



BARKING ABBEY SCHOOL

CATERING MANAGER

RECRUITMENT PACK



WE ARE AN **OUTSTANDING** SCHOOL



BELONG
BARKING

ASPIRE
ABBAY

SUCCEED
SCHOOL

www.barkingabbeyschool.co.uk



GIVE
AND
EXPECT
THE
BEST



Contents

| | |
|------------------------------|----|
| Headteacher's Welcome..... | 4 |
| The Recruitment Process..... | 5 |
| Advertisement..... | 6 |
| Job Description..... | 8 |
| Person Specification..... | 12 |
| Our Ethos and Values..... | 14 |



Headteacher's Welcome

Welcome to Barking Abbey school and thank you for expressing an interest in applying for the position of Catering Manager.

For me there are three simple things that I want us to achieve at Barking Abbey school.

First, our motto 'Give and Expect the best' leads us to want to be the best in everything we do. We have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have basketball players in the best leagues and so much more. We have all of this because we push our pupils and each other to excel. All of us try to be our best every day.

Second, I firmly believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Finally, we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

Sir Tim Brighouse said "If a teacher makes the weather the school creates the climate." and I firmly believe this. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning, whilst minimising workload and maximising impact.

If you share our ethos and values and absolutely believe in the potential of all young people then we can offer you the chance to make a difference and change our community for the better, and look forward to receiving your application form and welcoming you to our school.



Tony Roe
Headteacher

The Recruitment Process

We are proud of our school, the staff and students and in normal times we would warmly welcome prospective applicants to visit us prior to application to learn more about the role and view the School in action.

All interested applicants must complete the online application form on the TES website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.

Key Dates

Closing Date for Applications Friday 31st May 2024

Interviews week commencing TBC

Please note all dates are subject to change.

We warmly welcome visits to the school. To arrange this please email: jobs@barkingabbeysschool.co.uk



Advertisement

Catering Manager

Commencing: As soon as possible

Salary Scale: P05 Point 29-32

Are you able to inspire others and lead on new initiatives and ideas?

Are you passionate about food and can you think innovatively and have outstanding organisational and communication skills?

An exciting opportunity has arisen for a Catering Manager to join our team at Barking Abbey School. We are looking for an enthusiastic, innovative and experienced Catering Manager to join and lead our established team and manage the development of our catering operation.

We are looking for a professional, flexible and motivated catering manager to lead and develop food services across our dual campus school. The successful candidate will have excellent knowledge and understanding of the catering service industry and a passion for delivering an outstanding service.

Candidates must be motivated and have a passion for quality, coupled with the highest standards in food production, presentation, and service. You must be able to demonstrate a sound knowledge of catering legislation, have budget management experience and good IT skills. You must have supervisory experience and be able to demonstrate good leadership and motivational skills. Effective communication skills with an emphasis on customer care are essential, as is the ability to work and lead as part of a team.

Barking Abbey is an Ofsted Outstanding heavily over-subscribed dual campus secondary school in the London Borough of Barking and Dagenham, with a well-deserved reputation for academic excellence and a supportive professional environment.

The school is located less than 10 minutes walk from Upney tube and 15 minutes from Barking mainline station.

Barking Abbey celebrates its diversity, and we positively welcome applications from all sections of the community. If you are interested in making a difference in young people's lives whatever your background or history please apply.

