



Hope High School



23 January 2025

HOPE HIGH SCHOOL

CANDIDATE INFORMATION PACK

SCHOOL CATERING OFFICER

DOCUMENT CONTROL

Information

Creation date	23/01/2025
Recruitment Lead for post	Andy Argile
Recruitment Lead contact email	sbm@hope.lancs.sch.uk
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Category	Recruitment
Role	School Catering Officer
Closing Date	28/02/2025 (The job listing maybe early should sufficient applicants have been received).
Interview Date	March 2025 TBC
Start Date	ASAP
Salary Grade	Grade 4 Hours 25hours per Week Term time only

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Introduction to the role

Do you want to work in a unique SEN school where your support will make a real difference to pupils' lives and ambitions for their future?

We have an exciting opportunity to join our own site catering team, to work as a team to provide primarily an amazing lunchtime offering to our fantastic students at Hope High School.

The role of Catering Officer is to play a lead active role in making this happen under the direction of the School Catering Manager, through planning, preparation, following statutory requirements, stock management, training others, and showcasing great cooking skills.

You'll be working daily with the School Catering Manager who takes a very active role in meal preparation, cooking and service delivery, alongside a General Assistant.

September 2024 is the first year of Hope High School taking on the catering service direct and you will be joining at an exciting time as we establish and refine the offering.

Once the core offering has been established the vision is to drive and expand the offering to covering but not limited to; daily wide food options, seasonal menu days, commemorative menu days, breakfast club, sensory snacks (Hot/cold), supporting school events, student work experience and selling/supporting food service to the local community.

Providing an excellent service with a smile and embedding within the schools culture is essential.

You will be joining a supportive, talented, and friendly staff team where ideas are shared, staff are listened to, and you will help to shape the future direction of the school. Our pupils deserve the best teachers who can inspire and ensure the best outcomes possible. All staff including none education support roles are expected to play an active role interacting with our pupils, encouraging and inspiring them to become the best they can.

Experience working in a kitchen is essential and its desirable to have experience in a school setting. Ideally running a small kitchen or equivalent. The role is Monday to Friday starting 25hours per week during term time.

*The role is Monday to Friday starting at 8.45am** until 1:45pm**, flexibility/variation maybe considered.*

***Exact Start, end time and hours to be confirmed with successful candidate.*

Flexibility to working hours to meet the needs of the school, covering events and occasions. Overtime or flexible time owed will be considered during these requirements.

The role is term time only (39Weeks) plus inset days (5days.) A minimum of 4x Cleaning/training days in school holidays will be required annually, which will be paid as overtime at standard rate.

For more information about the school please visit our website www.hope.lancs.sch.uk

Please read the job description and person specification contained within this document carefully.

Hope High School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check. The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975.

If successful you will be required to apply to the Disclosure and Barring Service for a 'disclosure'.

"Learning for Life"

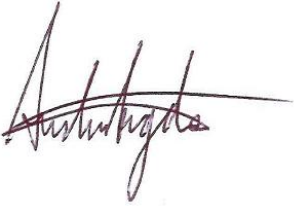
Applications must be accompanied by a supporting letter and be a maximum of 2 side of A4 and in font size 12.

Rehabilitation of offenders Act 1974 - details of any criminal record spent or unspent should be sent to the Chair of Governors at the school address by the closing date.

Completed applications must be submitted electronically to: trencherk@hope.lancs.sch.uk

Thank you for your interest in the role and we look forward to hearing from you soon.

Andy Argile

A handwritten signature in dark ink, appearing to read 'Andy Argile', written over a light blue horizontal line.

School Business Manager

About the school

Hope High School in Skelmersdale is a relatively small SEN school for young people aged 11 to 16 who have individual needs based on Social, Emotional and Mental Health difficulties.

The school has created a culture for learning and behaviour, which enables pupils with additional needs to succeed. The approach that all staff share is both nurturing and innovative. The modern setting and high levels of quality provision ensures pupils learn in a calm and constructive environment. In January 2020, the school was judged by Ofsted as being good in all areas and the school intends to build on this success.



We are a purpose-built school with facilities designed to support our learners towards success. Our facilities include a fully equipped cookery room, design technology workshop, an art studio, a forest school area, a sports hall with gymnasium and climbing wall and of course classrooms each having the latest learning technology. All pupils provided with their own dedicated Windows 10 laptops utilising MS teams to enhance learning through technology.

Our school boasts a fantastic staff team committed to improving the life chances of our young people. Our expectations are high. We aspire for pupils to flourish and succeed – socially, emotionally and academically. We personalise the curriculum and strive for every learner to make accelerated levels of academic progress. We build upon their interests, their strengths and learning styles whilst acknowledging what motivates them to learn.



