



**THE AVON VALLEY SCHOOL  
& PERFORMING ARTS COLLEGE**





# THE AVON VALLEY SCHOOL & PERFORMING ARTS COLLEGE

## Information for Job Applicants

Thank you for your interest in our vacancy.

The Avon Valley School is a popular and over-subscribed foundation school providing an exciting and ambitious curriculum for 11 to 16 year-olds. We are committed to building supportive, professional relationships between students, staff, parents and carers and the community that we serve.

At The Avon Valley School we have established a strong community where staff and students work together in an atmosphere of mutual respect. Our students are valued as individuals and encouraged to develop their abilities to the full. We are proud of their progress and of their achievements, both academically and in a wide range of extra-curricular areas.

The Avon Valley School is a forward looking school with proud traditions. We want all of our students to make the most of the opportunities that the school has to offer and to develop into thoughtful, articulate, confident and responsible members of society. We have high expectations and provide the support that each student needs to ensure success; as a result, standards are constantly improving.

Avon Valley staff are welcoming, committed and maintain the highest expectations of both themselves and our students. We have a firm commitment to professional growth for all our staff, reflected in our continual professional development and learning opportunities.

Across the school, teaching is creative, ambitious and evidence-informed which promotes a place of learning that challenges and supports all students to aspire, engage and achieve.

Following our Ofsted Inspection in March 2023, we were graded a "Good" School. We have a hardworking and committed team of specialist teachers and a commitment to ensuring the best possible outcomes for our students. We are looking to attract highly motivated individuals, to become valued members of our staff.

Of all our achievements, we are most proud of our students: their enthusiasm, eagerness to learn and willingness to contribute to the various opportunities that life at The Avon Valley School offers and we are united in our commitment to ensuring that all our students receive an excellent education that develops and nurtures their abilities and talents.

We welcome applicants to arrange a visit to our school to see first-hand our learning environment and we hope this information pack provides useful insight into life, work and learning at The Avon Valley School.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Blake Francis,  
Headteacher

Newbold Road, Rugby, Warwickshire CV21 1EH  
Headteacher: Blake Francis Bsc Hons, PGCE, NPQH

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## Catering Manager

**Job Start: ASAP**

**Salary: Band G SCP 11-14 (Actual Salary: £22,725.62 - £24,746.07)**

**Contract Type: Full Time - 37 hours per week 06.30/7.00 am - 2.30/3.00pm  
Mon-Fri (39 weeks – TTO plus teacher training days)**

**Contract Term: Permanent**

The Avon Valley School is a successful and oversubscribed 11-16 Performing Arts College. We are looking to recruit an enthusiastic Catering Manager to join our existing catering team.

The successful candidate will be hardworking, friendly, organised, possessing excellent customer service and communication skills. Reporting to the School Business Manager, the successful candidate will be responsible for supervising the catering team, including allocating work tasks. Co-operate in the formulation of and implementation of food safety legislation procedures necessary for the running of a quality catering service. Plan menus which meet the requirements of statutory Nutritional Standards within budget available, including special diets. Ensure correct and efficient food storage to minimise unnecessary wastage and deterioration of foodstuffs. Have previous experience of working in a similar catering environment, preferably in school catering. Main duties include basic food preparation, serving meals, day to day cleaning, operating to the company health and safety & food safety regulations and any other duties that may be requested by the School Business Manager.

**Closing date:** Monday: 19<sup>th</sup> February 2024

*(although we reserve the right to close this vacancy early if we receive sufficient applications for the role).*

**Interviews to be held:** Wednesday 21<sup>st</sup> February 2024

For further information, the application form and job description, please visit our website, or email: [recruitment@avonvalleyschool.uk](mailto:recruitment@avonvalleyschool.uk) or telephone: 01788 542355, please note we do not accept CVs without an application form. Please note we do not provide working visas. Please send completed application forms to: [recruitment@avonvalleyschool.uk](mailto:recruitment@avonvalleyschool.uk)

The Avon Valley School is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. The above post is subject to a satisfactory DBS Enhanced Disclosure Certificate with Barred List check (child) via the Disclosure and Barring Service.

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## Job Description Job Title: Catering Manager

