



St Peter's School

& Sunnylands Nursery

Kettering

Application Pack

Catering Manager Required for April 2022

About Us

St Peter's School is an independent preparatory day school and Nursery for boys and girls in a leafy suburb of Kettering. Children enter our nursery at rising 3 and leave us at age 11 to go on to independent or maintained secondary schools in the state sector. Our pupils receive the benefits of a broad-based education founded on best theory and practice.

The School opened in 1946 as a charitable trust to provide a Christian education to the children of Kettering, and now has a diverse range of children from a wide range of backgrounds and beliefs. It prides itself on a friendly atmosphere where pupils can express their talents and achieve their full potential in a positive working environment. St Peter's School has an active and supportive PTA and plays an integral part in the local community.

The School has approximately 100 children on roll and a total staff of 33. It is situated close to the centre of Kettering, in spacious, walled grounds. Within the grounds, Upper School classes are housed in an elegant Victorian building which also houses the main hall, library and ICT suite. A modern, classroom block within the grounds contains the Lower School (Reception Class, and Key Stage One classes) and a well-equipped music room. Sunnylands Nursery is housed in its own building. The Cedar Hub was added in 2019 and is a bright eco-building housing Art, DT and the wrap around care provision. The School grounds feature a generous playing field for sports and leisure, three tennis courts and an environmental area with a pond. There is also an outdoor low level adventure playground adjacent to the two main playgrounds.

The tradition of sports and the arts is well founded and a wide variety of activities is offered to pupils including traditional summer and winter sports, ballet, choir, individual instrumental teaching and speech and drama lessons. Concerts and drama productions are a regular feature of School life. Before and after school provision is offered daily during term time. Educational visits feature in the School calendar throughout the year.

Further up to date information about the School may be found on our website, www.st-peters.org.uk. If you wish to discuss any of the detail contained within this information pack, please contact the School on 01536 512066 or email STPSoffice@st-peters.org.uk

Vacancy Details

We are seeking to appoint an enthusiastic and passionate Catering Manager to join us from March or April 2022. The Catering Manager is responsible to the Bursar and Headteacher for the successful production of healthy, balanced food to pupils, staff and visitors, within pre-determined budgetary levels and to ensure the smooth and efficient running of the School catering operation.

In return you will be a valued and central part of the support team within the School. We expect all of our staff to engage in self-reflection and development, and to contribute to on-going improvements within their area of work and across the School as a whole.

Job Specification

Overall Responsibilities

To ensure the smooth and efficient running of the School catering department, to provide our staff and pupils with healthy, balanced and nutritious meals during term time.

To ensure that the catering department meets all health and safety and food safety regulations.

To provide catering for major school events such as Founders Day, outings, sporting fixtures etc. and to support and contribute to the events run by our PTA.

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

1. Food

- To be a hands-on active chef and manager.
- To use both tried and tested recipes and be proactive in developing new dishes.
- To display a good understanding of quantities when producing for both large scale and domestic numbers.
- To demonstrate a thorough working knowledge of all kitchen equipment.
- To develop interesting and appetising menus, preparing food accordingly to include all dietary requirements and allergy needs.
- To ensure that all food is presented to a high standard.
- Menu planning, staff management and allocation of duties.
- To demonstrate a positive working style with an enthusiastic, committed and flexible attitude, promoting the importance and benefits of effective team working.
- To work in compliance with the Health & Safety Policy and other school policies.
- To follow the guidelines for waste management.
- To notify a member of the caretaking team if there are signs of pests or any health and safety issues using prescribed procedures.
- Manage, monitor and facilitate the setting up of the dining hall each day for service and the cleaning and putting away afterwards ensuring the facilities are available in accordance with the school timetable.
- Ensuring adherence to and working within all legislative requirements including health & safety, fire and hygiene legislation in the kitchen
- Actively manage and complete daily, weekly and deep cleaning of the kitchen and ancillary areas to ensure they are kept spotlessly clean.

2. Finance

- To ensure the Catering Department operates at maximum efficiency within budgetary targets to deliver the required level of service at all times.
- To monitor costs against budgets.
- To manage food stock levels and ordering processes to ensure adequate supply in accordance with need, adhering to dates for both fresh, ambient and frozen items.
- To ensure all expenditure is carried out within the School's purchasing procedures and invoices are provided promptly to the Bursar for payment.
- To participate in the annual budgeting process with the Bursar.

- To monitor the condition of all catering and dining hall equipment recommending replacements and reporting defects promptly using prescribed procedures.

