



# Birchwood High School



## Catering Manager Recruitment Pack



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## Letter to applicants

Dear Applicant,

Thank you for showing interest in our Catering Manager vacancy. Birchwood High School is a fantastic place to work and I have great privilege to lead an inspired team of staff who are dedicated to the education of our 1400 students. It is a school where we get the balance right between academic progress, pastoral support & welfare and curriculum enrichment. This was reflected in our Ofsted Inspection (June 2019) where we were judged to be Good in all areas.

We are very proud of our inclusive and non-selective ethos, with some students progressing on to the very best universities in the country whilst other students needing significant support to help them progress. It is a 'comprehensive' mix of keen and enthusiastic students who make the days and weeks fly by.

We are seeking to appoint a Catering Manager to join our well-established Catering Team. This is a managerial role and the successful applicant will be responsible for managing the catering team as well as assisting with the preparation, cooking and serving of food and beverages.

This role is advertised as a term-time plus contract. As such, based on the number of weeks and hours worked and inclusive of holiday and outer fringe allowance, the actual pro-rated salary will be around £26,600 per annum.

To apply, please ensure that when completing the online application form you include in your statement the reason for your interest in the role, what relevant skills and experience you have that will assist you in fulfilling the expectations of the role, your values and why you want to be part of the Birchwood Community.

Applications should be submitted using the [mynewterm](#) platform no later than **9.00am on Monday, 8<sup>th</sup> July 2024**. Interviews will be held soon after.

If you would like to find out more about the role and/or arrange an informal visit to the school, please contact Louisa Atherton directly on [recruitment@birchwoodhigh.org.uk](mailto:recruitment@birchwoodhigh.org.uk).

Yours sincerely

Mr Sam Griffin  
Principal



## About Bishop's Stortford and Birchwood High School

Bordering the county of Essex, Bishop's Stortford is a thriving, historic and picturesque market town situated in Hertfordshire. The town is served by direct train links into London Liverpool Street, Cambridge and Stansted Airport and the M11, M25, A120, A10 and A414 making Bishop's Stortford easily accessible to Cambridgeshire, London, Hertfordshire, Essex, and Stansted Airport. With such great transport links, easy access to beautiful countryside and a wide range of excellent local primary and secondary schools, it is easy to see why this is a favoured commuter area.

Our School is located in the north-east of Bishop's Stortford, close to the town centre and the train station. It is situated in an attractive open setting within a residential area backing onto mature woodland. Converted to a Single Academy Trust in 2011, Birchwood is a well-established, attractive, all round inclusive, co-educational secondary school and sixth form.

We have a PAN of 240, and a current sixth form of 227, making us one of the biggest schools in the local area. Most students enter our school at Year 7 from primary schools within the town and surrounding area. We work hard to foster good relationships with our local primary schools and a particular emphasis is put on transition to Year 7.

We have great pride in being an inclusive school with an all-ability ethos that respects and responds to the different backgrounds and situations of all our students. We offer a broad curriculum choice and an extra-curricular programme that encompasses the National Curriculum and beyond. It is central to our ethos that the curriculum is accessible to all students and Birchwood has a strong local reputation for SEND provision.

Investment has been made in initiatives to facilitate recovery from the pandemic, these include a whole school literacy programme, now in its second year, and the development of an intervention centre to provide targeted support where it is most needed. Students, staff, and trustees have worked together on recent initiatives to champion equality, diversity, and inclusion, with a particular focus on gender equality as well as LGBTQ+, race and ethnicity, to foster a whole school culture where everyone feels welcome and safe to bring their whole selves to school.

Our school buildings and facilities are modern and well maintained. They include a light and welcoming library, dedicated sixth form centre, cafeteria and kitchens, and a full range of equipment and rooms to support our wide curriculum offer. We also have a modern sports hall and gym, a dance studio, and a dedicated drama studio. Staff have access to a large staff room and shared work area. In addition to the indoor facilities, there are well maintained grounds which include social areas, a 3G Astroturf pitch and a large playing field for grass pitches and athletics. There is also a detached playing field that offers opportunities for future development. The quality of the facilities and our outward focus means that we have an established busy community lettings programme which includes use by drama, music and sporting groups.

Trustees have recently released reserves of £400,000 to invest in improvements to our buildings and facilities. These have included updating the PC's and computer suite, remodeling our reception area, upgrading some of our toilet facilities and the Personalised Learning Centre - which is our hub for SEND provision. We have also installed new boilers and new CCTV and telephone systems.

# Our School Values and Ethos

Our core values are encompassed in our mission statement:

“ At Birchwood we are part of something special, welcoming all, supporting all, and encouraging all.

Enjoying together the exploration of ideas, the excitement of learning and the celebration of our achievements, in a school where we feel safe.

