

Academy
Transformation
Trust

Catering Manager

Application Pack

The Dukeries Academy
New Ollerton, Newark,
Nottinghamshire



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01. About Academy Transformation Trust

Our Mission

Transforming lives by *putting education first*.



Our Vision

Transforming Lives of **Our Learners**:

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have a safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.



Transforming Lives of **Our Colleagues**:

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.



Transforming Lives of the **Communities We Serve**:

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

Our Values

Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.



Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.



Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.



Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.



To learn more about our story/journey, please read our [ATT Magazine](#)

Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 21 academies (primary, secondary, post 16 and FE) operating across 10 English local authority areas. We are responsible for the education of over 13,000 learners, for the careers of almost 2000 colleagues and for the most effective spending of nearly £80 million of taxpayer income each year.

Our Priorities: Big Moves

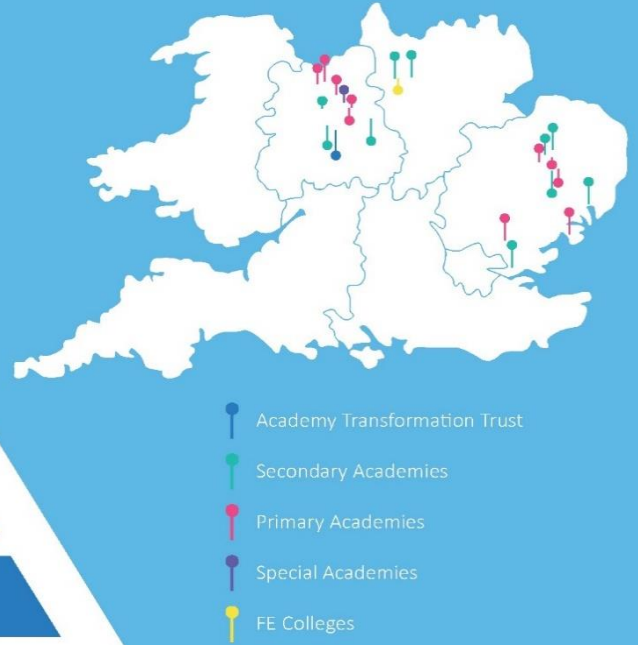
Our Big Moves help solve a problem and achieve a step on our 2-to-5 year plan.

Aligned Autonomy

Shared Services

Improve Outcomes

Grow



ATT | 21 Academies

Local Authority Areas | 10

Staff | 1720

Primary | 409
 Secondary | 1130
 Special | 30
 FE | 76
 Other | 75

Learners | 13,334

Primary | 2711
 Secondary | 9280
 Special | 45
 FE | 1298

Governance

People Engaged | 120+
 Trustees | 10
 Members | 4

Finance

£78 million in funding and other income

ATT Institute | Offering the very best PD opportunities for all our colleagues.

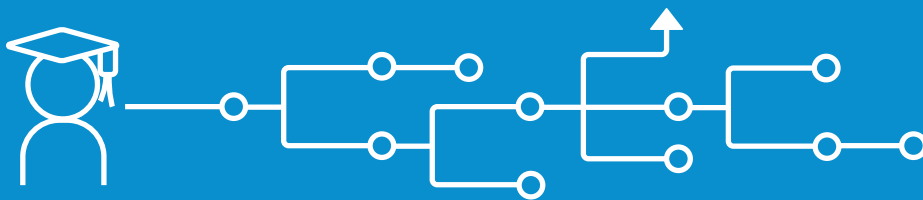


1 Outstanding

19 Good

1 Requires Improvement

02. Career Testimonials



Donovan Stansbury | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

Selena Marshall | Pastoral Leader The Dukeries Academy

I first began my journey with ATT in 2008 as a cleaner at The Dukeries Academy. Once my youngest daughter started nursery I wanted a job that would work around my family. In 2016, I began working as part-time administration assistant, this soon increased to full-time and now I am a Casual Exam Invigilator. I have made the most of every opportunity given to me, which has included studying for a degree with the Open University. ATT have given me lots of opportunities to progress and develop myself.

Emma Summerfield | Faculty Leader, English & Modern Foreign Language The Dukeries Academy

"As a Teach First participant, I have been so fortunate to start my career at The Dukeries Academy; professional development and quality ECT training has been prioritised, and my teaching has gone from strength to strength under the tutelage of my colleagues. I have been promoted to Subject Specialist Leader in English in my NQT year, something I would never have thought possible were it not for the support and encouragement my department has given me throughout my time here. I am excited to explore further leadership opportunities in the future whilst continuing to learn from the experienced and dedicated practitioners here in the academy."

Cat Rushton | Director of ATT Institute

ATT has offered me the exciting opportunity to experience a wider scope of influence over academies, to collaborate with other leaders, and to work with a range of colleagues and stakeholders in various contexts.

03. The Dukeries Academy



THE DUKERIES
ACADEMY

Develop more courageous engagement in bolder visions of education that will help young people become change makers in their own and other people's lives.'

Andy Hargreaves

Our Purpose

To be a beacon of inclusive educational excellence which fosters ambition, facilitates great learning and enables outstanding progress for every student irrespective of their starting point.

To be the trusted Academy of choice at the heart of our community.

To be recognised as an exceptional place to work which attracts, retains and develops the very best staff and leaders.