In return we offer:

- A supportive and encouraging staff team
- The opportunity to access a wide range of CPD opportunities within and beyond school
- A school which understands the importance of staff well-being and workload management
- A positive ethos with excellent behaviour reinforced by highly visible SLT and centralised behaviour systems

We are proud that Ofsted recently judged the school to be Outstanding in all areas. The report states; "This

is a large and diverse school where difference is valued. Pupils, and students in the sixth form, are supportive and respectful of each other. Pupils' conduct is exemplary, both inside lessons and around the school. Leaders have established simple and clear rules that everyone understands. Pupils are focused, engaged and participate well in lessons. Staff feel that their workload and well-being has been carefully considered by leaders. They appreciate their open-door policy". (Ofsted, February 2024)

Please click here to find out more information about what it is like to work at Barking Abbey:
<https://www.barkingabbeyschool.co.uk/home/join-us/staff-vacancies/>

To find out more about how teachers can secure rented accommodation at a discounted rate of 20% please contact: info@bdsip.co.uk

Barking Abbey is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

Online searches may be conducted for all shortlisted candidates and will be conducted for all successful candidates as part of our due diligence checks.



Job Description

| | |
|------------------------|---|
| Position | Catering Manager |
| Hours | Term time, plus 2 weeks (10 days). Working hours - 07.30 - 15.30 (Flexibility may be required to meet the operational needs of the school) |
| Grade | P05 |
| Reporting to | School Business Manager |
| Liases with | Assistant School Business Manager / Head of Operations / School Community |
| Responsible for | All catering services, All catering staff, out of hours hospitality / Summer school & projects provision |
| Direct reports | Currently 19 staff across 3 kitchens, in addition to managing up to 8 student ambassadors daily working on the tills |

Scope and Summary

The school expects its employees to work flexibly within the framework of the duties and responsibilities specified. This means that the post-holder may be expected to carry out work that is not specified in the job profile, but which is within the remit of the duties and responsibilities.

This is a new job profile for an existing post where the role has developed to meet the needs of the school, as the school has increased pupil & Staff numbers, increased service points and overall catering provision to include Breakfast, Breaktime, lunch and hospitality.

Barking Abbey School is working in Partnership with Eastbrook school (currently for a period of 3 years) and whilst this role is primarily Based at Barking Abbey, this is a senior role and the post holder may be required to provide support, oversight and management at Eastbrook School with their Catering services, hospitality and events. As the partnership develops further this may include the cohesion of menus, marketing, team training, planning and events for all areas of Catering and hospitality.

Overview

This is a key role as part of the Core staff leadership team. The post holder is responsible for a large team of staff, Catering compliance, Health& Safety, and food standards across the school and manages a significant budget that generates over £500,000 of revenue sales. The school currently has 3 Kitchens with 5-star hygiene ratings that have 8 service points spread over two sites.

Job Purpose

- To make sure the school has an outstanding food provision that is cost effective and at the heart of the school.
- To ensure that the school's catering provision is run to the highest professional standards and complies with all legislative requirements and school policies.
- To make sure that the food provision across both sites is consistent, fresh, innovative, engaging and meets the needs of everyone within the school community.
- Overseeing and managing all day to day financial and H&S aspects of the catering provision providing regular, timely, accurate information to the School Business manager. To be a key member of the Core Staff senior leadership team. To lead and manage all staff within the catering team, making sure they are supported and have the right training to deliver an outstanding service.
- To oversee and monitor presentation standards at food service times and to provide requested

communication/promotional communication to the School Business manager and/or appropriate staff for design and dissemination.

- To be a proactive member of the Core staff leadership team, working with other school leaders under the direction of the School Business Manager to make sure that all business functions within the school provide an outstanding service to meet the needs of students and staff.

Overall Objectives

- To manage the catering department on a day-to-day basis during working hours at the school and its outlets, overseeing service set up and delivery.
- To successfully assist in the operational delivery of the highest possible standards of food and service to pupils, staff, and customers at all services at all times within pre-agreed budgetary targets.
- To continuously support the development of the catering service at school through the creation and introduction of innovation and interest; being mindful that all innovation must be to the benefit of the health and well-being of the pupils and the promotion of a healthy well-balanced lifestyle.
- To assist the School Business Manager in preparing an Annual Business Plan that incorporates a financial budget as well as development opportunities alongside organic growth to support best value against which the catering operation and team will be reviewed against monthly.
- To regularly review developments in the industry to make sure that the school utilises all opportunities and continues to improve.
- To meet and negotiate with suppliers to make sure that best value and service is achieved.