*“your dreams, your future, our challenge”*



# Key facts and statistics

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Location:

Bishop's Stortford

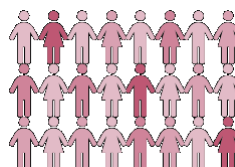
Status:

Single Academy Trust  
(established in 2011)

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11-18 Yrs  
Age Range

1179  
Students  
Yr7 to Yr11



227  
Students in  
Sixth Form

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Rated **good** in JUNE 2019

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**21%**  
SEND

**11%**  
EAL

**13.6%**  
FSM

**12.4%**  
PUPIL  
PREMIUM

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## PERSON SPECIFICATION: Catering Manager

**Hours of work:** 37 hours per week with a 30 minute unpaid break. Due to the nature of the role there will be some occasional hours to be worked after school which you would manage in your working week in agreement with your line manager.

**Working Weeks:** 40 weeks each Academic year (term time plus 5 INSET days plus 5 additional days in the school holidays)

**Salary:** **Grade H7 SCP 19 (Range 19 - 23) £29,777 - £32,076 per annum FTE plus fringe allowance**

### Purpose of the Job

- To provide a high quality catering service which meets the needs of the students and the school in accordance with statutory requirements and agreed service standards.
- Organise, direct and implement all the resources – i.e. food, staff, cleaning materials and equipment so as to maximise the effectiveness of the operation

### Duties and Responsibilities

#### Meal Preparation and provision:

- Preparing fully costed menus that optimise nutritional value and provide sufficient variety to suit all students, with due regard paid to relevant government requirements and guidance.
- Consult with relevant stakeholders in the formulation of menus including the approval of the Principal and Finance Director where appropriate.
- Ensure that the personal dietary, nutritional needs and cultural diversity of the students is accounted for.
- Lead and take part in food preparation, cooking and service of, overseeing the quality assurance process ensuring all food is handled and cooked correctly before being served.
- Ensure that all food is labelled correctly and appropriately, especially regarding the presence of allergens, in line with Natasha's Law.
- Supervise and direct other catering staff in the preparation and provision of food, ensuring high standards are met at all times and that the fresh food is served promptly and in an attractive way.
- Ensure that the provision of healthy snack for each school day at break times and other times as specified by line manager.
- Ensure that all service staff have a full knowledge of dishes regarding ingredients, cooking methods, correct portion sizes and selling prices
- Use bespoke nutritional software to meet nutritional standards in line with DfE targets
- Provide catering for other events and functions e.g. open days, governor meetings as directed by the line manager and/or Principal during and outside of school hours.
- Respond to any queries from students or other stakeholders regarding the food provided e.g nutritional information, allergens.

#### Health and Safety

- Ensuring the food is prepared and provided in a safe and hygienic environment with stringent standard upheld.
- Ensure that policies and procedures with regards to H&S and hygiene are understood by all kitchen staff and adhered to at all times
- Liaise with the Site Manager and cleaning staff to ensure that sufficient cleaning procedures and schedules are in place and being carried out
- Ensure all catering staff always wear the correct uniform and maintain high standards of personal hygiene to prevent the contamination of food.
- Ensure that all kitchen equipment is maintained in good condition and that any faults are reported to the Site Manager.
- Undertake risk assessments as appropriate

- Maintain and implement the departmental Food Safety Manual, including HACCP
- Follow first aid procedures for any accidents and report incidents as per school policy.
- Ensure that a suitable first aid box is accessible, stocked correctly and clearly identifiable within the catering area.

#### Staff Management

- Ensure all catering staff have received appropriate food safety training and that records are kept up to date.
- Assess the training needs of the catering staff and ensure that performance management reviews are carried out in accordance with school procedures to ensure that the team is motivated, feel part of the school community and develop to their full potential.
- Review staffing needs and the teams individual responsibilities to ensure that they are fit for purpose. Assist with recruitment process as and when needed.
- Ensure that all of the team are inducted including fire evacuation procedures, first aid, safe use of equipment, child protection and safeguarding training, etc
- Managing catering staff attendance and absence and following school policies

#### Administration:

- Be responsible for the financial and administrative tasks associated with ordering, invoices, receipts/delivery notes and returns in line with the school's financial guidelines to meet auditing requirements and ensure accountability.
- Ensure stock is replenished and ordered in a timely manner and checked and inspected upon arrival for quality assurance purposes. Conduct monthly stock takes.
- Ensure and oversee the catering team in the safe storage and rotation of stock, undertaking routine checks.
- Assess supplier prices regularly to ensure that value for money is achieved with regards to the budget. Negotiate cost effective pricing and to ensure continued quality of food and services provided.
- Operate and ensure the efficient running of the Cashless till system ensuring that catering Parent Pay accounts are updated and maintained on a daily basis
- Work within the set financial targets and maintain full records and procedures: preparing sales and other reports including the breakdown of turnover and spend per head on a weekly basis for the Finance Director as required and seek to improve the efficiency of the Department
- Monitor, control and reduce waste, promote recycling and effective waste management within the dining room and kitchen.
- Keep abreast of new initiatives, systems and regulations through regular training and networking.
- Gather feedback where appropriate from students and other stakeholders on the food served to identify successes and areas for improvement.
- ensure the effective promotion of the service, including new initiatives through marketing materials in accordance with the school's policies
- undertake any other duties as reasonably directed by the Principal and / or line manager.



