



# Catering & Hospitality Manager

Ormskirk School



Dear Applicant,

Thank you for your interest in the position of Catering & Hospitality Manager at Ormskirk School.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about the role and our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and two primary schools formally within the Trust.

Our mission and values provide a clear framework for us to work to. We are absolutely committed to serving our communities to ensure that every child achieves their potential by providing the highest quality educational experience in a truly inclusive way.

As a Trust, we don't believe in a one-size-fits-all approach for our schools or our students. We respect and celebrate individuality, working with a clear determination to support our children, colleagues and communities both collectively, and individually, to flourish and thrive through a rich and transformational provision.

We believe in the value of collaboration, and everybody working with the Trust shares a collective responsibility for the success of all of our children. We also recognise that we will never be successful in delivering our vision for our young people unless our colleagues are supported, nurtured and developed to achieve their full potential with us. That's why we are equally committed to ensuring every colleague benefits from the best possible employment experience where high-quality CPD and a sincere approach to supporting wellbeing enable our colleagues to achieve their own aspirations for their career.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DLC', written in a cursive style.

David Clayton  
Chief Executive

# Endeavour Learning Trust's Mission and Values

## **We will serve our communities to ensure that every child realises their potential**

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

## **Our Values**

### **Individuality**

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

### **People centred**

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

### **Belonging**

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

### **Transformation**

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

### **Togetherness**

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.

# ENDEAVOUR LEARNING TRUST

## OUR SCHOOLS



## About Ormskirk

Ormskirk School is a vibrant secondary school and sixth form located in Ormskirk in the county of Lancashire.

Our school community is built upon shared core values. Our belief in opportunity for all means that we are an inclusive and aspirational school, encouraging all to aim high and enjoy their learning. Although we have been through a difficult time recently as a school we are now enjoying rapid and sustainable development in partnership with Endeavour Learning Trust.

We value and celebrate the many and varied achievements of all; recognising the exciting and limitless potential that students have and encouraging them to fulfil this in a caring, disciplined and inspiring environment.

Our overall aims are to provide:

- A world class education for all our students, regardless of ability or background, which builds resilience, confidence and drive, in an ever-changing world
- A workforce of the highest calibre, with a winning combination of teamwork, skill, experience, passion and an unwavering commitment to excellence
- A relentless focus on individual and collective improvement and personal and professional development, in an ethos of high expectations and personal ambition
- The moral imperative to ensure that no child is left behind and no individual is overlooked in their uniqueness and distinctive potential
- A nurturing environment, where everyone feels safe and valued and where we get the balance right between encouragement and support and stretch and challenge, so that all of us can aim high and work together to make those aspirations a reality
- A genuine commitment to foster partnerships, across our family of schools, with our parents, other strategic partners and our wider communities
- The expertise to efficiently and effectively deploy and maximise our resources across the Trust and our wider networks and partnerships

Our commitment is to make Ormskirk School and Sixth Form College a place where excellence and high expectations are recognised as the norm: a school to which everyone is proud to belong.

Our family ethos is tangible; we work as a team; we want the best for everyone. But we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and across the Trust.

If you feel you share our values, have the vision and drive for excellence and want to be part of a dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

Yours faithfully,

Mr J Burnham  
Headteacher

## **Catering & Hospitality Manager**

**Part time, Permanent, Term time only**

**Grade 7 SCP 19-25**

**£29,777 - £33,945 pro rata**

**£24,443.86 - £27,865.36 per annum**

Ormskirk School are looking to appoint a Catering and Hospitality Manager to lead and assist in the preparation, cooking and serving of food and beverages in all service areas of our school. You will lead a committed team, ensuring the smooth operations of our catering service for all our students and staff.

We are looking for someone who is able to:

- Demonstrate successful experience leading and motivating a catering team.
- Demonstrate experience of creating diverse and high-quality menu that caters to different dietary needs and preferences, enhancing student satisfaction and participation.
- Ensure all meals meet national and local nutritional guidelines to promote healthy eating among students.
- Manage the catering budget effectively, maximising value while minimising waste and ensuring financial sustainability.

They will be expected to:

- Design and implement a varied, nutritious menu that accommodates dietary restrictions and preferences, ensuring compliance with nutritional guidelines.
- Lead and manage the catering team, providing training and development opportunities to maintain high standards of service and food safety.
- Ensure all food preparation and serving processes adhere to health and safety regulations, maintaining a clean and safe kitchen environment.

Collaborate with parents, students, and local suppliers, and participate in school events to promote the catering service and encourage community involvement.

In return we can offer you:

- A supportive and encouraging team of dedicated staff
- A fantastic Local Government Pension Scheme
- Free on-site parking
- A modern, well-resourced school environment
- A commitment to the wellbeing of staff including 24/7 access to employee wellbeing package
- Term time only employment which supports long holidays

35 hours per week - Monday to Friday 7:00am to 2:30pm. This position is part time, permanent and term time only plus inset days.

### **HOW TO APPLY**

Complete our application form in full and return to [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org) along with a supporting statement to demonstrate your suitability for this post and support your application.

