

Queen Elizabeth Grammar School Penrith



**Application pack for
Part Time Deputy Catering Manager**

Queen Elizabeth Grammar School Penrith



Ullswater Road, Penrith, Cumbria CA11 7EG

Telephone: 01768 864621

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www.qegs.cumbria.sch.uk

Headteacher: Mr P Buckland M.A.

July 2022

Dear Candidate

The Catering department is a busy department in the school, with a close-knit team of hard-working staff.

The post offered is 30 hours per week and can, in negotiation with the school, be flexible within the school day.

We welcome applications from anyone who feels they can meet the requirements of the enclosed Job Description and Person Specification and who will enjoy working in a busy school environment. Before applying, please have a look at our website www.qegs.cumbria.sch.uk which I hope will give you a taste of the ethos and atmosphere of the school.

I look forward to receiving your application.

Yours faithfully

A handwritten signature in dark blue ink, appearing to read 'P Buckland'. The signature is written in a cursive style with a large initial 'P'.

Mr Buckland
Headteacher



Queen Elizabeth Grammar School Penrith

A mixed selective academy
Roll: 998 including 233 in the Sixth Form
Ofsted: Outstanding in every category

Deputy Catering Manager

Part Time

(30 hours per week - term time only)

Band 2 points 3-4 - £18,887 - £19,264 (FTE)

Queen Elizabeth Grammar School is looking for a Deputy Catering Manager to support the Catering Manager with the smooth running of the successful and popular in-house catering operation.

The successful candidate will be an enthusiastic, highly motivated and experienced cook with experience of working in a catering operation, eager to make a positive contribution to this thriving school and committed to innovation and the use of fresh quality ingredients and the production of nutritious meals for our students and staff. They will be someone who values working as part of a team and ensuring delivery of the highest possible food standards.

We are committed to safeguarding and promoting the welfare of children. The post is subject to an enhanced DBS check and satisfactory references.

Applications to be reviewed in September 2022

Application forms available via our website www.qegs.cumbria.sch.uk or from the Head's PA,
Mrs Becky Kennedy secretary@qegs.cumbria.sch.uk

Please return completed application forms to secretary@qegs.cumbria.sch.uk or post to Mrs Becky Kennedy, Queen Elizabeth Grammar School, Ullswater Road, Penrith, CA117EG

Catering at Queen Elizabeth Grammar School

The post available

Queen Elizabeth Grammar School is a selective, 11-18 co-educational secondary school with 998 pupils.

We now have a vacancy for Deputy Catering Manager in the Schools Catering Department to start on 1st September 2022

The Department comprises:

| | | |
|--------------|------------------------|---|
| Staff | Catering Manager | Mr Gordon Crawshaw |
| | Deputy Catering Manger | Mrs Christine Dalton |
| | Catering Assistants | Mrs Dawn Robinson Mrs Tracey Bowman Miss Angela Massicks Ms Stephanie Dalby Mrs Rachel Perrett Mrs Slavka Gabriskova |

Deputy Catering Manager

This opportunity has arisen as a result of the retirement of the existing post-holder after 23 years of loyal service to the school.

Queen Elizabeth Grammar School is a lively and busy school. It currently has approximately 998 students, aged 11 to 18, drawn from a catchment area in and around Penrith.

The site comprises playing fields, tennis courts and buildings housing both teaching spaces and offices. The main building was constructed in 1915, the dining hall and gymnasium were completed in 1939 and other facilities have been added over the years, including the former primary school building across Castle Drive, a sports hall, science and technology block and other classrooms.

The school runs an in-house catering operation. The Deputy Catering Manager supports and when necessary deputises for the Catering manager and is supported by six further members of the team. Student take-up is high, taking advantage of offerings before school, at two morning breaks and at lunchtime, served in the dining hall and snack bar.

The successful candidate will work closely with the Catering manager to organize, develop and manage the overall catering operation within the school to ensure a quality and cost effective service. We are keen to broaden the appeal of the facility and to make the food on offer to students and staff as modern as possible. We would like to hear from candidates with a vision to help take the school's catering to the next level, so that all of our students will want to dine in, not out. The introduction of the "build your own" snack bar in September 2021 has been a huge success with students being free to choose from a wide variety of filling and have their lunch made in front of them.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Queen Elizabeth Grammar School Penrith

DEPUTY CATERING MANAGER

JOB SPECIFICATION

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Salary Band 2 points 3-4 - £18,887 - £19,264 (FTE)

Line Manager Catering Manager

DUTIES AND RESPONSIBILITIES

- 1 To be passionate about food.
- 2 To assist with the efficient day to day management of the school meals provision.
- 3 To take an active part in general kitchen organisation i.e. ordering and checking food, preparation, cooking, presentation and serving of meals.
- 4 To provide catering for meetings of students, staff, governors and hospitality for school events.
- 5 To help prepare, deliver and develop menus in accordance with current policies and legislation for approval by the school management.
- 6 To help carry out on-site training of catering staff including induction, identifying training needs and to arrange appropriate courses.
- 7 To help ensure that the catering team understand legislative requirements and understand organizational policies and procedures i.e. Health and Safety, Food Hygiene, COSHH, HACCP etc.
- 8 To actively deal with any bad behaviour or concerns about student welfare and liaise if necessary with the Catering Manager.
- 9 Any other duties commensurate with the grade of the post.

GENERAL

- 1 To work in a safe manner at all times and have due regard to others and safety procedures especially relating to food hygiene and the use of chemicals and equipment.
- 2 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.
- 3 To participate in training as required.
- 4 To contribute to the overall ethos, aims and work of the school.

PERSON SPECIFICATION

Candidates ideally would meet some of the following requirements:

1. Experience and practical knowledge of working in a catering environment.
2. Experience of working in a community environment.
3. Strong planning and organisational skills; ability to prioritise tasks.
4. Ability to work using own initiative; to actively problem solve and implement effective solutions.
5. Experience of managing a team of staff.
6. Strong communication and relationship skills.
7. Be willing to keep up to date with legislative developments.
8. Have patience and a sense of humour.

School Strategy

Vision

To prepare our students to succeed in tomorrow's world by providing a secure learning environment, a rigorous academic curriculum, high expectations, and best practice in teaching, learning and technology enhanced by wide-ranging extra-curricular opportunities and outstanding pastoral care.

Aims

1. The school aims to build upon its tradition of academic excellence. Pupils will be encouraged to strive for the highest levels of achievement to maximise their potential.
2. The school aims to take full advantage of its small numbers to provide a caring environment in which the individual pupil's personality and abilities are valued and fostered.
3. The school will provide an environment in which creativity, enterprise and initiative are encouraged. Social, artistic and sporting activities will be promoted to develop pupils' interests and talents.
4. The school will do its best to ensure that pupils leave this school to embark upon higher education or employment confident in their skills and learning and fitted for useful, active citizenship.

The Academy will do its best

1. To raise the standard of educational achievement of all students;
2. To ensure that every child enjoys the same high quality education in terms of resourcing, tuition and care;
3. To improve its effectiveness by continual review of the curriculum and organisational structure;
4. To provide value for money for the funds expended;
5. To comply with all appropriate statutory and curriculum requirements;
6. To maintain close links with institutions of higher education, business, industry and commerce;
7. To conduct its business with the highest standards of integrity, probity and openness.