Main responsibilities:

Operational

- Establish systems and procedures in all operational areas under your control to monitor, maintain and improve upon the standards of the product and service.
- To regularly review and provide reports on all aspects of the Kitchens day to day operations benchmarking services and delivery including costs, wastage, H&S, Sales and profitability.
- Interact with customers at every service period, including events, ensuring that the service is running smoothly and that customers are happy with the service they are receiving.
- Operate a pre-service checklist that ensures all areas are fully sourced and ready for the service to commence.
- To manage all 16 point of sale outlets ensuring sufficiently trained till operators are available for every service.
- Promote and manage exceptional standards of customer service, ensuring that all services, whether pupil dining or hospitality, operate in a friendly, smooth and efficient manner at all times.
- Ensure that all members of the catering team are aware of their duties throughout the day, especially during service periods and perform these in a polite and professional manner at all times.
- Ensure that all areas are spotlessly clean at all times and that appropriate cleaning schedules are in place, completed and all actions are completed and reviewed.
- To manage and complete all legislative requirements including COSHH, health, safety, fire, food and hygiene legislation.
- Liaise regularly with the Supervisors to ensure excellence in service provision.
- Ensure that stock and staffing meet the needs of the department.
- To promote and market the catering service to the whole school community utilising environmentally preferred soft copy options.
- Ensure correct monitoring and recording of all Catering Department activities.
- Ensure correct order and delivery procedures are always adhered to.
- Oversee school events, and support functions organised by the school as required.

Communication

- Ensure timely response to communications via email or in person.
- To hold or attend pre-service briefings at every service period including events.
- Attend all meetings as required by the school.
- Attend weekly or as required business review meeting with School Business manager / Head of Operations.
- To hold weekly review meetings with Supervisors with minutes and actions.

Financial Management

- Ensure the catering department operates at maximum efficiency within budgetary targets to deliver the required level of service at all times as agreed with the School Business Manager.
- Ensure financial best practice to be in place such as recipe costings and price benchmarking.
- Ensure correct billing of all hospitality functions as directed by the School Business Manager.
- Ensure monthly stock-taking is accurately completed in all areas, spot checking is completed, and all anomalies are investigated and reported through to the School Business Manager.
- To report daily to the School Business Manager in respect of the daily / weekly and end of month sales activity across the business.
- To complete a monthly and year to date profit & loss account for the School Business Manager.
- To manage and maintain a catering provision that is financially viable and sustainable and continues to adapt and grow.
- To investigate cost of goods sold / gross profit reports that have not reached budget expectations provide agree and implement corrective actions.
- To provide regular reports for each kitchen and demonstrating financial trends including Free school meal uptake and spend per head.
- Budgets versus actual's revenue and costs.
- To record accurate cost of all non-point of Sale events identifying any additional labour and food and non-food costs.

People Management

- To lead with interviews for the catering team, carrying out induction training, setting early objectives and acting as a guardian/ mentor, as appropriate for all new team members.
- To hold regular reviews with all members of the catering team identifying learning and development opportunities. Producing a continuous improvement plan that incorporates personal development where required.
- To implement a transparent staffing structure in line with school policies and procedures undertaking line management meetings, and supporting the team's development and progression.
- To conduct annual appraisals for the catering team, identifying areas for improvement, setting new targets, and formulating training plans to improve skills.
- Follow the department succession plan so developing the catering team and encourage promotion from within.
- Assist in producing individual and group training plans and conduct internal training accordingly.
- To implement administration and communication systems and processes across the catering provision to make sure that Catering provision delivers the highest possible standards to all stakeholders.
- To support external professional bodies / agencies delivering apprenticeships ensuring delegates are prepared and have sufficient time and opportunities to succeed.
- To ensure all absence procedures are recorded and effectively managed in line with school policies and procedures and with liaison from School HR.
- To manage sufficient skilled labour to cover for all absences and any additional out of hours catering.

