Cheviot Learning Trust

Broomley First School and Whittonstall First School Catering Manager

Recruitment Pack



The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

Our values

Everything we do is based around the values that we hold dear:

- **Innovation** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

About Broomley First School

Broomley is a very popular village school for 4-9 year olds located in Stocksfield, Northumberland.

At Broomley we thoroughly believe that the children are at the heart of everything we do. We strive to provide them with an education that gives them the skills to become well rounded citizens in an ever changing world. Children have one education, and we believe that education should be fun, challenging, robust and fully engaging but before all of that we truly believe children learn best when they feel safe and nurtured. In order to learn we must first be secure and happy in what we do, and at Broomley we put that at the heart of our lessons to ensure that everyone can 'Be Happy, Work Hard'.

The school is set within a beautiful Victorian building which is over 100 years old. We have a large playground, garden area, fire pit for our forest school activities and access to the sports fields at Stocksfield Cricket club, which is right next door to school. We also benefit from a large dedicated sports hall, and a separate dining hall.

Within our school grounds we also accommodate Mid Tyne Kids Club, who provide excellent wrap around care for our children and holiday care during school breaks.

The school is divided into five single-age classrooms, with classes from reception to year 4. