



Assistant Catering Manager
Salary, SCP 3 – 4 (£15,463 - £15,772)
Term-Time only plus 5 days
Required for September 2020
Closing date: 4 August 2020

Recruitment Information Pack
Bradford Forster Academy
Fenby Avenue, Bradford BD4 8RG

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July 2020

Dear Colleague

Assistant Catering Manager

Thank you for taking an interest in this role.

We are a new 11-16 Church of England secondary academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing, Christian, Multi-Academy Trust based in Bradford. Bradford Forster Academy opened in new purpose built accommodation in the BD4 area of Bradford on 1st September 2015. The Academy started with Y7 students, and will have five year groups in September 2019. We were inspected by Ofsted in March 2018, receiving a 'good' grade in all areas with many positive comments in the report, which you can read on our website, including *'Staff morale is high. Staff appreciate the quality of training they receive both within the school and across the trust.'*

Bradford Forster Academy is a student-centred place of learning, fully committed to providing all the students in its care with the highest quality of education. Our goal here at Bradford Forster Academy is to become an outstanding academy that delivers educational excellence. The academy serves a multi-cultural community in which many of our students' experience high levels of economic and social disadvantage. I am fortunate to work with a very talented staff team who demand the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We need staff with energy and commitment who recognise the potential of our students.

There is a strong emphasis on relationships between staff, students and parents. The Christian ethos of the academy supports and encourages students and staff to explore their own and other faiths and develop their spiritual awareness. This is integral to life at Bradford Forster Academy.

We offer a comprehensive and personalised CPD programme consisting of internal and external courses and training, which are intended to develop teacher expertise. We place great emphasis on common goals and teamwork, and as an academy we are consistently looking for ways to further 'raise the bar' both for our students and staff.

This is an exciting opportunity for a talented and ambitious professional to make a sustained and substantial contribution to the growth and development of the academy.

I hope the enclosed information is helpful and will encourage you to apply; I look forward to meeting you and reading your application.

With all good wishes.

Wendy Adeniji
Principal, Bradford Forster Academy

Vision and Ethos

The vision for the Academy is to further raise the hopes, aspirations and ambition of students, their families and the local community by generating self-belief, self-esteem and confidence through:

- Focusing upon high quality teaching and learning, standards of attainment and achievement, student care and support to transform the education of the young people served by the Academy.
- Providing outstanding opportunities for young people to develop healthy and active lifestyles; enjoy their learning and achievement, act and behave safely and become well prepared for adult life in a rapidly changing society.
- Actively promote high standards, self and mutual respect, good conduct and behaviour.
- Developing an educational organisation of which the students, staff and local community is both proud and feels part of and of which they make extended use.
- Creating a culture which celebrates success within and beyond the Academy, for example in securing greater numbers of students progressing to higher education or employment with training.
- Providing opportunities for students to explore their own and other faiths.

Ethos and Culture

In creating a successful ethos, culture and climate in the Academy the following are essential characteristics:

1. Student learning, attainment, achievement and well-being are at the centre of strategic thinking, planning and actions.
2. A 'can do' attitude is actively promoted and prevalent throughout the Academy. Staff work collaboratively in the best interest of the students in our care.
3. Underpinned by high aspirations and ambition for both students and staff there is an expectation for everyone to be determined and have a desire and commitment to continuously improve.
4. The Academy is an inclusive organisation with shared facilities e.g. dining room, social spaces for students and staff. In addition, there are dedicated staff work and professional development facilities.
5. The Academy is a faithful community, starting each day with two minutes of reflection time, where students can gather their thoughts before beginning their day.

Application Process

The closing date for all applications is Tuesday 4 August 2020 at 9.00am.

Completed applications must be returned to Stacey Read at Bradford Forster Academy ideally by email to: s.read@bradfordforsteracademy.co.uk

Postal applications should be returned to Stacey Read, Bradford Forster Academy, Fenby Avenue, Bradford BD4 8RG.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

References and Police Checks

All offers of appointment will be subject to receipt of satisfactory references. Specified post, which involves substantial one to one access to children, will be subject to a search of police criminal records and appointment to these posts will be conditional upon confirmation by the police of information provided to us by the applicant.

All appointments will be subject to an enhanced criminal records check.

Bradford Diocesan Academies Trust (BDAT)

About BDAT

Bradford Forster Academy is an Academy within Bradford Diocesan Academies Trust (BDAT). If you are successful in being appointed, the Trust will be your employer.

General Information and Background

BDAT is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds.

BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

Our growth

As of September 2018, the Trust has Academy orders to support 17 Church and non- Church academies across Bradford. This includes 4 secondary academies (Immanuel College, Buttershaw Business and Enterprise College, Belle Vue Girls and Bradford Forster Academy) and 13 primary academies. We envisage we will continue to grow at a sustainable pace over the next few years in line with the Government agenda that all schools will become academies by 2022 to a maximum size of approximately 20 schools. We believe this will mean we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools' approach where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Academies, as well as those within the faith.

Job Description

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below; in which case all the usual associated routines are naturally included in the job description.

Purpose of Role:

- To work closely with the Catering Partner in order to maximise sales, whilst ensuring that the highest standards of service are provided for students and staff alike
- Deputise for the Chef/Manager in the case of absence
- Production of food in line with academy procedures
- Storage of goods from nominated suppliers in line with the academy's stock holding procedures
- Customer Service
- The carrying out of hygiene, health and safety policies and practices and COSHH regulations in line with the documented schedules and due diligence practices

Main duties:

- Efficient menu planning, a catering service that offers a high-quality menu on a daily basis
- Produce meals and dishes as agreed through production schedule
- Complete HACCP documentation as required
- Assist with the ordering of goods and store goods in line with the stock holding procedures including stock counts.
- Some supervision of staff
- Liaise with students and staff alike in all aspects of the catering service and the maintenance of excellent customer care and service
- Maintain Academy property and equipment to a safe standard and report all defects to the Academy
- Clean fixtures, fittings and equipment in accordance with cleaning schedules
- Work with Chef/Manager to create menus for both core and non-core business
- Assist in planning and organising events
- Assist in the implementation of the Catering Partner's marketing plan, to maximise sales and value for money on the customer's plate
- Carry out duties and responsibilities as instructed by the Chef/Manager to meet the changing needs of the academy.