Applications must be submitted by 9am on Monday 15th July 2024

Interviews will be held on Wednesday 17<sup>th</sup> July 2024

If you require any further information about this role please contact our Recruitment Manager, Mollie at [m.fairhurst@endeavourlearning.org](mailto:m.fairhurst@endeavourlearning.org) or on 01772 817904

### **SAFEGUARDING**

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates



## JOB DESCRIPTION



## CATERING AND HOSPITALITY MANAGER

To manage and control the catering services and to provide the service for the school according to their specification.

- To ensure prompt and efficient preparations and service of all meals, ensuring that they are being provided to the highest possible standard.
- To plan student focused menus which are exciting and popular with the school community and rotated on a regular basis to ensure an enhanced variety of food on offer.
- Provide balanced multi choice menus, in accordance with nutritional standards, considering the dietary needs and preferences of students and varied cultural and religious backgrounds and that are cost within the allocated budgets.
- Ensure food is freshly prepared and offers healthy and nutritional value to students.
- To develop a bespoke service for 6<sup>th</sup> form student that offers value for money. High quality food.
- To create a high quality dining experience which is relaxing and enjoyable.
- To engage with the school community to capture the student voice and ensure students feel the benefit of having their voice heard through the food on offer.
- To ensure that the control of raw materials and portions are to the School's standards.
- To display and practice a friendly and supportive interaction with customers at all times during service in order to deliver a children focused lunchtime - for every child.
- To ensure the School's and administration procedures are carried out to the approved standard and that the necessary weekly returns are completed accurately and at the appointed time.
- To develop a calendar of themed/cultural days throughout the year ensuring the days are well promoted to ensure high levels of participation
- To manage the catering team to deliver the catering services to a high standard and in line with budget targets.
- To assist with recruit, interview, control and discipline staff according to the needs of the School.
- To maintain the legal and School's standards of hygiene and safety and take any action as is necessary.
- To complete the Safer Food Better Business (SFBB) in line with the legal requirements and use as a daily working document.
- Ensuring equipment is maintained and repairs reported to the school and recorded.
- To attend to any reasonable request made by the school.
- To actively promote the service encouraging pupils to use the services.
- To assist in organising any special function from time to time and inset days, some of which may occur outside of normal working hours.
- To maintain high standards of personnel hygiene, reporting any stomach disorders or infections of self or close family to the school.
- Ensure personal appearance is well groomed at all times
- To attend to customer complaints and compliments as satisfactorily as possible.
- To attend to and take all necessary action, statutory and otherwise, in the event of accident, fire, loss, theft, lost property, damage, unfit food or other irregularities in any service covered by the remit and complete the necessary return and/or reports.
- To attend meetings and training courses as requested.

- All duties must be carried out to comply with The Health and Safety at Work Act; Acts of Parliament, statutory and college instruments and regulations and other legal requirements, nationally agreed codes of practice, which are relevant.
- All duties will be carried out in the working conditions normally inherent in the particular job.
- All necessary paperwork must be completed correctly and at the appropriate time – orders, stock control, monthly profitability statements, risk assessments and Safer Food Better Business being the main ones.
- Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.
- Informing line managers of any problems.
- Phone into work before 8.00am if you are ill and try to arrange self-cover.

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## PERSON SPECIFICATION

Personal Attributes required (on the basis of the job description)	Essential (E)  Or Desirable (D)	Identified by:  Application Form (AF), Interview (I), Test (T) or other
<b>QUALIFICATIONS AND TRAINING</b>		
The successful candidate will have:		
NVQ Level 3 Qualification in Food Preparation and Cooking or equivalent	E	AF
Food Hygiene Certificate (qualification not essential at point of application as training will be given if required)	E	AF
Food Allergy Awareness Qualification (qualification not essential at point of application as training will be given if required)	E	AF
COSHH (qualification not essential at point of application as training will be given if required)	E	AF
First Aid Qualification (qualification not essential at point of application as training will be given if required)	E	AF
<b>EXPERIENCE</b>		
The successful candidate will have:		
Experience of managing or supervising within a catering setting	D	AF/I
Experience of compliance with current food legislation	E	AF/I
Experience of leading and developing a team of catering staff	E	AF/I
Experience of developing healthy and nutritious menu options to a diverse range of customers	E	AF/I
Experience of managing health and safety	E	AF/I
Experience of basic food hygiene	E	AF/I
<b>SKILLS AND ATTRIBUTES</b>		
The successful candidate will be able to:		
Demonstrate they are able to work under pressure and use own initiative	E	AF/I
Work to deadlines	E	AF/I
Demonstrate that they are able to develop effective working relationships	E	AF/I
Observe hygiene standards at all times	E	AF/I
Demonstrate they have a positive approach to customer care and service delivery	E	AF/I
<b>PERSONAL QUALITIES AND ATTRIBUTES</b>		
The successful candidate will have:		
A good standard of personal hygiene; wearing the uniform provided ensuring it is clean and tidy.	E	AF/I
A calm and organised nature	E	AF/I
The ability to communicate confidently and effectively, in varied situations, using a range of methods	E	AF/I
The ability to respond effectively to challenges	E	AF/I
A flexible approach to working practices	E	AF/I
High expectations of self and professional standards	E	AF/I
The ability to work as both part of a team and independently	E	AF/I

A commitment to contributing to the wider school, Trust and its community	E	AF/I
<b>OTHER</b>		
Commitment to comply with and adhere to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Commitment to comply with and adhere to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Commitment to gain clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I

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