

Our Lady Queen of Peace

Catholic Engineering College



Application Pack

Catering Supervisor

May 2022



Our Mission: *In Christ We Grow*

‘As a learning community, we live out our Mission Statement striving for excellence through caring, sharing and achieving’.

An Outstanding Catholic High School (Section 48 Inspection)

Thank you for showing an interest in the post of Catering Supervisor at Our Lady Queen of Peace Catholic Engineering College.

Our school is a **very special Catholic community**, in the heart of Skelmersdale, where everyone works hard to ensure that our exceptional young people receive an outstanding education, in an environment where they are cared for, and where they can fully develop and thrive.

Our Mission Statement 'In Christ We Grow' recognises **that gospel values are at the centre of every aspect of school life**. Our staff place **outstanding relationships with young people and their families** at the heart of all that we do. Our culture is one of compassion, care, humility, gentleness and forgiveness.

Our expectations are high for every young person, and we expect everyone in our community to strive for excellence through caring, sharing and achieving their very best.

We provide **outstanding opportunities**, with year on year investment in our school environment, with excellent facilities to learn in and where we have the highest standards of academic achievement, of appearance, of behaviour, attitudes and respect for all.

The **curriculum** is very carefully tailored for our young people, and the **extensive wider curriculum opportunities** and achievements are exceptional, including in Sports, Music, Dance and Drama.

Our **standards are high** and together with the very **strong pastoral care** and links with families, and all the opportunities for individual personal development, we ensure that we do all we can so that they are able to fully develop.

Our school is **regularly oversubscribed** with first choice applications and has grown in recent years so that we have around 900 students on roll.

We regularly receive awards – we are a **Flagship School for Inclusion**, we have the **International School Award** at the highest level, and are a **Music Mark School**. We are proud of our **strong specialism in Engineering** over many years, and our dedicated STEAM (Science, Technology, Engineering, Arts and Mathematics) Co-ordinator provides enrichment activities and events for our school and the local community. Our Lady Queen of Peace has a local, regional and national reputation for delivering high quality Engineering and STEM related courses.

We are delighted that we are regularly selected as being in the top three of all Liverpool Archdiocesan Schools through various nominations. Recently we have been successful in being nominated in the top three schools for:

- Sports Achievement Award
- Contribution to the Community Award

and were overall winners in the Creative Team Project of the Year Award.

The culture of this school is one of hard work, of service and of a genuine commitment to providing the highest quality of educational experience possible for our young people. This is not a school for those who seek a quiet life. We seek applicants who genuinely enjoy working with young people, to join our talented body of professional and exceptional staff, who will always give whatever is needed for our young people.

We are proud to belong to a community that values and respects every person and strives for a world class education for all.

Outstanding Archdiocesan Report *“Our Lady Queen of Peace High School provides outstanding Catholic Education. Students are confident and proud to belong to their school.”*

Flagship School for Inclusion Quality Mark Report *“A school that is clearly at the heart of its local community where inclusion is ingrained in the very fabric of the school and care, nurture and support are at the centre of everything that occurs here, for staff and students alike.”*

International School Award *“The school's fantastic international work has rightfully earned it this prestigious award. The International School Award is a great chance for schools to demonstrate the important work they're doing to bring the world into their classrooms. Embedding an international dimension in children's education ensures that they are truly global citizens and helps prepare them for successful lives and careers in an increasingly global economy.”*

Ofsted January 2020 *“Students typically enjoy coming to school. They get on well with each other, feel safe and appreciate the work of staff”*

“Students benefit from a broad range of opportunities to enhance their personal development”

“Leaders...have high expectations for all students”

The closing date for return of completed application forms is **12 noon Monday 6th June 2022**. Only shortlisted candidates will be contacted. The post is subject to relevant safeguarding checks which include a satisfactory enhanced DBS clearance.

I would advise you to ensure that through the application form and letter you cover all areas in the person specification, since this is the information used to shortlist. May I wish you every success in your application.

Finally, I would encourage you to have a look on our website, which contains lots of information including the latest events at our school.

If you feel this is the right school for you, we look forward to receiving your application.

Yours faithfully



Ms A Knight
Headteacher



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Catholic Engineering College

Catering Supervisor

Job Description

Mission Statement

In Christ We Grow

As a learning community we live out our Mission Statement striving for excellence through caring, sharing and achieving.

Line Manager	Head of Catering Services
Salary	Grade 4, Point 4-6 £19,264 - £20,043 pro rata Actual Salary £16,184 - £16,838
Contract	36 hours and 15 minutes per week Term Time Only plus 3 days (these fixed days will be set at the start of the academic year) 45 minutes lunch break per day
Hours of Work	6:30 am – 2:30 pm A degree of flexibility in working hours may occasionally be required (by negotiation)

Core Role

- Prepare, cook and bake food ready for service
- Designated First Aider for the Catering areas
- Take responsibility for day-to-day management of the school kitchen in the short-term absence of the Head of Catering Services

Catering Services
<ul style="list-style-type: none">• Prepare, cook and present food ready for service at breakfast, break and lunch.• Bake biscuits and cakes, as required.• Provide service at till points, as required.• Ensure catering areas are clean and ready for the next session/day.• Provide catering provision, as requested, for school events e.g. staff meals on staff training days, conferences, parent evenings, presentation evening, hospitality, meetings and other whole school events.• To maintain and keep accurate stock records for all provisions and light and heavy equipment.• To ensure that delivery notes are checked against requisitions and any identified discrepancies are reported immediately to the supplier.• To ensure all catering and eating areas are cleaned daily.