Our experienced and skilled staff use their expertise to tailor individual strategies to improve pupils' self-esteem and confidence, which we understand is a foundation for success. Young people develop their ability to build relationships, develop positive behaviour and become motivated and enthusiastic learners.

At Hope High we understand the importance of home-school partnerships and we keenly encourage active participation from all parents and carers. This includes regular communication via each pupil's key worker, regular coffee mornings and barbeques. All parents and carers are also encouraged to play an active part in the target setting and review process which is in place for all pupils.



"Learning for Life"



ASDAN
Registered Centre

Hope High is a place where no two days are ever the same and is filled with vibrant, talented and driven learners who never fail to amaze and inspire us.

Helen Dunbavin

A handwritten signature in cursive script that reads 'H. Dunbavin'.

Executive Headteacher

Personal Specification

Post Title	School Catering Officer	
Grade	Grade 4	
Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form (AF), interview (I), reference (R), OBSERVATION (O))
Qualifications		
Maths & English GCSE (Grade C/4 or above)	D	AF/I/R
Professional/NVQ qualification in cookery	D	AF/I/R
Basic Food Hygiene Level 3	D	AF/I/R
Professional knowledge and experience		
Previous kitchen management	E	AF/I/R
School Kitchen Experience	D	AF/I/R
Experience of working as a cleaner	D	AF/I/R
Menu Planning	D	AF/I/R
Knowledge/skills/abilities		
Ability to work as part of a team	E	AF/I/R
Flexible attitude to work	E	AF/I/R
Ability to work in an organised and methodical way	D	AF/I/R
Awareness of Health & Safety issues	D	AF/I/R
Awareness of CoSHH	D	AF/I/R
Good interpersonal skills	E	AF/I/R
Positive approach to customer care and service delivery	E	AF/I/R
Commitment to undertaking relevant training and development	E	AF/I/R
Sense of humour	E	AF/I/R
Enthusiastic, self-motivated, hardworking and dedicated	E	AF/I/R
Professionalism – high expectations and standards	E	AF/I/R
Good attendance record	E	AF/I/R
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	AF/I/R
Commitment to equality and diversity	E	AF/I/R
Commitment to health and safety	E	AF/I/R
Fully support our vision for the best outcomes for all children	E	AF/I/R

Job Description

Post Title	School Catering Officer
Grade/Salary	Grade 4
Location	Hope High School
Responsible to	School Catering Manager
Staff Responsible For:	Catering Staff
Purpose of the role (job statement)	
Under the direction and instruction of the School Catering Manager, overall provision of the school meals facility, including the statutory standards in relation to food and hygiene.	
Main Activities	
Key duties	
<ul style="list-style-type: none"> • School Cook Duties • Supporting School Catering Manager • Able to deputise for School Catering Manager to facilitate the daily operation of the schools Catering provision in the event of absence/training. • Menu Planning support to the School Catering Manager <ul style="list-style-type: none"> ○ Ensuring all dietary requirements (including allergen awareness) are met, in line with LCC and Gov Guidelines ○ Support Ordering ingredients and stock ○ Ensuring compliance with School Meals requirements • Parent/Student Support <ul style="list-style-type: none"> ○ Responding to parent queries – generally around menus and food purchased • Cleaning <ul style="list-style-type: none"> ○ Daily cleaning of dining area and kitchen areas ○ Routine deep cleans of Kitchen and catering areas • Whole School Catering/Food Tech Support 	
General	
<ul style="list-style-type: none"> • At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures; • To participate in the School’s appraisal scheme where appropriate; • The duties may be varied by the School Business Manager/Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held. 	
In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.	



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Pay/Grade

Post Title	School Catering officer
Grade	Grade 4

Hours

The role is Monday to Friday starting at 8.45am** until 1:45pm**, 25hours per week during term time.

**Exact Start, end time and hours to be confirmed with successful candidate.

Closure Hours

A minimum of 4x Cleaning/training days in school holidays will be required annually, which will be paid as overtime at standard rate.

Exact closure hours to be agreed between the successful candidate and the School Catering Manager & School Business Manager.

Additional Information

The above document sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

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 co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Disclosure and Barring Service (DBS)

Hope High School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check. The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful you will be required to apply to the Disclosure and Barring Service for a 'disclosure'.

References

At least two references are requested for each shortlisted applicant, one of which must be the current or most recent employer. If the applicant is not currently working with children, but has done so in the past, a third reference maybe sought from the employer for whom the candidate was most recently employed to work with children. We will always consider your references before confirming a job offer in writing.

Applying

Completed applications must be submitted electronically to: trencherk@hope.lancs.sch.uk