Other Specific Duties:

- As the academy grows and develops it is essential for all employees to demonstrate a flexible approach to undertaking tasks and responsibilities.
- To contribute to the overall ethos and aims of the academy.

- To participate in professional and personal development programmes as required, including training and performance review.
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person.
- To be aware of, and comply with all academy policies and procedures including health & safety; security; confidentiality; equality and data protection, reporting all concerns to an appropriate member of senior leadership team.
- To appreciate and support the work of other professionals.
- To undertake any other duties commensurate with the grade of the post.

Any Special Conditions of Service:

Bradford Forster Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees are required to have a clear enhanced Disclosure and Barring Service (DBS) check.

There may be a need to work outside of normal working hours and off academy premises, as required by the Head of School. The academy operates a strictly no smoking policy.

Job Description Review Due: Summer Term 2021

Signed: _____

Date: _____

Line Manager: _____

Date: _____

Person Specification

Post Title: Assistant Catering Manager

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	<ul style="list-style-type: none"> • Basic Food Hygiene Certificate or higher. 	<ul style="list-style-type: none"> • Intermediate Food Hygiene certificate • 706 (i) or (ii) or both or NVQ equivalent 	Application form Interview, Certificates
Experience	<ul style="list-style-type: none"> • Experience of working in high-volume sites. • Experience of supervising staff. • Experience of industrial or commercial catering operations. • Experience of working with a menu cycle 	<ul style="list-style-type: none"> • Experience of working in an education setting. • Experience of working with children. 	Application form Interview
Training	<ul style="list-style-type: none"> • Willingness to participate in development and training opportunities. • Willingness to undertake specific training relating to nutrition and legislative guidelines. 	<ul style="list-style-type: none"> • Relevant safeguarding training. 	Application form Interview
Specialist knowledge	<ul style="list-style-type: none"> • A sound understanding of industrial and commercial catering • Knowledge, understanding and commitment to safeguarding and promoting the welfare of students 	<ul style="list-style-type: none"> • An understanding of current school food guidelines/Schools Food Trust legislation • An understanding of nutritional content and dietary requirements 	Application form Interview

<p>Personal attributes</p>	<ul style="list-style-type: none"> • Ability to relate well to pupils and adults • Work constructively as part of a team • Ability to remain calm under pressure • Self-motivated individual • Able to work without supervision • Able to make decisions within established guidelines • Demonstrate a commitment to achieving the goal of healthy eating for all pupils • Flexibility and willingness to accept change • Approachable, courteous and able to present a positive image of the school to callers and visitors • Maintain confidentiality in matters relating to the school, its pupils, staff, parents and carers 		<p>Application form Interview References</p>
<p>Practical and Intellectual Skills</p>	<ul style="list-style-type: none"> • Good literacy, numeracy and IT skills. Experience of using Microsoft Office applications 		<p>Application, interview and references</p>
<p>Christian ethos</p>	<ul style="list-style-type: none"> • Commitment to promoting the Christian ethos, values and truths in all elements of Academy life and education 	<ul style="list-style-type: none"> • Be a practicing member of a church affiliated to Churches Together in Britain and Ireland 	<p>Application form Supporting statement Interview</p>

Personal Circumstances	<ul style="list-style-type: none"> • Must be legally entitled to work in the UK (Asylum and Immigration Act 1996). • Will not require holiday leave during term time. • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/ finance. 		Sight of appropriate documentation as specified in interview letter.

This Personnel Specification

This personnel specification describes the job requirements on which the short listing and selection decision will be based. To be selected for an interview you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria.

To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.

Assistant Catering Manager
Start Date: September 2020
37 hours per week – TTO plus 5 days
7.00am – 3.00pm Monday - Friday
Salary, SCP 3- 4, £15,463 - £15,772 per annum (actual salary)

Bradford Forster Academy is a new 11-16 Church of England secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a Christian Multi-Academy Trust based in Bradford. The Academy opened on 1 September 2015 and now has 970 students on roll in years 7, 8, 9, 10 and 11 and will grow to 1050 in 2020. Within BDAT there is an exciting opportunity to work across a variety of growing diverse schools.

The Academy is looking to appoint an Assistant Catering Manager to join our professional and dedicated catering team; applicants should have experience of catering in high volume catering operations.

Duties to include: Producing traditional and contemporary dishes to students and staff using fresh local ingredients. Ensuring compliance with all relevant regulatory requirements.

The successful candidate will:

- Have a good level of education
- Have experience of producing traditional and contemporary dishes to students and staff using fresh local ingredients
- Ensure compliance with all relevant regulatory requirements
- Have experience of working within a team.
- A willingness to undertake training in relevant areas (full training will be provided)
- A caring approach and willingness to work with students

We can offer you:

- A stimulating, attractive and welcoming working environment.
- A new purpose built building with state of the art technology and resources.
- An approach which supports and stimulates professional growth.

Closing Date: Tuesday 4 August at 9.00am

Interviews: Monday 10 August 2020

For full details, application form with information pack, please visit our website

<http://www.bradfordforsteracademy.co.uk/Vacancies/>

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS).