



Grove School

Deputy Head of Catering 32.5 hours per week

Grade 2 - £20,812 - £22,777 full time equivalent

Candidate Information September 2023

Grove School
Dawson Road
Handsworth
Birmingham
B21 9HB
Tel: 0121 464 4669
Email: j.baker@grove.bham.sch.uk

25th September 2023

Dear Applicant,

Thank you for requesting information regarding the Grade 2 Deputy Head of Catering position at Grove School. Enclosed is information about the Deputy Head of Catering vacancy.

We are looking to appoint a Deputy Head of Catering to join our highly motivated, enthusiastic and hardworking catering team.

This is a great opportunity for someone who enjoys working in a busy school environment, enjoys providing meals of a high quality for children and is able to motivate and lead a catering team.

As Deputy Head of Catering your responsibilities will include:

- Deputising for the Head of Catering
- Assisting with the day to day management of the catering arrangements at Grove School
- Assisting and contributing to the planning and control of all aspects of the school meal service
- Assisting the Head of Catering with menu planning
- To be aware of all legislation and support the Head of Catering in achieving these standards
- Assisting in the preparation, presentation, serving of meals and other refreshments in line with school requirement
- Be computer-literate (Microsoft word and excel)
- Contribute to financial control of food, labour and non-food purchases
- Assisting with the setting up of dining rooms, including putting out furniture
- Willing to attend training sessions both in school and online
- To be aware of the pupils needs including dietary and allergen requirements.

You will need to be diligent, efficient and professional. It is essential that you have the ability to work effectively as part of a team.

We are looking for someone with:

- Good people skills
- A passion for providing healthy food for children
- Good verbal and written communication skills

Candidates must hold a Level 3 Certificate in Food Safety

The hours required are hours daily, Monday – Friday (hours per week). The hours will be worked between 7.15am – 1.45pm and will be confirmed with the successful candidate.

Staff are required to work 3 days per year that will fall in the school holiday period.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Informal visit: Tuesday 3rd October 2023 at 9.30am

Closing Date: Wednesday 11th October 2023 at 12:00pm

Interviews: Friday 20th October 2023

Application forms, job description and person specification are available on the school website:

<http://web.grove.bham.sch.uk>

[Please email your completed application form to vacancy@grove.bham.sch.uk](mailto:vacancy@grove.bham.sch.uk)

Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will need to provide evidence of the Right to Work in the United Kingdom. An enhanced DBS check is required for all successful applicants.

An online search will also be carried out as part of due diligence on all short-listed candidates.

I very much look forward to receiving your application.

Yours sincerely,

J Baker
Head teacher
Enclosed

1. Job Description
2. Person Specification



Grove School

JOB DESCRIPTION

JOB TITLE: Deputy Head of Catering

GRADE: GR2

NO OF POSTS: 1

Successful applicants will need to provide evidence of their Right to Work in the UK and an enhanced DBS check.

An online search will also be carried out as part of due diligence on all short-listed candidates.

1.0 JOB PURPOSE

- 1.1 Deputising for the Head of Catering catering and assisting with the day to day management of the catering arrangements at Grove School taking specific responsibility for designated key areas. Carrying out food preparation, cooking and serving of meals contributing to the planning and control of all aspects of the school meal service.

2.0 ROLE AND RESPONSIBILITIES

- 2.1 To support the Head of Catering in the general running of the kitchen taking specific responsibility for:

The organising and supervision of meal presentation and service according to set standards in line with school requirements:

- a) Compliance of menus.
 - b) Ordering and checking of food for school meals and packed lunches.
 - c) Preparation and cooking of food.
 - d) Presentation, serving of meals and other refreshments in line with school arrangements.
 - e) Report on light equipment and cleaning material needs and maintaining inventory records and assist in controlling usage.
 - f) Ensure issues relating to maintenance and care of premises and heavy equipment are reported following Grove School procedures.
 - g) Compliance with the school policies and procedures to include equal opportunities.
 - h) To assist in managing staff duties through rotas.
- 2.2 Contribute to financial control of food, labour and non-food purchases in line with the school budget for school meals. Play an active part in contributing ideas and

solutions. Support in organising and completing all the necessary records and controls, carrying out stock checks.