<b>Accountable to:</b>	School Business Manager	<b>Line Managing:</b>	N/A
<b>Post type:</b>	Permanent	<b>Salary/Grade:</b>	Grade G Point 11-14 £22,725.62 -£24,746.07
<b>Liaising with:</b>	Staff, students and visitors		
<b>Every member of staff is required to:</b>			
<ul style="list-style-type: none"><li>• Work towards and promote the vision, beliefs, aims and expectations of the school</li><li>• Support and contribute to the safeguarding of all students</li><li>• Undertake professional development activities to enhance personal development and performance</li><li>• Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.</li></ul>			
<b>Main Purpose</b>			
<ul style="list-style-type: none"><li>• Supervise the catering team, including allocating work tasks</li><li>• To co-operate in the formulation of and implementation of food safety legislation procedures necessary for the running of a quality catering service</li><li>• To plan menus which meet the requirements of statutory Nutritional Standards within budget available, including special diets</li><li>• To ensure correct and efficient food storage to minimise unnecessary wastage and deterioration of foodstuffs.</li><li>• Transport food to serving locations</li><li>• Serve food to students, staff and visitors</li><li>• Offer encouragement and guidance to assist pupils in making choices</li><li>• Order supplies, receive food deliveries, check off and put away</li><li>• Ensure appropriate records are kept</li><li>• Handle electronic payments for sales</li><li>• Wash up (manual and dish washer)</li><li>• Clean kitchen equipment, utensils, surfaces, fridges, sinks, ovens, floors, walls and store areas</li><li>• Put out, lay and return to storage, furniture used in the dining room</li><li>• Clean dining area</li><li>• Set up plates and cutlery for use</li></ul>			
<b>Support to School</b>			
<ul style="list-style-type: none"><li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li><li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li><li>• Be aware of, support and ensure equal opportunities for all.</li><li>• Contribute to the overall ethos/work/aims of the school.</li><li>• Appreciate and support the role of other professionals.</li><li>• Attend and participate in relevant meetings as required.</li><li>• Participate in training and other learning activities and performance development as required.</li><li>• Assist with pupil needs as appropriate during the school day.</li><li>• Maintain safe and hygienic working practices at all times.</li></ul>			

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<b>Responsibility for others:</b>
The post has some impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety).
<b>Responsibility for staff:</b>
The post has full supervisory responsibility for a team of staff.
<b>Responsibility for budget:</b>
The post has some direct responsibility for a budget.
<b>Responsibility for physical resources:</b>
The post has some direct responsibility for physical resources, involving day to day maintenance of equipment and/or ordering/stock control of a limited range of supplies and/or use of expensive equipment.
<b>Continuing Professional development:</b>
<ul style="list-style-type: none"><li>• Take responsibility for personal professional development, keeping up-to-date with research and developments</li><li>• Undertake any necessary professional development as identified</li><li>• Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice</li></ul>
<b>Additional Duties</b>
<ul style="list-style-type: none"><li>• Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies</li><li>• Undertake any other duties as reasonably required by the Headteacher</li></ul>

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

**Safer Recruitment Statement:**

*We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).*

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## Person Specification - Catering Manager

	Essential	Desirable	Evidence
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>The ability to plan menus which meet the requirements of statutory Nutritional Standards within budget available, including special diets</li> <li>Experience of using a wide range of office equipment and ICT software, information systems in a catering environment.</li> <li>Experience of working in a Catering Department.</li> <li>A high level of accuracy with written and spoken English, including the correct use of spelling, grammar and punctuation</li> </ul>	<ul style="list-style-type: none"> <li>5 A*-C grades at GCSE including at least C grade in English and Mathematics;</li> <li>Experience of Managing a Catering Department               <ul style="list-style-type: none"> <li>NVQ Level 3 or above in Hospitality Management or willing to work to achieve</li> <li>Level 3 or above food hygiene certificate or willingness to work towards</li> </ul> </li> </ul>	Application form
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of and commitment to school policies including Child Protection, Health &amp; Safety and Equal Opportunities. ICT skills including knowledge of Microsoft Excel, Word, Power Point and Access.</li> <li>Excellent telephone manner.</li> <li>Self-starter, work on own initiative, strong organisational skills, and good written communications. Ability to establish priorities and meeting agreed targets and deadlines.</li> <li>Demonstrate a clear commitment to the team approach; exchanging ideas and providing support to colleagues.</li> <li>Ability to build effective working relationships with a wide variety of individuals.</li> <li>Proven high communication skills, oral and written in order to produce detailed reports and memos.</li> <li>Evidence of well-developed interpersonal skills. Ability to communicate effectively both verbally and in writing, negotiating ability and tact to promote good relationships within and outside the school.</li> <li>Embrace responsibility for identifying sound and effective solutions to a variety of different problems.</li> <li>Ability to act as minute taker as directed by senior managers.</li> <li>Demonstrates an attention to detail and an ability to stick at routine tasks.</li> <li>Ability to set up and develop administrative systems, for checking, monitoring data, budgets and job evaluations and the ability to use information technology to a high degree of expertise.</li> </ul>		Letter, references & selection process

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<b>Personal qualities and skills</b>	<ul style="list-style-type: none"> <li>• Enthusiastic, sensitive, flexible, hard working with a sense of humour and ability to remain calm</li> <li>• High level skills of communication, time management and prioritisation</li> <li>• Excellent interpersonal skills and organisational skills</li> <li>• Ability to support and challenge</li> <li>• Ability to inspire, motivate and influence others</li> <li>• Professional demeanour, good inter-personal skills and ability to deal with various members of public and senior management.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to ask for help if required</li> <li>• Concern for the welfare of the school community</li> </ul>	Letter, references & selection process
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Excellent punctuality and attendance record</li> </ul>		References & selection process

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