



Ark Alexandra Academy

Catering Supervisor

Reporting to:	Chef Manager
Location:	Ark Alexandra Academy
Contract:	Permanent
Working Pattern:	36 hours per week, term time only plus 2 extra weeks to be worked in the school holidays
Start date:	ASAP
Closing date:	9.00am on Friday 06 January 2023
Salary:	Ark Outside London Support Scale 5, points 5 - 12: £21,575 to £24,496 (pro rata) Actual salary: £19,424.13 - £22,053.93

Ark Alexandra

Joining our school team is an excellent opportunity for a proactive person who wants to make a lasting difference to the communities they serve.

Ark Alexandra is a two-campus secondary academy with a Sixth Form provision in Hastings, East Sussex. We have our Helenswood campus situated on The Ridge, St Leonards on Sea (opposite the Conquest Hospital) for Years 7 & 8 students and our William Parker campus on Park Avenue, Hastings for Years 9 – 13.

As a Church of England school, our values of faith, excellence and kindness underpin our ethos, culture and behaviour. We have an inclusive admissions policy that welcomes, without preference, students of all faith and none. We believe that everyone deserves to be accepted, included, and empowered to live a purposeful and fulfilling life.

Our vision is to provide all members of our community with the opportunities to engage with 'life in all its fullness' (John 10:10). This will be achieved through the highest quality of education that a truly great school will provide. We are committed to striving for excellence and inspiring our students to fulfil their potential. Our faith underpins our aim for all students to have the widest possible life choices. By knowing every student, demonstrating kindness, we will inspire every member of Ark Alexandra to have a positive impact on the community around them.

How is Ark Alexandra different?

- We are part of the Ark family of schools and benefit accordingly from outstanding networking and career opportunities and first-class CPD.
- Staff wellbeing is one of our main priorities. We have a 6pm/weekend work-related communication curfew to ensure our staff can maintain a work/life balance. We do not do knee jerk reactions, fads or last-minute deadlines. Our systems and processes for communication, marking and feedback and assessment are streamlined and the approaches we take are research led and based on the needs of our local context.
- Behaviour for learning is always a high priority so our teachers can focus their time on the things that matter – planning and delivering brilliant lessons for our students.
- This is a strict no excuses, no mobile phone school.
- Our curriculum is traditional and academic, and we do not take shortcuts to boost our position in school league tables.
- We put high-quality teaching at the heart of what we do. Live coaching and current best practice in the field of education is central to our approach.
- We offer health benefits such as a subsidised gym membership, Healthcare Cashplan, Cycle to Work scheme and Employee Assistance Programme or if you prefer retail therapy, staff discounts (online and in-store) via instant vouchers or reloadable gift cards from the Ark Rewards scheme.
- We offer a wide range of enrichment opportunities for our students that have excellent attendance and feedback.

If you are ready to add further value to our school by providing our students with high quality meals and supervising the catering team on one campus, you will find this job extremely rewarding.

Alignment with the school's vision, values and approach to education is essential.

The Role and the Department

This is a rare opportunity to join our hard-working, dedicated catering team in our growing academy. As Catering Supervisor you will be based at one of our two campuses under the direction of our Chef Manager. This is a term time only position, which means you will only work 39 weeks of the year, plus two extra weeks in the school holidays in agreement with your manager. Pay is spread evenly over the year so you would never have a month without money.

As the Catering Supervisor you will prepare, cook, and present food which meets the school standards and according to the Chef Manager's direction. You will also be responsible for supervising the catering team and ensure high levels of food preparation and kitchen cleanliness is maintained across all kitchen and dining areas as well as ensuring a high standard of catering service is provided.

Our standards are high and meals are prepared daily from fresh ingredients. We need someone who can work quickly and safely, be part of a team and has the confidence to interact with staff and students. We will show the successful applicant how to operate

our cashless tills and any other items of catering equipment. For more information, please read the job description and person specification below.

You may have noticed we have advertised this role before. That is because we are committed to finding the right person to join our team.

About Ark Schools

Ark is a network of non-selective schools and run 39 academies in London, Birmingham, Hastings and Portsmouth educating more than 28,500 students.

Their aim is to create outstanding schools that give every student, regardless of their background, the opportunity to go to university or pursue the career of their choice.

To find out more about Ark Alexandra, please visit our website via www.arkalexandra.org

Closing Date: Friday 06 January 2023 at 9am.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Job Description: Catering Supervisor

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Location:	Ark Alexandra Academy
Contract:	Permanent
Working Pattern:	36 Hours, Term Time (plus an additional two weeks)
Salary:	Ark Support Scale 5: Pay Points 5 – 12, £21,575 - £24,496 (pro-rata)

The Role

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Key Responsibilities

Food

- Assist in the planning and preparation of innovative seasonal menus which encourage healthy and nutritional eating habits for students and staff, additionally there may be a requirement to cook for special functions and events (these may involve late working)
- Ensure food is prepared in accordance with relevant regulations and the procedures expected by the Chef Manager

Kitchen Operations

- Deliver excellent standards of customer service
- Plan, organise and monitor controls of food quality, presentation, and service
- Assist with ordering, stock control/stock taking including receiving and checking supplies and safe storage
- Instruct Catering Assistants in food production methods
- Ensure all team members are always working in line with current legislation
- Carry out additional tasks concerned with the operation of the kitchen, as and when required by the Chef Manager
- Deputise for the Chef Manager as and when required

Other

- Actively promotes the safety and welfare of our children and young people
- Ensures compliance with Ark's data protection rules and procedures
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Notes

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which he or she has been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, and also in terms of their commitment to safeguarding and relationships with students.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal/Senior Leadership Team/Line Manager.

Person Specification: Catering Supervisor

Qualifications

- Relevant catering qualification (desirable) or a commitment to working towards
- Health & Hygiene Certificate L3, desirable
- First Aid qualification, desirable

Knowledge, Skills and Experience

- Experience of catering, ideally within a school
- Experience of cultural diversity, with particular reference to food preparation and dietary preferences, desirable
- Knowledge of healthy eating and nutrition and creating related menus
- Experience leading, coaching and motivating staff, ensuring professional development and effectively challenging and managing any underperformance
- Excellent communication skills with children and adults
- High level of proficiency with Microsoft Office

Behaviours

- Genuine passion and interest in food and in helping children learn to eat healthily
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Excellent interpersonal skills, able to motivate and manage others effectively
- Professional outlook, detailed orientated and able to multitask and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).