

Fowey River Academy

Windmill - Fowey - Cornwall - PL231HE

Headteacher: Ben Eddy - B Ed (Hons)



Head Chef

APPLICATION PACK



Salary: £20,000 - £24,500 pro rata

Contract Type: Term time only

Contract Term: Permanent

11-16 mixed comprehensive

www.fracademy.org

Head Chef

We are seeking an enthusiastic Head Chef to join our friendly and experienced catering team at Fowey River Academy.

Who are we looking for - someone who:

- Has excellent communication skills
- Is smart in appearance, with a professional and polite manner
- Is friendly and reliable
- Willing and flexible in approach

The main duties for this role include:

- Take a hands-on approach to managing our busy central kitchen.
- Responsible for the management, direction and control of all kitchen and dining room staff.
- Menu planning to ensure that meals of optimum nutritional value for growing children are provided continually, but with sufficient variety to maintain popularity.
- Identifying and designing new service offers

The ideal candidate must be aware of health and safety for themselves and the children, take pride in a job well done, achieving high standards and be willing to undertake any training relevant to the role.

Above all else you must be passionate about good quality food and the impact it can have on young people.

We are Leading Edge and we are expanding and evolving fast. Please visit our website www.leadingedgeacademies.org for further information.

An application form is available via our Academy website or on request by telephoning the Academy.

Leading Edge Academies Partnership is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment

For further information, please contact Claire Grist, PA to the Headteacher at Fowey River Academy
☎ 01726 833484 or email: cgrist@fracademy.org

Closing date for applications: 27th October 2021
Start: October 2021

Please send your completed application form to Claire Grist at Fowey River Academy, Windmill, Fowey, PL23 1HE.

The successful candidate will be subject to reference checks with previous employers and an enhanced DBS disclosure check.

Welcome

Dear Applicant,

Thank you for your interest in our academy. We hope that this letter and the attached information helps you to understand that we are working hard to make our academy stand out from the crowd; we intend to become a school of choice in the local area. To achieve this, Fowey River Academy is evolving, and fast.

We have recently joined a new MAT, the Leading Edge Academies Partnership. This is one of the top performing MATs in the country. You will be working for an employer who is absolutely committed to developing talent in staff, innovating curriculum delivery and ensuring that students soar and thrive. You are encouraged to view the MATs website, www.leadingedgeacademies.org.

Fowey River Academy prides itself in values-based education. Relationships matter to us and we are influenced by our core values of 'Ethical, Excellence, Equity, Empathy, Evolution and Endurance', which guide all of our conversations and decision-making.

Therefore, the people we appoint are key to our future and, unsurprisingly, we are very clear about the type of colleagues we now need.

We admire people who have got themselves out there – we call them 'magpiers'. These are the people who will bring world-class ideas that work, to beautiful Mid Cornwall and change lives.

If this excites you and you want to work hard with us to develop your career, then we would love to hear from you.

Yours sincerely

Ben Eddy
Headteacher

Notes to Applicant

Application

If you wish to apply, please either email your application to Claire Grist, PA to the Headteacher at cgrist@fracademy.org (copies of all the details are available online on our website under the 'Vacancies' section), or post your completed application form to the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees.

Closing Date

Please ensure your application arrives before the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

Interview

Interviews for the post will take place shortly after the closing date or as stipulated on the advertisement above. Please assume that if you have not heard from us within 2 weeks of the closing date that, unfortunately on this occasion, your application has not been successful.

Fowey River Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

The successful applicant will be required to undertake an Enhanced DBS Disclosure.

Fowey River Academy
Windmill
FOWEY
PL23 1HE

Phone: 01726 833484

Web: www.fracademy.org

Job Description

Based at:	Fowey River Academy
Arrangement	37 Hours a week, term time only A degree of flexibility is required to cater to the needs of the Trust
Salary	Grade G 1-6
Main purpose	<p>Fowey River Academy is part of the Leading Edge Academies Partnership. This is one of the top performing MATs in the country. You will be working for an employer who is absolutely committed to developing talent in staff, innovating curriculum delivery and ensuring that students soar and thrive. You are encouraged to view the MATs website, www.leadingedgeacademies.org.</p> <p>Fowey River Academy prides itself in values-based education. Relationships matter to us and we are influenced by our core values of 'Ethical, Excellence, Equity, Empathy, Evolution and Endurance', which guide all of our conversations and decision-making.</p> <p>Therefore, the people we appoint are key to our future and, unsurprisingly, we are very clear about the type of colleagues we now need.</p> <p>Fowey River Academy has a busy canteen, which provides for pupils and staff during term time, but also for other functions and events. We want it to be the best school kitchen in the country...</p> <p>The Head Chef will take a hands-on approach to managing our busy central kitchen, management of staff, menu design and meal production. You will also oversee the front of house, liaising with duty staff, making sure that we offer the best service and quality of food for all our students and staff.</p> <p>We also have ambitious plans for the space, so we need someone who has an entrepreneurial side to them, willing to try new ideas and offers for both students and the community. This could include setting up new ventures, partnerships with other food related ventures and using your skills and knowledge to help develop our catering training for students.</p>
Main activities	<p>Staff Management</p> <ul style="list-style-type: none"> • The Head Chef is responsible for the management, direction and control of all kitchen and dining room staff. • High standards of performance are expected at all times. To promote this, the Head Chef should identify staff training needs and liaise with each School's Community Enterprise Director with regard to provision. • The Head Chef is responsible for dissemination of all relevant information, and is to carry out team meetings as appropriate. <p>Meal Planning and Meal Provision</p> <ul style="list-style-type: none"> • It is the Trust policy to produce as much food as possible in-house. Menu planning must be undertaken to ensure that meals of optimum nutritional value for growing children are provided continually, but with sufficient variety to maintain popularity. • All menus must adhere to government legislation and guidelines on nutritional standards, including the new legislation around Natasha's Law. • Menus are to be prepared at least three weeks in advance of start date so that they can be issued at least one week in advance. Personal dietary needs of pupils and Nutritional needs at Exam times to be taken account of. • Healthy meals and snacks are to be provided each day of the week, Monday to Friday, i.e. break time and lunch.



