



# Gillibrand Primary School

## Catering Supervisor Application Pack





# GILLIBRAND

## Primary School

Grosvenor Road, Chorley PR7 2PJ  
Tel: 01257 274983  
Headteacher: Mrs H Clark

May 2024

Dear Candidate

May I take this opportunity to introduce you to Gillibrand Primary School, a happy, thriving and forward-thinking school, with 209 pupils on roll. We pride ourselves on being a fully inclusive school with strong community links. At Gillibrand we have a strong vision and values that is over arched by the line 'We nurture children's dreams'. Gillibrand has recently become the part of the Aspirational Futures MAT. Through collaboration with other AFMAT schools we will continue in our of journey of high standards, high expectations, and high status.

Yours faithfully,

A handwritten signature in black ink, which appears to read 'H Clark'.

Mrs Hannah Clark  
**Headteacher**

Dear candidate,

Thank you for showing an interest in this vacancy at Gillibrand Primary School. Here at Aspirational Futures Multi Academy Trust we firmly believe that providing the best possible working environment for our staff leads to the best possible outcomes for our students.

Parklands High School is the founder school in our trust, which opened in February 2023, Gillibrand Primary School and Walton-Le-Dale High School joined us in March 2024, followed by Balshaw Lane Primary School in April 2024 and finally Highfield Community Primary School in the near future. As a newly established trust, we are at the beginning of an exciting journey, and we are looking forward to deeper collaboration within our family of schools and beyond.

In our trust we place enormous emphasis on professional development, underpinned by research, for our staff. Our aim is to ensure our students finish their education with us as well-rounded, well-grounded individuals who will make a positive contribution to society, which is partly achieved by ensuring our workforce is professionally challenged and supported by comprehensive CPD programmes. We are not, however, an exams factory, as successful individuals must also be equipped with the skills and qualities necessary in today's global society. Our personal development programmes along with an abundance of opportunities for student leadership and extra-curricular activities result in compassionate, open-minded and inquisitive young people who are willing and able to make a difference.

Staff in our trust benefit from:

- a culture that actively promotes a positive work-life balance
- a culture that promotes wellbeing initiatives
- access to UK Healthcare (<https://www.ukhealthcare.org.uk/>) helping staff with the cost of everyday health expenses such as visiting the opticians, paying for glasses, dental treatment and even paying for prescriptions, up to agreed policy limits. Employees can also claim an allowance for hospital admissions, whether NHS or private, access telephone counselling services and receive a discount on gym membership to keep them fit and motivated for work.
- excellent relationships between the Trade Unions and the trust schools

Thank you again for taking the time to read this application pack, which, along with the school's and the trust's websites, will have inspired you to apply for the advertised post.

Kind regards,



Steve Mitchell  
**Chief Executive Officer**

**Role title: Primary School Catering – Catering profile Catering Supervisor**

**Location;** Gillibrand Primary School

**Grade;** NJC Grade 4 Scale points 4-6

**Staff Responsibility;** Yes

**Reporting to;** Headteacher/ Chief Operations Officer

**Scope of work.**

The job holder will undertake a range of catering duties such as the preparation, cooking and service of meals including responsibility for managing any local changes to centrally planned menus.

The job holder will also be responsible for all relevant record keeping, the ordering of supplies and direct and/or supervise other employees.

**Accountabilities/Responsibilities – appropriate for this post:**

**Key duties include a range of catering duties such as:-**

- Direct and/or supervise other employees including the organisation of staff rotas and day to day processes such as conducting return to work interviews and DBS forms.
- Preparation of ingredients.
- Cooking and service of a varied range of meals in accordance with recipes, menus or production plans.
- Safe use of catering equipment & machinery.
- Preparation and clearing of serving and dining areas to include general cleaning and where necessary, washing up duties.
- Ordering of supplies and storage of deliveries.
- Responsibility for managing any local changes to centrally planned menus whilst maintaining compliance with the school food standards.

