catering service and income generation for NUSA
- Assist, advice and support the Senior Leadership Team with any related catering issues.
- To train and give guidance to kitchen staff to prepare and serve food to the highest standard and ensure staff are adequately trained in food hygiene and other relevant areas.
- Manage staff absence in accordance with staff policies.
- To line manage staff performance dealing with issues in accordance with Trust policies.
- Plan staffing structures for the future in light of Trust plans and projected service provision.
- To manage the purchase of provisions, materials, consumables, equipment within the limits of the budget and in accordance with Trust policy and procedures ensuring that the principles of best value are addressed at all times.
- To ensure procedures and controls are in place for regular stock control checks and to order the correct levels of stock ensuring minimum stock wastage and maximum stock turnover.
- To monitor prices and liaise with suppliers.
- To devise and manage systems to check deliveries for both quantity and quality.



NOTTINGHAM UNIVERSITY
SAMWORTH ACADEMY

Nottingham University Samworth Academy

PERSON SPECIFICATION

Job Title: Catering Manager

	Essential	Desirable
Qualification and Training	<ul style="list-style-type: none"> Recognised relevant Hotel & Catering qualification (e.g. City & Guilds, HND/OND, NVQ Level 3) Food Hygiene Certificate 	<ul style="list-style-type: none"> Advance Food Hygiene Certificate First Aid Certificate
Knowledge/Skills	<ul style="list-style-type: none"> Strong and effective leadership and management skills Ability to drive forward change and motivate staff Effective communication and influencing skills Ability to work under pressure and to tight deadlines Knowledge and understanding of health and safety requirements 	<ul style="list-style-type: none"> Knowledge and understanding of marketing and income generation
Experience	<ul style="list-style-type: none"> Working at a strategic level in an organisation Menu planning and costing Stock control and recording 	<ul style="list-style-type: none"> Using Cunninghams which synchronises data from Sims and Parent pay.



NOTTINGHAM UNIVERSITY
SAMWORTH ACADEMY

	<ul style="list-style-type: none">• Recruiting, leading and managing a team• Purchasing perishable and non-perishable foodstuffs and consumables	<ul style="list-style-type: none">• Working in an environment with young people• Experience of working in an educational environment or a similar industry.
Personal Qualities	<ul style="list-style-type: none">• Effective team player and team leader• Ability to listen and respond to children / young people needs, seek out innovative ways of consulting and engaging them.• Willingness to network with others to develop services for the benefit of the children / young people.• Ability to lead and motivate a team.• Is self-aware, acts proactively, accepts personal responsibility and communicates effectively.	



NOTTINGHAM UNIVERSITY
SAMWORTH ACADEMY

Overview of the Trust

The Torch Academy Gateway Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children

Overview of the School

Ethos

The Nottingham University Samworth Academy has a very clear and distinctive ethos. Our culture is highly aspirant, centred on our passionate belief that every child can succeed. We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing high quality learning experiences that motivate students to be the very best they can. High standards and academic rigour underpin our daily work.

We value commitment, independence and courtesy from all of our students. We demand the very highest standards and in return we nurture and respect student ideas and opinions. We explicitly promote leadership skills and offer a range of opportunities for students to take an active role in developing and improving their school. We have a clear message to guide all students in their daily lives; Work hard, be kind.

Achievement

Student achievement is at the very heart of everything we do. We believe that academic and examination success provides the foundation that allows students to make the most of their lives and the opportunities available to them.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and we constantly strive to provide every child with the very best educational experiences.

Should a child require additional support a range of services are available to ensure every student's success, whatever their individual educational needs.

Our track record at our schools within the Torch Academy Gateway Trust demonstrates our ability to deliver high levels of achievement in a variety of contexts.



NOTTINGHAM UNIVERSITY
SAMWORTH ACADEMY

Curriculum

At the Nottingham University Samworth Academy Key Stage 3 students study a two-year programme that covers all the National Curriculum subjects. Students are taught in ability groups in the majority of subjects, ensuring that every child is taught at a level that matches their ability.

During our three year Key Stage 4 programme most students study the English Baccalaureate core subjects of English, Mathematics, Science, a Modern Foreign Language and a Humanities subject such as Geography or History.

A wide range of option subjects including visual and performing arts, ICT, technology and PE supplement the core curriculum.

About the School

The Nottingham University Samworth Academy opened in 2009. Primarily serving the residents of Bilborough, the school is housed in a stunning, state-of-the-art building, with excellent resources.

The academy is the product of a partnership between the University of Nottingham and the Samworth Trust.

In November 2013 the Torch Academy Gateway Trust began working with the Nottingham University Samworth Academy Trust to help develop the school further, ensuring the very best outcomes for all its students.

Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff will be subject to an enhanced DBS check.

The School has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.