



**GREENSHAW**  
LEARNING TRUST

**Recruitment Pack**  
**Regional Catering Manager**

**ALWAYS  
LEARNING**

## Contents

- Candidate Letter
- Introduction - Greenshaw Learning Trust (GLT)
- GLT Mission Statement
- GLT Employee Benefits
- Terms and Conditions
- Main responsibilities and duties
- Job description
- Person specification
- The recruitment process

Dear Candidate,

Thank you for your interest in the role of Regional Catering Manager - Plymouth for Greenshaw Learning Trust (GLT).

We are looking for a Regional Catering Manager who is a passionate 'foodie' and who will play a key role in supporting the work of the Head of Catering, ensuring the effective operation of the catering function across all GLT schools whilst adhering to food safety standards and regulations. The postholder will be based in Plymouth, however, will also be required to support GLT schools located in the Gloucester and Bristol region.

GLT is a successful multi academy trust and currently comprises twenty-one schools: six in South London, three in Berkshire, one in Surrey, eight in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us soon including a new special school in Sutton and a secondary school in Plymouth.

GLT schools are supported by the Trust's Shared Services team, consisting of specialists who provide a range of high-quality services to support schools and help them to provide the very best learning environment for their students. We are looking for an organised, experienced, and approachable Regional Catering Manager who can lead by example and motivate the Catering Managers and their wider catering teams.

GLT has as its heart effective collaboration and the sharing of the very best practice not only throughout the organisation, but across and with other like-minded educational organisations, further improving the life chances of as many young people as possible.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

For further information about our vision, achievements and the structure of our Trust including the Shared Services team, please visit our website at [www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk).

Yours sincerely

**Luis De Abreu**  
**Head of Catering**

## **Greenshaw Learning Trust – ‘Always Learning’**

The GLT is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,400 people and educates over 15,000 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found [here](#).

## **The Greenshaw Learning Trust Mission Statement**

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## **Greenshaw Learning Trust Employee Benefits**

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts

## Terms and conditions

<b>Reporting to:</b>	Head of Catering
<b>Responsible for:</b>	GLT Catering Managers
<b>Salary:</b>	The salary will be calculated in line with NJC pay scale, points <b>27 - 30</b> <b>National pay scales (£31,895 - £34,373) per annum</b> (Salary will be determined subject to experience and qualifications)
<b>Place of Work:</b>	The successful postholder will be based in Plymouth, however, will be required to support and travel to GLT schools located in the Gloucester and Bristol region. Travel to other GLT locations may be required on occasion. The role allows for flexibility, including the ability to work from home.
<b>Hours of Work:</b>	36 hours per week, full time all year round. This role allows for flexibility including the option of working remotely, in accordance with the GLT Hybrid Working Model
<b>Medical Examination:</b>	The appointment is subject to a satisfactory medical report.
<b>Superannuation:</b>	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <a href="https://www.lgpsmember.org">https://www.lgpsmember.org</a>
<b>Holiday Entitlement:</b>	The annual holiday entitlement is 25 days plus 2 extra-statutory days. .
<b>Probationary Period:</b>	New employees are required to complete a six-month probationary period.
<b>Disclosure &amp; Barring Check (DBS):</b>	This appointment is subject to the receipt of a satisfactory Disclosure and Barring check.
<b>Right to Work Check:</b>	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance.
<b>Safeguarding:</b>	Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.

## **Main responsibilities and duties:**

The Regional Catering Manager will support the Head of Catering in the nominated regions:

- to ensure the catering department in GLT schools is delivered in an efficient and cost-effective way, ensuring adherence to food safety standards and GLT catering policy
- to line manage, coach and develop a team of enthusiastic GLT school Catering Managers
- to encourage GLT Catering Managers to work effectively in the development and improvement of all food services provided within schools, whilst taking into consideration individual Headteacher's core requirements.
- with procurement, contractual relationships and the adherence to company compliance and policies.
- to review the business performance to ensure the delivery of key performance indicators



## **Job Description**

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not substantially change the general character of the post.

### **Leadership & Management**

The Regional Catering Manager will support the Head of Catering in the nominated regions to:

- manage relationships with primary and secondary school Headteachers and Catering leads to include updates against objectives and budgets, whilst ensuring satisfaction with the service provided.
- be responsible for providing strategic and professional advice on catering operations..
- undertake the line management of all school Catering Managers within the region including completion of performance reviews.
- lead, support, mentor and develop the Catering Managers in schools.
- ensure that catering departments, in the located nominated school region remain viable and do not run at a financial loss.
- provide the training tools to all school catering managers to provide efficient training to all the catering staff members.
- create training audit and checklists to ensure that training has been completed

### **Food Standards and Menu Planning**

The Regional Catering Manager will support the Head of Catering in the nominated regions with:

- creating & reviewing seasonal menus across all GLT schools.
- developing a service plan for non-seasonal menus, such as breakfast, break and grab-and-go.
- staying up to date with government school food standards, ensuring menu compliance at all times.
- creating menus for special theme days and occasions.
- the work required in GLT schools to create a unique food standard concept that is fit for purpose and compliant with the food standards.
- aiding schools to increase their awareness and the benefits of healthy eating.

### **Management of catering budget and cashless systems**

The Regional Catering Manager will support the Head of Catering in the nominated regions with:

- the preparation of an annual budget for school catering
- ensuring accuracy of expenditure in the catering procurement portal
- ensuring accuracy of data generated by the cashless catering system, including:



- Income generated
- Internal recharges
- Month end and year end balances
- VAT treatment
- ensuring accuracy of stock holdings within the catering procurement portal
- monitoring the actual income and expenditure against the approved budget throughout the year
- responding to stakeholder queries around the catering service
- communicating with stakeholders on changes within the catering service
- oversight of the implementation of change within the catering service
- supporting the finance team with preparation of accurate management accounts and audit queries as required from time to time
- ensuring consistency in the processing of transactions across all schools to enable an accurate consolidation of the Trusts financial position.

### **Performance Monitoring and Audit**

The Regional Catering Manager will undertake catering audits and prepare reports for the Headteacher and or Head of Catering as requested, to include:

- carrying out regular catering audits of schools located within nominated regions to ensure in house operations are fully compliant. Identify any issues and advise on improvement actions.
- reporting to Headteacher/ Head of catering to include compliance issues and actions taken, performance of catering operation within each school and finance performance of monthly trading of each school.
- providing the necessary guidance, feedback and training to the Catering Managers following the audit.

### **Food and Health Safety**

The Regional Catering Manager will support the Head of Catering in the nominated regions with:

- ensuring all Catering managers comply with all the HACCP procedures.
- providing guidance to help schools meet the food hygiene standards assessed during inspections carried out by Environmental Health Officers (EHO)
- reviewing Food Safety and H&S procedures.

## Person Specification

The successful applicant will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

<b>Experience, Training &amp; Qualifications:</b> On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:	<b>Essential</b>	<b>Desirable</b>
A relevant catering qualification	•	
Food Hygiene & Safety level 3/higher or equivalent	•	
First Aid qualification		•
An understanding of Food Safety standards applicable to schools		•
Experience in Menu and recipe development	•	
Experience of working in the Education sector		•
Experience of working in a multi-site organisation		•
Experience of leading teams, including, recruitment, development, and performance management	•	
Experience of purchasing or other Catering systems		•
Experience of implementing and maintaining cashless catering systems		•
Experience of budget management, tendering, procuring, and securing value for money.	•	
A commitment to continued professional development	•	
<b>Knowledge, Skills &amp; Ability:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	<b>Essential</b>	<b>Desirable</b>
Sound knowledge of HACCP & COSHH	•	
Knowledge of food intolerances, diet regimes and allergies	•	
Strong financial acumen	•	
Excellent communication skills, verbal and written – able to deal with a variety of people sensitively, empathetically and, when necessary, assertively	•	

Ability to use technology, including the use of Microsoft Office and G suite, as well as having the ability to manipulate and set up Excel spreadsheets.		•
Develop and maintain positive working relationships and able to engage stakeholders within and outside the Trust	•	
Good organisational and management skills, and the ability to balance competing pressures, deadlines and demands	•	
Excellent organisational and administration skills.	•	
Self-motivated and ability to use initiative	•	
Ability to work as part of a team and on an individual basis	•	
Ability to challenge constructively	•	
<b>Personal qualities:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following personal qualities:	<b>Essential</b>	<b>Desirable</b>
Good interpersonal and relationship management skills including being able to influence, negotiate and deal with conflict.	•	
Ability to establish positive relationships and work collaboratively as a supportive member of a team and demonstrate flexibility to support colleagues at pressure points	•	
Ability to maintain a positive and professional demeanour.	•	
Ability to work with humility.	•	
Ability to adapt to changes in the workplace.	•	
<b>Additional Requirements</b>	<b>Essential</b>	<b>Desirable</b>
Demonstrate a commitment to safeguarding and promoting the welfare and development of young people	•	
Ability to demonstrate understanding of equal opportunities.	•	
Ability to travel to all GLT sites	•	
A flexible approach to working hours	•	
Driving licence and use of own car		•

## The Recruitment Process

### 1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website [www.greenshawlearningtrust.co.uk/join-us/staff-vacancies](http://www.greenshawlearningtrust.co.uk/join-us/staff-vacancies).

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **9am on Monday 4th July 2022**. Applications received after this date and time will not be considered.

### 2. Shortlisting

Shortlisting will be finalised on **Monday 4th July 2022**. Shortlisted applicants will be invited by telephone to attend for an interview. Please make sure you have clearly indicated day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

### 3. Interview Process

Interviews will be held on **Thursday 7th July 2022** and may be held virtually. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification. **Applicants are advised to make a note of this date.**

### 4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

### 5. Taking up post

The successful applicant will take up the post as soon as possible.

### 6. Additional information

For further information, please contact the HR Shared Services via email [HRsupport@greenshawlearningtrust.co.uk](mailto:HRsupport@greenshawlearningtrust.co.uk)