

Secondary

Academy  
Transformation  
Trust

Catering Manager

# Application Pack

The Queen Elizabeth Academy

Witherley Road

Atherstone

CV9 1LZ

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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.

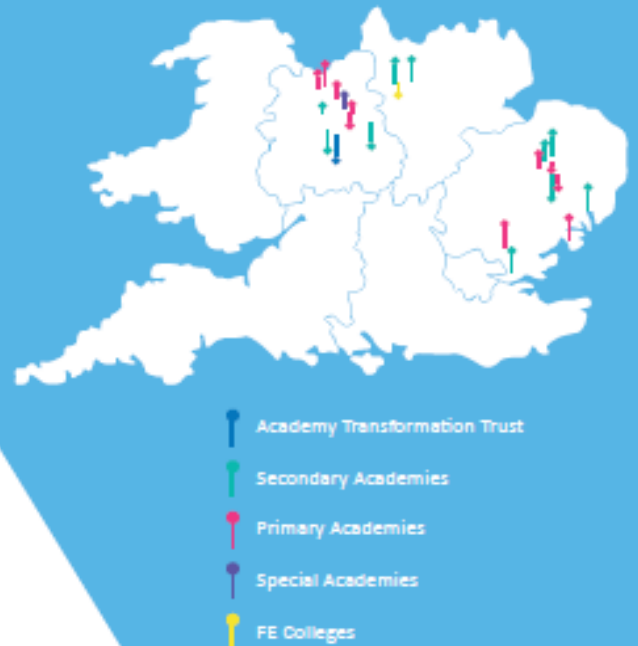
To learn more about our story/journey, please read our [ATT Magazine](#)

# 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.

## Strategic Aims

- To plan and deliver a curriculum which enables students to reintegrate with learning, delivers improving progress and outcomes for all learners and demonstrates that lessons have been learned from the pandemic experience.
- To create the conditions in which our people can demonstrate independent, thoughtful and confident behaviours in pursuit of our vision and aims.
- To continue to improve our financial performance alongside an enhanced reputation in business operations and governance.



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.

## Headline Performance Measures

- **Record progress scores** for many of our academies in 2019.
- **Rising Attainment 8 and Progress 8** rates for three years running across all secondary academies.
- **Rising Key Stage 5 average points scores** across all academies for three years.

Academy Ofsted Ratings

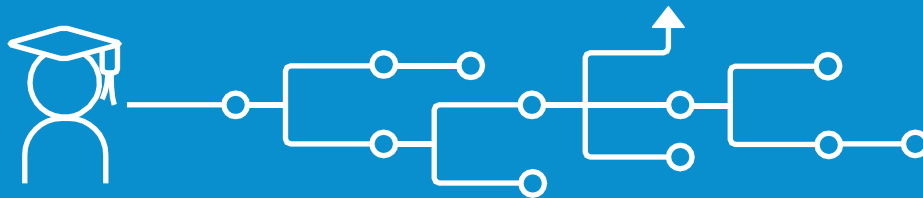
1 Outstanding

18 Good

1 Requires Improvement

1 Inadequate

# 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.

## **Martin Sexton** | Lead for Computer Science and STEM Coordinator

Working for ATT has given me many opportunities to progress my career. A move from Westbourne Academy to Mildenhall College Academy 5 years ago gave me my first step up from teacher to leading Computer Science. I received an ATT award for STEM which led to me becoming the STEM coordinator. To help develop my career further I now lead Team Network Group meetings with other Computing teachers from across the trust. ATT has also allowed me to develop my skills knowledge through attending a range of CPD with Computing at School, Barefoot, and Digital Schoolhouse all of which are helping to develop my practice.

## **Nicola Powling** | Faculty Leader, Humanities

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.

## **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. Academy Information



The Queen Elizabeth  
Academy

## The Queen Elizabeth Academy

Based in Atherstone, Warwickshire, The Queen Elizabeth Academy is part of the Academy Transformation Trust family of academies.

TQEA is an 11-16 mixed comprehensive academy with a vibrant learning atmosphere, a dedicated and supportive network of staff and exciting plans for the future. With a brand new school building, which opened in November 2016, this really is a great place to work.

The academy's vision is for all students to realise their full potential, equipping them with the skills and qualities required for success in the competitive 21st century. We are committed to raising standards and providing students with exceptional opportunities to support learning. We look for a number of outstanding qualities in our staff: an innovative and creative approach to their work; enthusiasm, positivity and an unfaltering commitment to our students' success, along with an open-minded, proactive attitude to working within a team. We want individuals who want to go the extra mile for our community and have an absolute commitment to safeguard our students.

Teamwork is at the heart of everything we do and by working together we aim to secure a successful future for all. We encourage those interested in joining our school to spend some time with us to gain a real understanding of our ethos and what we have to offer. The dedication of the staff and the enthusiasm of the students, coupled with the support of our parents and carers, makes this a very special place.

To find out more, please visit: [tgea.attrust.org.uk](http://tgea.attrust.org.uk)



Our PD Curriculum is delivered through three pillars:



[Click to Learn More](#)



[Click to Learn More](#)



[Click to Learn More](#)

## 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](https://academytransformationtrust.co.uk/institute)



# 05. Job Description



## Catering Manager

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

NJC 20 – 24, actual salary: £26,057 - £28,530

### SALARY JOB PURPOSE:

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

### DUTIES AND RESPONSIBILITIES:

- 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 out 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

# 06. Person Specification



Catering Manager - Person Specification			How Identified	
<b>Experience</b>	Essential	Desirable	Interview	Application
Relevant experience in a senior position within a large-scale catering establishment	√		√	√
Relevant experience in operating a multi site catering operation.		√	√	√
Experience in Supervision and Management	√		√	√
Ordering commodities, food costings and general administration duties	√		√	√
Experience of running a HACCP system and Allergen controls	√		√	√
<b>Qualifications &amp; Training</b>	Essential	Desirable	Interview	Application
NVQ Level 2 or equivalent in Catering	√		√	√
Level 2 Food Hygiene Certificate	√		√	√
Level 3 Food Hygiene Certificate		√	√	√
<b>Practical Skills</b>				
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	√		√	√
<b>Personal Qualities</b>	Essential	Desirable	Interview	Application
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.academytransformatio  
ntrust.co.uk/vacancies](http://www.academytransformatio<br/>ntrust.co.uk/vacancies)



### Status:

Full time, permanent status, 37 hours per week, 39 weeks per year

### Salary:

NJC 20 - 24  
Actual Salary £26,057 - £28,530



### Closing Date:

12pm Tuesday 23<sup>rd</sup> July 2024

### Start Date:

2<sup>nd</sup> September 2024



### Interviews:

Friday 26<sup>th</sup> July 2024





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