



Ark St Alban's Academy

Deputy Catering Manager



This is an exceptional opportunity to become part of the Catering Department at Ark St Alban's Academy to supervise the running of our kitchen. You will be well-supported by a strong team of professionals who always go the 'extra mile' for our young people.

The Deputy Catering Manager is to be responsible for delivering an excellent catering service at Ark St Alban's Academy for pupils, staff and visitors delivering high quality, healthy and innovative menus in line with Government guidelines.

At Ark St Alban's Academy, we are supporting all of our pupils to climb the mountain to university.

If you think this role would suit you, we would love to hear from you. For an informal conversation about the role please contact Kassim Ahmed on 0121 446 1320 or kassim.ahmed@arkstalbans.org.

Please submit your application online by visiting <http://arkstalbans.org/vacancies>. The deadline for applications is **Friday 02 September 2022 at 10.00am**.

Our [website](http://arkstalbans.org) can provide more information about Ark St Alban's Academy.

Start date: September 2022

Location: Conybere Street, Birmingham B12 0YH

Contract: Permanent

Working Pattern: Full Time 36 hours per week, term time only

Salary: Ark Support Scale 5: Pay Points 5 - 12: Actual salary, £16,827 - £19,328 per annum (Full time equivalent £19,650 - £22,571)



Job Description: Catering Assistant

The Role

As the Deputy Catering Manager you will prepare, cook and present food which meets the school standards and according to the Catering 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.

Key Responsibilities

Food

- Assist in the planning and preparation of innovative seasonal menus and cooking for special functions and events which encourage healthy and nutritional eating habits
- Ensure food is prepared in accordance with relevant regulations and the procedures expected by the Catering Manager

Kitchen Operations

- Deliver excellent standards of customer service
- Assist with stock control/stock taking including receiving and checking supplies and safe storage
- Instruct Catering Assistants in food production methods
- Carry out additional tasks concerned with the operation of the kitchen, as and when required by the Catering Manager
- Deputise for the Catering Manager as and when required

Other

- Actively promotes the safety and welfare of our children and young people
- Ensures compliance with Arks 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.

Person Specification: Deputy Catering Manager

Qualifications

- Relevant catering qualification
- Health & Hygiene Certificate L3 (desirable)
- First Aid qualification (desirable)

Knowledge, Skills and Experience

- Experience catering in large quantities, 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 menu's
- 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 multi task 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 our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Being part of the Ark network

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life. We know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly-successful network of 37 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

Ark schools prioritise six key principles: high expectations; excellent teaching; exemplary behaviour; depth before breadth; more time for learning; knowing every child.

Ark invests significantly in a number of professional development programmes which complement academy level training:

- The Ark training menu: we have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles
- Network support: schools share CPD, allowing us to share best practice and role specific training across the network, facilitated by in-school and central staff
- Ark staff receive 10 training days each year rather than five creating time to collaborate with subject specialists within each school and across the network

Ark is at the forefront of changing education society through education. You can read more about how Ark is transforming lives through education [here](#).

Principal

Guy Rimmer graduated from the University of Warwick and became part of the very first Teach First cohort in the West Midlands. Having trained as an English teacher in Birmingham, Guy then went on to work for Teach First itself, coordinating teacher development activities for its alumni network. In 2010, he joined Ark Schools and began teaching at King Solomon Academy, an exceptionally successful start-up school in central London where he taught a number of subjects including Business, Geography and Religious Studies.



Guy held several leadership positions at King Solomon Academy, before becoming Head of Secondary in 2018. In ten years as a leader at KSA, Guy played a key role in the success of the first five cohorts to complete GCSEs and A-Levels at the school, cohorts which consistently placed in the top 1% nationally for pupil progress and from which, the majority of pupils regularly secured places at top-third universities after the completion of their sixth form studies. Guy joined Ark St Alban's Academy in September 2020 and he is determined to continue the work of building a school in central Birmingham which is a truly exceptional place to work and to study.

Ark Safer Recruitment Procedure

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.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

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 they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

