

---

## Catering Supervisor/Chef

**Contract Type:** Permanent – 30 Hours per week, Term Time Only  
**Grade 7, £12.93-£13.91 Per Hour (£17,147-£18,451)**  
*Pay dependent on experience & qualifications*

**Required for:** September 2023

**Closing Date:** 22<sup>nd</sup> September 2023 at 9am

**Wallingford School may close this vacancy prior to the advertised closing date if a sufficient number of applications are received. An early application is therefore strongly advised.**

---

The Merchant Taylors' Oxfordshire Academy Trust is a multi-academy trust currently consisting of Wallingford School and Brightwell-cum-Sotwell Primary School. Both schools are successful, popular and are rooted at the heart of their local communities.

We are privileged to carry the Merchant Taylors' name and value our relationship with the Company. Their interest, benevolence and engagement with education resonate with our ethos as a Trust.

Our schools are about academic achievement but also personal development and opportunity so that our young people leave us equipped with the skills and experiences which will enable them to thrive. This vision is understood by all members of our school communities and lies at the heart of our ethos.

Our function as a multi-academy trust is to encourage collaboration, innovation and professional development within structures which ensure that our focus is on ensuring that the young people in our schools have the very best possible provision. We work across and within our schools, recognising that the best school-to-school support is deep, embedded and impactful.

Our vision and values are rooted within a belief that every young person is capable of being successful regardless of background, prior attainment or previous school experience.

We believe that schools should serve their local communities and be able to offer the breadth and depth of educational experience which young people deserve in the 21st Century. For us school is about achievement and progress but it is also about supporting our young people to become rounded, well-adjusted young adults ready to lead fulfilling and rewarding lives and to play their part in society.

The approach taken by Merchant Taylors' Oxfordshire Academy Trust (MTOAT) is to focus on delivering a high quality of education in a small number of academies. This strategy enables the MTOAT leadership team to place the maximum possible focus on each academy as it joins the MAT and is, we believe, particularly well-suited to helping struggling schools to address the issues they face.

Reporting to the Trust Catering Manager, the Catering Supervisor/Chef is to be responsible for delivering an excellent catering service Wallingford School for students, staff and visitors, delivering high quality, healthy and innovative menus in line with Government guidelines.

### **Main Responsibilities**

- Preparation, cooking and service of good quality and healthy food, as applicable to a choice menu, this should include provision for individuals who are on medically prescribed diets.
- Proactively consider ways and approaches to develop healthy eating.
- Planning good quality healthy menus incorporating, as required, the needs of the children on medically prescribed diets.
- Ensuring the catering provision is in line with current Government legislation and guidelines as amended from time to time.
- Proactively research food trends and developments. e.g. menus, tastes
- Control of the Servery during meals service.
- Checking and recording all food and other goods received, and where necessary, reporting and discrepancy or quality defect.
- General supervision of kitchen premises and staff to ensure that safe and hygienic working practices are undertaken and maintained.
- Induction training of new staff.
- Instruction in craft skills to existing staff.
- Supervision of staff hours to keep within a staffing budget.
- Supervision responsibility of academy catering team.
- Management of food costs to keep within the food cost budget.
- Providing good quality food on a daily basis in both restaurants, promoting healthy eating.
- To ensure that all working areas are clean and hygienic.
- Ensuring the highest possible standards of cleanliness are maintained for equipment.
- Ensuring the highest possible standards in personal hygiene, including wearing the clean protective clothing as provided.
- Ensure hygiene, health and safety regulations are strictly observed.
- Ensure the correct serving, storage and disposal of food monitoring the quality of the product, service and hygiene.
- Complaints of ill health and poor quality will be recorded, investigated and, where necessary and remedied.
- Liaison, as required, with the Leadership, or other delegated staff and on occasions with parents and other visitors to the school, also with Suppliers as necessary.
- Termly stocktaking of kitchen and dining equipment.
- Ordering of food.
- Development of the catering brand including the use of the Academy social media.
- Reporting any defects regarding premises or equipment, as required.
- To comply with any reasonable request from the Head Teacher to undertake work of a similar level not specified in this job description.
- Completion of Food Safety Management Book and Daily checklists and also recording of cooked food temperatures

The above list is not exhaustive and other duties relevant to the post may from time to time be required. Variation may also occur to the duties and responsibilities without changing the general character of the post.

## Selection Criteria

The successful candidate will be able to meet the following person specification criteria:

### Person specification

Criteria	Qualities
Knowledge and Experience	<p>Essential</p> <ul style="list-style-type: none"><li>• Management experience in a similar role</li><li>• Experience in customer focused environment</li><li>• Experience of delivering large functions of 100+</li><li>• Experience of delivering a service offering informed by healthy food choices and nutritional values</li></ul> <p>Desirable</p> <ul style="list-style-type: none"><li>• Previous experience in a school environment with an appreciation for a distinctive and creative offering</li><li>• Commercial experience</li><li>• Budgetary management and control in relation to financial targets</li></ul>
Qualifications/Training	<p>Essential</p> <ul style="list-style-type: none"><li>• GCSE In English and Mathematics at grade C or above</li><li>• City &amp; Guild 7061/2 or equivalent</li><li>• NVQ1 and NVQ2 in catering</li></ul> <p>Desirable</p> <ul style="list-style-type: none"><li>• Catering certificate</li><li>• Certificate in Nutrition</li><li>• Food safety level 4</li><li>• Manual handling</li></ul>
Skills	<p>Essential</p> <ul style="list-style-type: none"><li>• Able to demonstrate strong and effective leadership and supervision skills</li><li>• A high standard of numeracy &amp; literacy</li><li>• Able to communicate effectively, both orally and in writing</li><li>• Able to build and maintain effective relationships at all levels that encourage collaborative working</li><li>• Strong planning and organisational skills including the ability to prioritise, multi task and meet deadlines</li><li>• An eye for detail and accuracy</li><li>• Team player</li><li>• Proficient in Microsoft Office (word/excel spreadsheets)</li></ul> <p>Desirable</p> <ul style="list-style-type: none"><li>• Experience of cashless catering systems in schools</li></ul>

## THE HOURS + SALARY

Permanent /Term Time only/30 hours per week

Grade 7, £12.93-£13.91 Per Hour (£17,147-£18,451) Depending on Experience

Annual salary will be payable in twelve equal instalments (monthly).

You will be expected to be available for work on the 5 INSET days, if required, with notice, for which you will be paid.

## GENERAL POINTS

- You will be able to contribute to the Local Government Superannuation Scheme.
- The Merchant Taylors' Oxfordshire Academy Trust is an equal opportunities employer.
- Applicants should be aware that we operate a non-smoking policy on site.

**The Merchant Taylors' Oxfordshire Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to child protection vetting process along with all other relevant employment checks.**

## Pension Details

Please visit [www.lgps.org.uk](http://www.lgps.org.uk) and [www.oxfordshire.gov.uk/pensions](http://www.oxfordshire.gov.uk/pensions) for details of our Local Government Pension scheme.

## Terms & Conditions

The Merchant Taylors' Oxfordshire Academy Trust employs support staff on the conditions or service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26 week probationary period for new employees. This can be found through <http://www.oxfordshire.gov.uk/cms/content/schools-conditions-employment-green-book> . <http://schools.oxfordshire.gov.uk/cms/content/contracts-staff>

**Closing date: 22<sup>nd</sup> September 2023 at 9am - Wallingford School may close this vacancy prior to the advertised closing date if we a sufficient number of applications are received. An early application is therefore strongly advised.**

---

We look forward to receiving your application.