Health & Safety / Kitchen Safety

- To ensure that the schools H&S management system is completed in full and kept up to date across all areas of the business.
- To check that the three Supervisors are completing all daily requirements to ensure compliance with general H&S law, kitchen H&S law, Allergen compliance and Natasha's Law.
- To work closely with the school Head of Operations to regularly review all aspects of the operation for H&S compliance and any concerns are highlighted , reported and investigated and actioned as required.
- To carry out regular health & safety audits providing reports, gap analysis and resolution's to the schools leadership team in a format readily transferable for inclusion in governors reports.
- Ensure all risk assessments are reviewed at regular intervals with the ultimate view of eliminating or reducing all risks.

Additional duties

- Ensure that all school policies are complied with and reviewed regularly.
- Attend appropriate training courses as necessary and as agreed with the School Business Manager and Head of Operations.
- Report any problems with fixtures, fittings and equipment as appropriate.
- To carry out additional tasks as instructed by the School Business Manager and school operational SLT.



Person Specification

| Job Title: Catering Manager Department/School: Barking Abbey School | Essential | Desirable | Method of Assessment |
|--|-------------------------------------|---|--|
| <p>1. Experience</p> <ul style="list-style-type: none"> • At least 4 years working in a managerial/supervisory role within a catering or event environment • A catering and hospitality background based in hotels, B&I or education sector or relevant transferable experience • Full manual driving licence. • Working knowledge of Microsoft packages including Word, Excel and Outlook alongside general ICT skills • Working knowledge of back of house EPOS system | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> | <p>Application Form, Interview Task, Interview</p> |
| <p>2. Education, Training & Qualifications</p> <ul style="list-style-type: none"> • Educated to A level standard or equivalent relevant experience • Level 3 Award in Food Safety • NVQ Trainers Award • First Aid Qualification or willingness to undertake • Manual Handling Training Qualification or willingness to undertake • A basic COSHH award or willingness to undertake | | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>Application Form, Interview</p> |
| <p>3. Professional Relationships</p> <ul style="list-style-type: none"> • Able to work effectively and supportively within a team. | <p>✓</p> <p>✓</p> | | <p>Application Form, Interview Task, Interview</p> |

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|---|--|--|--|
| <p>4. Equalities & Diversity</p> <ul style="list-style-type: none"> • A commitment to the safeguarding and welfare of children. • Commitment to Equal Opportunities and Diversity. • Commitment to continuing professional development | <p>✓</p> <p>✓</p> <p>✓</p> | | <p>Application Form Interview</p> |
| <p>5. Skills</p> <ul style="list-style-type: none"> • Excellent interpersonal skills • Excellent written and oral communication skills • Excellent customer service skills • Excellent organisational skills • Good time management • Ability to take initiative and self starter • Willing to learn • Professional, Clean, smart and presentable at all times • A flexible approach in terms of work, changes and participation • To be able to utilise a range of ICT equipment and software | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | | <p>Application Form, Interview Task, Interview</p> |



Our Ethos and Values

BRAVERY **E**XCELLENCE **S**ELF-DISCIPLINE **T**EAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

BELONG
BARKING

ASPIRE
ABBNEY

SUCCEED
SCHOOL

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

- Develop confident, articulate, assertive young people.
- Foster well-rounded, empowered, resilient, independent young people.
- Nurture young people who will go out and change the world for the better.
- Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.
- Raise aspirations – giving students the necessary tools to explore and be who they want to be.
- Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.
- Engender a sense of belonging, and of pride in the school, themselves and their wider community.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements. With a large KS5 provision and an Additional Resourced Provision (ARP) on both of our campuses, the school provides a varied role for the right individual.



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 Sandringham Road
 Barking
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 IG11 9AG

Longbridge Campus
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