## PERSON SPECIFICATION: Catering Manager

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and experience:</b>	<p>Trained to Level 3 Certificate in Food Safety off NVQ equivalent.</p> <p>Hold an Advanced Food Hygiene Certificate</p> <p>Recent experience of delivering a catering service in an educational setting</p> <p>Have experience of:</p> <ul style="list-style-type: none"> <li>• menu planning and working within a budget;</li> <li>• managing /leading a kitchen team;</li> <li>• financial management</li> </ul>	<p>Delivering a catering service in a high-volume environment.</p> <p>First Aid at Work certificate</p> <p>Level 3 Award in Supervising Food Safety in Catering</p>
<b>Knowledge and skills:</b>	<p>Extensive knowledge of hygiene and H&amp;S laws in food preparation environment</p> <p>Sufficient understanding of government legislation relating to food in schools i.e. nutritional standards</p> <p>Technical understanding of food storage, preparation &amp; cooking.</p> <p>Good knowledge of Microsoft office systems – (Word, Excel, PowerPoint)</p> <p>Excellent verbal and written communication skills appropriate to the need.</p> <p>Ability to deal with all people (colleagues, parents and students) in a polite and courteous manner, showing firmness when necessary.</p>	<p>Knowledge of COSHH regulations</p> <p>H&amp;S training</p> <p>Experience of using food labelling systems</p> <p>Knowledge of school protocols and procedures</p>
<b>Personal qualities:</b>	<p>Able to lift industrial catering equipment and handle catering packs of food and drink which may at times be bulky and/or heavy</p> <p>Well-developed organisational skills and the ability to prioritise tasks.</p> <p>Ability to negotiate best value without compromising on quality</p> <p>Friendly, welcoming and approachable disposition.</p> <p>Able to work calmly and cope well under pressure</p> <p>Demonstrate a 'can do' approach and who is willing to make a significant contribution to the life of the school</p>	<p>Have a positive attitude and solution-focused in a range of contexts.</p>

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check (DBS) will be carried out for all successful candidates.

# Completing your application pack

## Application Form

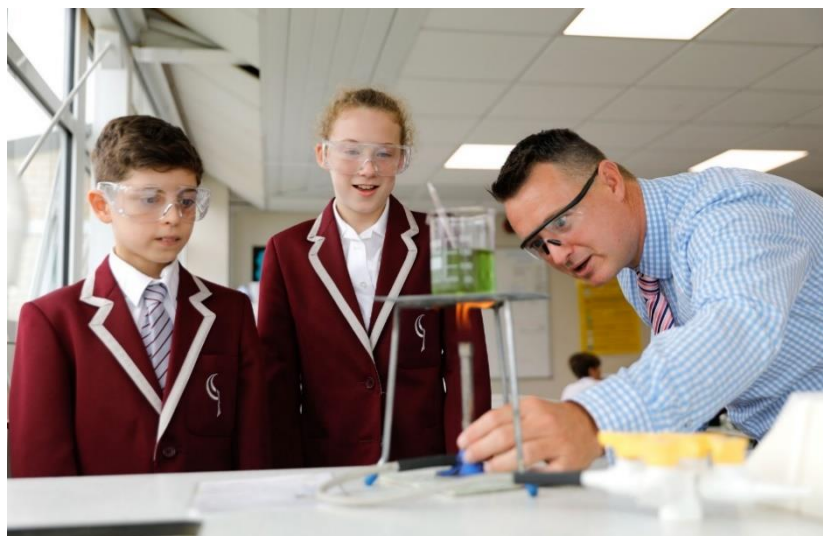
Applicants must use the staff application form provided on [mynewterm](#) (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education

## Person Specification and Personal Statement

Please refer to the Person Specification to help guide you in terms of your personal statement. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

## References

Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact.



# Important Information

<b>Salary:</b>	Hay Scale 7 SCP 14 (Range 14 – 19) <b>£29,777 – £32,076 FTE plus fringe allowance</b>
<b>Start date:</b>	<b>1<sup>st</sup> September 2024</b>
<b>Hours of Work:</b>	<b>37 hours per week with a 30 minute unpaid break</b>
<b>Working weeks:</b>	<b>40 weeks each Academic Year</b> (term time plus Inset days 5 days in the school holidays)
<b>Closing date:</b>	<b>Monday 8<sup>th</sup> July at 9.00am</b>
<b>Interview dates:</b>	Interviews will be arranged soon after

<b>Any questions, call our HR Manager</b>	<b>01279 756376</b>
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Birchwood High School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks, including an online check, outlined in Keeping Children Safe in Education (September 2023).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.



The ABC of being a Birchwood student:  
Achieve, Belong, Conquer!



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Hertfordshire CM23 5BD  
[www.birchwoodonline.co.uk](http://www.birchwoodonline.co.uk)