- 2.3 Legislation: to be aware of all legislation's and support the Head of Catering in achieving standards through monitoring, coaching staff and identifying issues e.g. Health and safety, food safety, food hygiene, COSHH etc.
- 2.4 Training: Contribute to identifying training needs to staff. Assist in training, coaching and development of staff where required in all practical areas to include: induction, policies and procedures e.g. equal opportunity policy, no smoking policy
- 2.5 To be fully aware of the role and responsibilities of the Head of Catering keeping updated on issues to enable them to take on the role of the Head of Catering.
- 2.6 In the absence of the Head of Catering take on the duties and responsibilities identified for the post.
- 2.7 To liaise with the Head Teacher. To support the Head of Catering in promoting the service.

HEALTH AND SAFETY STATEMENT

In accordance with Birmingham City Council Safety Policy, Grove School has a commitment to ensure the health, safety and wellbeing of all our staff.

Grove School will adequately control health and safety risks arising from our work activities and consult with our employees on matters affecting their health and safety at work.

We will provide information, instruction, supervision and training for our employees ensuring they are competent to carry out their work safely.

OBSERVANCE OF EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Head of Catering

3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by the Head of Catering
2. Left to work within established guidelines subject to scrutiny by the Head of Catering
3. Plan own work to ensure the meeting of defined objectives.

4.0 SPECIAL CONDITIONS

- 4.1 Required to be available for evening school activities and special functions requested by the school e.g. fund raising events, parents/teachers meetings and Governors meeting.
- 4.2 To attain hygiene training, commensurate with your duties.
- 4.3 To attend training courses as required.
- 4.4 To hold the Level 3 Food Safety Certificate.
- 4.5 Term time working to school term dates. Note: i) Some schools are 52 week sites
ii) Annual leave is taken at same time as schools shut down.
- 4.6 To attend induction training at Grove School
- 4.7 To work 3 cleaning days per year that may fall in school holiday period.
- 4.8 There may be some flexibility required around start and finish times according to the needs of the school
- 4.9 To provide own footwear, which needs to be flat and enclosed with non-slip soles.
- 4.10 This post This post involves working with children and is therefore subject to a disclosure check through the confidential process administered by the Criminal Records Bureau. As part of the recruitment process to work with children you will be required to provide information on all convictions and reprimands, spent or not. A conviction may not exclude candidates from these jobs but will be considered as part of the recruitment process. Birmingham City Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An online search will also be carried out as part of due diligence on all short-listed candidates
- 4.11 Birmingham City Council is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, marital status, responsibility for dependents, religion, trade union activity and age.
- 4.12 Under Section 8 of the Asylum and Immigration Act of 1996 it is a criminal offence to employ a person aged 16 or over who is subject to immigration control. It is therefore necessary for Birmingham City Council to establish the entitlement to work in the UK for all applicants.



Grove School

PERSON SPECIFICATION

Post: Deputy Head of Catering

Grade: 2

Education/Qualifications NB: Full regard must be paid to overseas qualifications.	To hold Level 3 Food Safety Certificate	AF/I
Experience (Relevant work and other experience)	Good knowledge of large-scale catering and cooking, and awareness of legislation effecting catering. Supervisory experience.	AF/I/T
Skills & Ability e.g. written communication skills, dealing with the public etc.	<ul style="list-style-type: none"> • An ability to work as part of a team • An ability to supervise people • Being a good organiser and leader • Good oral and written communication skills • Ability to communicate with pupils • Ability to carry out written and verbal instructions • Ability to use Microsoft Word and Excel • Methodical and flexible approach to work in a changing environment • An ability to carry out calculations • An ability to meet deadlines • An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 • A understanding of how to effectively safeguard pupils in a school environment 	AF/I
Training	Willingness to attend any appropriate in-house training.	AF/I
Other		

Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.