- The main courses at lunch should include a choice of at least two hot dishes with vegetables/sides and a vegetarian option, followed by a choice of at least two puddings. Menus should take into account the diversity of nationality amongst consumers at the Schools.
- Special dietary requirements are to be catered for, e.g., vegetarian meals.
- Testing and consultation with the pupils of new menu ideas should be undertaken.
- Liaison with Leadership for catering for special functions is required.
- Special attention should be given to the correct labelling of certain foods, e.g. 'This dish contains nuts/wheat'.
- All menu items must have correct allergen labelling.
- The Head Chef will have a sound knowledge and understanding of Government legislation on nutritional standards in schools.

Administration

- The Head Chef, is required to keep a record of orders, invoices & receipts, returns and issues in a form capable of being audited.
- The Head Chef is required to ensure all catering staff have received appropriate food safety training and ensure all records are monitored and up to date.

Stock Control

- The Head Chef will ensure all staff are directed to ensure stocks of food are ordered, deliveries checked and inspected on arrival for quantity and condition, adequately secured, rotated.
- Overseeing the checking of stocks formally at the end of each monthly accounting period and the maintenance of an up to date record of stock.
- Regular checking of suppliers' prices is to be carried out to ensure that stock is purchased economically whilst maintaining a high level of quality within the agreed budget.
- Portion control is to be carried out by initial instruction to catering colleagues and by subsequent regular monitoring.

Accounting

- The Head Chef will oversee the keeping of records of orders, invoices, receipts, returns and issues in a form which is capable of audit.
- Close liaison with the Finance Manager is required to ensure all record keeping is accurate ensuring financial probity.

Business Development

- Identifying and designing new service offers
- Working closely with the CED to develop 'out of hours' offers to the community
- Identifying and developing partnership opportunities to maximise use of our kitchen space
- Using your skills and knowledge to help inform the development of the school's student catering training/learning

Equipment

The Head Chef will ensure:

	<ul style="list-style-type: none"> • The correct and effective use of the catering equipment is instructed. • Equipment is cleaned daily • Any maintenance issues are addressed and reported to the facilities team • Routine repairs should be reported to the Maintenance Manager and major repairs should be reported to the Community Enterprise Director. • Replacements are to be recommended to the Community Enterprise Director for consideration. • Servicing and cleaning of fixed catering equipment is completed periodically, this should include extraction hoods and gas suppression systems and the Head Chef should liaise with the Compliance Manager to ensure compliance. <p>Safety and Hygiene</p> <ul style="list-style-type: none"> • The Health and Safety of staff is of paramount importance, the requirements of the 1974 Health and Safety at Work Act and other ancillary legislation are to be satisfied at all times. • Standards of hygiene are to be exemplary and there should be frequent checks on the personal hygiene of catering staff, with particular reference to hair, hands and nails. • Check all catering staff are wearing the correct uniform at all times. • The kitchen area must be kept clean at all times, and the dining room checked frequently, including under tables. • All accidents must be reported using the appropriate reporting procedure
Other	<ul style="list-style-type: none"> • To attend First Aid training as required • Administer First Aid as required • To attend any other training courses as required • To undertake any duties reasonably directed by the Headteacher/Community Enterprise Director

Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	<p>Experience of working within the catering industry.</p> <p>Relevant Catering or equivalent qualification.</p> <p>Experience of business development, setting up a business or demonstration via examples of entrepreneurial activity.</p> <p>Experience of manual handling procedures.</p> <p>Experience of all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc.</p> <p>The ability to be flexible in fulfilling contractual hours.</p>
	Knowledge of relevant policies and procedures	<p>General understanding of the operation of a school.</p> <p>Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.</p>
	Literacy	Basic reading and writing skills.
	Numeracy	Basic numeracy skills.
	Technology	Ability to use kitchen and cleaning equipment.
	Communication	Written
	Verbal	Ability to exchange routine verbal information clearly and positively, following our values with children and adults
	Languages	Seek support to overcome communication barriers with children and adults.
	Negotiating	Consult with colleagues.
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy.
	SEN	Understand and support the differences in children and adults and respond appropriately.
	Health & Wellbeing	Understand the importance of physical and emotional wellbeing.
Working with others	Working with partners	Understand the role of others working in the school.
	Relationships	Ability to establish rapport and respectful and trusting relationships with all stakeholders.
	Team work	Ability to work effectively with other staff members.