To develop ambitious knowledge, character and cultural capital to empower our students to be bold and courageous change-makers who are equipped to thrive in, and make a positive contribution to, a rapidly changing world.

Our Values



We have the courage to act with moral and ethical intent. We aspire to be honest and to treat ourselves and others with respect and kindness.



We are passionate about working hard and are optimistic and persistent as we overcome barriers to achieving our aspirations.



We are resolute in our desire to be the very best in everything that we do.

To find out more, please visit www.dukeries.attrust.org.uk/



Our PD Curriculum is delivered through three pillars:

Transformational Leadership

Transformational Teaching

Transformational Services

Professional Development at ATT:

04. The ATT Institute

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey.

PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

academytransformationtrust.co.uk/institute

05. Job Description

Catering Manager

Purpose of the Role:

The post holder will be responsible to a member of the Senior Leadership team and Regional Catering Manager

Under the direction of the academy leadership team and Trust catering team, develop and manage the overall catering service within the academy.

Key Responsibilities and Duties:

- Keep up to date records of all meetings with students, parents/carers and outside agencies.
- To maintain an oversight of the catering service to ensure the services provided at each outlet meet the academy's needs.
- To play an active part in identifying opportunities for both the development of the service and improvements, to ensure both a cost effective and quality service. To assist with any budget setting and budget reviews as required.
- To advise and support kitchen staff on the preparation, cooking and presentation of food.
- To develop and deliver menus in line with the academy's requirements.
- To market the services actively including trialling new menus and organising theme days etc.
- To carry out student, parental and staff surveys and respond to feedback.
- To play an active part in identifying opportunities for both the development of the service and improvements to ensure both a cost effective and quality service.
- To be responsible for the organisation of the half termly catering meetings together with your line manager. At these meetings to report on the performance of the catering operation and share any other reports or general issues.
- To provide the requirements of the academy in regard to all events and meetings.
- To ensure the catering department meets legislative requirements and academy policies and procedures, i.e. Health and Safety, Food Hygiene, Food Standards, Allergens, Risk Assessments etc.
- To act as health and safety coordinator within the academy kitchen and ensure representation at any relevant meetings.
- To ensure budgetary targets are met by appropriate costing of menu items, ordering of foodstuff, managing stock, equipment and control of labour costs.
- To assist with the annual setting of the price list and create visuals to share with staff, students and parents via website, posters etc.
- To ensure and adjust in conjunction with the Principal, the levels of staffing within the academy catering team so as to ensure an efficient catering service which fulfils the academy's catering requirements. This also includes managing performance and attendance.

- To participate in the selection, appointment and induction of new catering staff as authorised.
- To implement the agreed accounting procedures with regard to receipt of payments for food and drinks from pupils and visitors to the academy and ensure such procedures are adhered to by all catering staff.
- To support the wider team with the general kitchen production and service organisation.
- To maintain confidentiality of information acquired in the course of undertaking duties for the academy.
- To operate a basic range of IT skills including writing reports, producing menus, software and cashless systems etc.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To identify and assess training needs and ensure the appropriate training of staff is provided as required including performance management systems.
- To carry our regular briefings with the catering team on current organisational and academy issues. Attend academy staff briefings and any other relevant meetings.
- To adhere to the ethos of the academy:
 - To promote the agreed vision and aims of the academy
 - To set an example of personal integrity and professionalism
 - Attendance at appropriate staff meetings and academy functions
- Any other duties as commensurate within the grade in order to ensure the smooth running of the catering department and the academy

Academy Ethos

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.

This role descriptor is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The job holder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This role must reflect the expectations within KCSIE (latest version).

The principle responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

06. Person Specification

Catering Manager

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> NVQ Level 2 or equivalent in Catering Level 2 Food Hygiene Certificate 	<ul style="list-style-type: none"> Level 3 Food Hygiene Certificate
Experience	<ul style="list-style-type: none"> Relevant experience in a senior position within a large-scale catering establishment. Experience in Supervision and Management Ordering commodities, food costings and general administration duties Experience of running a HACCP system and Allergen controls 	<ul style="list-style-type: none"> Relevant experience in operating a multi-site catering operation.
Competencies	<ul style="list-style-type: none"> Able to complete administrative documents / forms, using a computer. Able to use general catering equipment safely and correctly Able to adhere to set processes and procedures 	
Values	<ul style="list-style-type: none"> Upholds ethics and values, demonstrates integrity and promotes and defends equal opportunities Commitment to the safeguarding and welfare of all pupils. Willingness to ensure that facilities are kept to a standard that complies with health and safety guidelines. 	
Personal Qualities	<ul style="list-style-type: none"> Demonstrate good leadership skills and lead by example Able to work under pressure, responding to customer needs and complaints. Polite, courteous and friendly towards customers and colleagues Willing and capable to be flexible and adjust to various work places, duties and hours Willing and able to undertake further training Capable and willing to work on own initiative 	

07. How to Apply

Catering Manager

Applying:

Please apply by visiting
www.academytransformationtrust.co.uk/vacancies



Status: Permanent

- 35 Hours per week
- Term Time Only (39 weeks)

Salary:

NJC Pt 20 – 24
Actual Salary: £24,649 to £26,987
FTE Salary: £30,296 to £33,024



Closing Date:

Monday 05 August 2024, 09:00am

Start Date:

As soon as possible



Interviews:

To be confirmed