3. Legislative and Documentation

- To ensure the correct and safe operation of all kitchen equipment and chemicals.
- To undertake food production and storage in line with food safety management procedures, COSHH and HACCP.
- Contribute to and maintain all relevant risk assessments.
- Maintain an incident log of all accidents that occur in the canteen and maintain an appropriately stocked first-aid box.
- To manage and maintain the School's five-star food hygiene rating.
- To manage and maintain all relevant record keeping including numbers fed/temperature controls/waste and all other food and health and safety documents required by law.

4. Personnel Management

- To proactively manage the catering team to support the aims of the role and department.
- To maintain records of staff working hours working with the Bursar to ensure correct payments are made to catering staff members.
- To provide training and support to ensure that staff can deputise during periods of absence.
- Ensure that all members of the catering staff maintain appropriate standards of personal cleanliness.
- Ensure that all members of staff adhere to all safe working practices, and legislation.
- To set a good example in terms of personal presentation, attendance and punctuality.

5. Supporting Pupils

- Assist in supervising pupils in the dining hall and on the School premises (during the lunch break) ensuring good order and discipline in accordance with school policies.
- Encourage the development of social skills and self-discipline amongst the pupils, e.g. eating in a socially acceptable manner and displaying good manners.
- Support the behaviour policy of the School by reinforcing acceptable behaviours in non-structured situations, e.g. how to move around the School, socialising with others.
- Deal with or report to the nearest member of the teaching staff, any incidents that are seen or reported regarding pupils' welfare.

6. Continuing Professional Development

- In conjunction with the Headteacher and Bursar, take responsibility for personal professional development, keeping up to date with relevant developments which may lead to improvements in the catering provision.
- Undertake any necessary professional development as identified by the Headteacher and Bursar taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the appraisal process – aiming to evaluate and improve own practice.
- Identify and facilitate the training needs of the catering team ensuring skills are developed and maintained to support the aims of the role.

To carry out any other duties commensurate with the post as may be reasonably required by the line manager.

Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

The School will seek evidence of the following criteria from the following:

- Application form
- Letter of application (cover letter)
- References
- Interview
- Qualification certificates

Qualifications	Essential	Desirable
NVQ Level 2 in Food Preparation and Production or City and Guilds 706/1 or equivalent.	✓	
CIEH Level 2 Award in Food Safety in Catering or equivalent.		✓
Able to gain CIEH Level 2 in Allergen Awareness before the end of probationary period.	✓	
NVQ Level 3 in Food Preparation and Production or City and Guilds 706/1&2 or equivalent.		✓
CIEH Level 3 Award in Supervising Food Safety in Catering or equivalent.		✓
Educated to GCSE standard or equivalent with passes in English and Maths (or ability to show standards of literacy and numeracy in line with the GCSE equivalent).		✓
Manual Handling qualification/training		✓
A basic COSHH award.		✓
Full Driving Licence.	✓	
Skills and Experience	Essential	Desirable
Experience of working as a Chef	✓	
Proven track record in providing quality food.	✓	
Chef within an academic or similar environment.		✓
Dietary and allergy knowledge / experience	✓	
Personal Qualities	Essential	Desirable
Enthusiastic to learn new food production techniques	✓	
Ability to prioritise and organise own workloads	✓	
Willing to learn and adapt, with food a focus on continuous improvement and innovation	✓	
Flexible, prepared to respond to requests at short notice	✓	
A team player	✓	
Ability to work calmly whilst under pressure, in order to meet deadlines		✓
Smart, confident and well presented at all times	✓	
Confident		✓

In return, we offer you

- A safe and happy school,
- Talented and dedicated colleagues with inspirational team spirit,
- Children who are enthusiastic to learn, with outstanding behaviour,
- A supportive and nurturing ethos which will help you fulfil your potential.

Extra-Curricular Programme

The School has a varied extracurricular programme and the successful applicant will be expected to play a part in supporting this sphere of activity. Staff led after school activities take place each day during term-time. Activities are planned in advance and timetables are planned at the beginning of each term.

Safeguarding

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo an enhanced DBS check. In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

Application Information

Applications must be made on the form attached and supported by a hand written cover letter.

Completed forms should be posted to the following address:

Mr M Thomas, Headteacher, St Peter's School, 52 Headlands, Kettering, Northamptonshire, NN15 6DJ or may be emailed to STPSoffice@st-peters.org.uk, (no agencies please)

NB: Our safer recruitment regulations mean that we are unable to accept CVs in place of an application form, but a CV may be submitted as additional supporting documentation.

St Peter's School is an equal opportunities employer.