



# Ark Alexandra Academy

## Catering Supervisor

<b>Reporting to:</b>	Chef Manager
<b>Location:</b>	Ark Alexandra Academy
<b>Contract:</b>	Permanent
<b>Working Pattern:</b>	7.30am – 3.45pm Mon to Thurs and 7.30am – 3.30pm Friday (this includes a 30-minute unpaid break) 36 hours per week, term time only plus 2 extra weeks to be worked in the school holidays
<b>Start date:</b>	ASAP
<b>Closing date:</b>	Midnight on Sunday 15 December 2024
<b>Salary:</b>	Ark Outside London Support Scale 5, points 5 - 12: £24,790 to £27,711 (pro rata) Actual salary: £22,417.07 - £25,058.47
<b>Interviews:</b>	Week commencing 16 December 2024

*The school reserves the right to close this advert early and interviews may take place before the advertised closing date. **Applicants are strongly encouraged to apply early for this role to avoid disappointment.***

## Ark Alexandra

Ark Alexandra is a large secondary academy in Hastings, East Sussex. 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.

We continuously strive to maintain and further develop a safe, calm and purposeful environment, in which all children feel happy, secure and respected. Our commitment to safeguarding is further detailed in our Safeguarding and Child Protection Policy which can be found on our website [here](#). Joining our school team is an excellent opportunity for a proactive person who wants to make a lasting difference to the communities they serve.

Our school is on an exciting rapid upward trajectory. Ark Alexandra operates as one school across two 6FE campuses. This creates the dual benefit of working within a

small school family setting, whilst providing unique opportunities for growth, development and career opportunities that exist in a large school model.

The school is on an exciting and rapid journey of improvement under a new leadership team, which is underpinned by research and best practice. We place a primacy on traditional values: discipline, courtesy and respect. Our students are smart and ready to learn and thrive. We are a strict no mobile phone school.

## **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 an 8am - 5.30pm/weekend work-related communication curfew to ensure our staff can maintain a work/life balance.
- Our systems and processes for communication and assessment are streamlined, 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, mobile phone free school.
- We offer a wide range of enrichment opportunities for our students that have excellent attendance and feedback.
- Our curriculum is academic and designed to prepare our students for the workplace in the 21<sup>st</sup> century
- 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.
- As we are part of the large Ark network, this means that we work collaboratively with other schools
- Salaries higher than the national pay scales.
- Twice as many training days as standard with network-wide events with Ark colleagues.
- Unique opportunities for growth and development
- Access to Ark Rewards – a scheme offering savings from over 3,000 major retailers

If you are ready to add further value to our school by providing our students with high quality meals and supervising the catering team across both of our campuses, 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.

A flexible approach to work is essential, our catering teams also provide a service to staff on some inset days and for events such as prom and a CCF regimental dinner.

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. For more information, please read the job description and person specification below.

## **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. This process is outlined below, but can be provided in more detail if requested.

### **Disclosure**

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.

### **Shortlisting**

Only those candidates meeting the required criteria will be taken forward from application.

### **Interview**

1. Shortlisted candidates will take part in an in-depth interview process that will include a competency based interview, and for all teaching roles, will include a lesson observation or similar practical assessment.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application.

### **Reference checking**

References from the previous and current employer will be requested 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.

### **A Commitment to Encourage Diversity**

Ark is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

## 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.

## How to Apply

For an informal conversation about the role or to arrange an informal visit, please contact our HR Department on [ALEHR@arkalexandra.org](mailto:ALEHR@arkalexandra.org)

To apply, please [click here](#) to complete an online application form.

**Please note:** we are unable to accept applications via CV. We will also be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response. Early application is strongly encouraged. You will be able to pause, save and log back in to complete your application up until the vacancy closes.

**Closing Date: Midnight on Sunday 15 December 2024**

*Ark value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to an enhanced Disclosure and Barring Service check and any other relevant employment checks.*

# **Job Description: Catering Supervisor**

<b>Reporting to:</b>	<b>Chef Manager</b>
<b>Location:</b>	<b>Ark Alexandra Academy</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Working Pattern:</b>	<b>36 Hours, Term Time (plus an additional two weeks)</b>
<b>Salary:</b>	<b>Ark Support Scale 5: Pay Points 5 – 12, £24,790 - £27,711 (pro-rata)</b>

## **The Role**

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.

## **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

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