**Individuals in this role may also:**

- Undertake clerical duties associated with record keeping and stock control.
- Have responsibility for maintaining agreed standards, and any associated documentation, in relation to food and kitchen hygiene.

**NOTE**

- Duties at the same level of responsibility may be changed or added to the list of key duties at any time to meet changing circumstances.
- Employees will have a flexible approach in terms of working hours and patterns of work dependant on the needs of the service, and occasionally may be called upon to work at other times or at other schools to suit the needs of the service

## **Grade Profile - Grade 4 – Support Roles**

Applies to **all** posts at Grade 4 **Purpose**

To apply practical methods, techniques, work procedures or processes in support of, or delivery of, the service.

### **Scope of Work**

Role holders will undertake a range of standardised procedures and use associated tools and equipment. Personal initiative will be required within the confines of the role.

### **Accountabilities/Responsibilities**

The following are a range of duties that are appropriate to this grade. The Operational Context Form will specify duties appropriate for the role.

- Plan and organise straightforward tasks; or
- Exchange varied information with members of the public; or
- Carefully use very expensive equipment; or
- Handle and process considerable amounts of information; or
- Instruct, and check the work of, others; or
- Provide general information, advice and guidance on established internal procedures.

### **Skills, knowledge and experience**

- Previous relevant experience or the ability to demonstrate the competence to carry out of the job.
- Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable.
- The ability to work without close supervision

In addition to the skills, knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.

### **Performance Indicators**

- Completion of tasks to required standards and deadlines.

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# Gillibrand Primary School

| Person specification  |                                      |   |
|---|--------------------------------------|---|
| <b>Post title: School Catering Supervisor</b>   | <b>Grade: Grade 4</b>                |   |
| Requirements  | Essential (E)<br>or<br>Desirable (D) | To be identified by:<br>application form (AF),<br>interview (I),<br>Reference (R)<br>Evidence (E) |
| <b>Qualifications</b><br>Recognised Nutrition Qualification<br>Recognised Food Hygiene Qualification  | E<br>E                               | AF/E<br>AF/E  |
| <b>Experience</b><br>Experience of managing a catering team   | E                                    | AF, I   |
| <b>Knowledge and skills</b><br>Knowledge of food service and catering in general<br>Good oral, interpersonal communication and customer care skills<br>Merchandising and promotional skills<br>Organisational, Cost Control and Supervisory Skills<br>Knowledge of special dietary needs including Natasha's Law and allergen awareness   | E<br>E<br>E<br>E<br>E                | AF, I<br>I<br>I<br>I<br>I   |
| <b>Other (including special requirements)</b><br>Commitment to equality and diversity<br>Commitment to health and safety<br>Satisfactory Attendance Record/commitment to regular attendance at work<br>Flexibility and ability to work in difference locations<br>Display the School values and behaviours at all times and actively promote them in others<br>Commitment to safeguarding and protecting the welfare of children and young people<br>Commitment to undertaking in-service development | E<br>E<br>E<br>D<br>E<br>E<br>E      | A, I<br>A, I<br>R<br>A<br>A<br>A, I<br>A  |
| <b>Note: We will always consider your references before confirming a job offer in writing.</b>  |                                      |   |

**Date created: 06/06/2024**

|                                |  |
|--------------------------------|--|
| <b>The post;</b>               | Catering Supervisor - Primary  |
| <b>Salary;</b>                 | NJC Grade 4 scale points 4-6<br>£15872.06 – 16830.32 depending on experience   |
| <b>Contract type and term;</b> | Permanent (subject to completion of probation period.<br>30 hours per week, start and finish times to be agreed.<br>Term time only plus 4 additional cleaning days to be claimed separately to annual pay. |
| <b>Closing date;</b>           | 12 noon 21 <sup>st</sup> June 2024   |
| <b>Interviews;</b>             | W/c 24 <sup>th</sup> June 2024   |