Health & Safety

- To ensure adherence to all procedures related to Health and Safety and COSHH regulations with regard to food, equipment, materials and general safety.
- To ensure the safe operation of kitchen equipment at all times.
- To ensure that necessary repairs to kitchen equipment are reported immediately and repairs arranged, ensuring that unsafe equipment is taken out of use pending repair.
- To ensure that all kitchen areas are clean and free from hazards.
- To ensure that all accidents and incidents are reported.
- To act as the designated First Aider for the Catering department, ensuring the relevant First Aid Certificate is up to date (attend 3 day training course/3 yearly or refresher course).
- To be responsible for the regular inspection and maintenance of the First Aid box and arrange replenishment as necessary.
- Maintain high standards of cleanliness, personal hygiene and appearance and adhere to the school's health and safety policies and procedures.
- To inform the School Health & Safety Officer of any defects in heavy equipment or of premises not meeting Health & Safety and or Food Hygiene Regulation Standards.

Other Duties

- To take responsibility for, at an enhanced rate of pay, in the short-term absence of the Head of Catering Services, the day to day management of the school kitchen. This include checks of delivery notes and invoice accuracy and online and telephone ordering.
- To undertake personal professional development and ensure all certification for Health & Safety and Catering is up to date.
- Any other duties appropriate to the grade at the request of the Head of Catering Services, Finance & Property Manager, the Headteacher and SLT to ensure the effective operation of the catering establishment.

Note:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified and other duties, at no higher a responsibility level, may be interchanged with/added to this list at any time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.

Our Lady Queen of Peace Catholic Engineering College is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share that commitment.

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Catholic Engineering College

Catering Supervisor

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED
Qualifications, Training and Experience	<ul style="list-style-type: none"> • Hold a recognised qualification at NVQ level or equivalent - in exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable • Experience of working in a catering environment • Level 2 Food Hygiene (or willingness to obtain) • First Aid Certificate (or willingness to train) 	<ul style="list-style-type: none"> • GCSEs including Maths & English or equivalent • Level 2 qualifications in English/Literacy and Mathematics/Numeracy • Additional qualifications • Experience of working in a school catering department • Experience of working in a customer service based role • Experience of working with children or in an educational setting 	Application Form
Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> • Computer literate • Basic knowledge of Windows computer systems and software • Administrative skills • Ability to learn new IT systems • Ability to work unsupervised • Ability to work under pressure • Ability to relate well to children • Time management skills • Organisational skills 		Application Form References Interview
Approach to Work	<ul style="list-style-type: none"> • Flexibility • Adaptable in performing a variety of tasks and roles • Be receptive to change • Teamwork • Initiative • Excellent attendance and punctuality • Prepared to take every opportunity to further professional development 		Application Form References Interview
Personal Qualities	<ul style="list-style-type: none"> • Excellent communication and literacy skills • Enthusiasm • Practical • Reliability • Integrity • Tact • Patience • Excellent interpersonal and communication skills • Good sense of humour • Capacity for hard work and resilient • Ability to form and maintain appropriate relationships and personal boundaries with students • Committed to supporting the Catholic ethos of Our Lady's 	<ul style="list-style-type: none"> • Practising Catholic 	Application form Interview References Task

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Please visit our website www.olqp.org.uk for more information about the school.

Closing Date for Applications: 12 noon on Monday 6th June 2022
Interviews: tba

Applicants are asked to provide a completed application form and a supporting statement (no more than 1,300 words) detailing why you believe your experiences, skills, personal qualities, training and/or education are relevant to your suitability for the post and how you meet the person specification.

Governors would prefer applications to be returned by email to Mrs Natalie Barber, HR Manager: n.barber@olqp.lancs.sch.uk.

Please note: Receipt of an application will be acknowledged by email. Subsequently, if you have not been contacted within two weeks of the closing date, you should assume that your application has been unsuccessful. It is our policy to take up references for shortlisted applicants from their present school/employer. It would greatly assist this process if you were able to supply email addresses for all referees on your application form. Applicants will be asked to produce original certificates for all education qualifications stated in the application form prior to the appointment being confirmed. All appropriate safeguarding and attendance at work checks will be requested.

If you have any questions regarding the vacancy or application process, please contact us via the details below.

In Christ We Grow

Our Lady Queen of Peace

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Our Lady Queen of Peace Catholic Engineering College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to full DBS clearance.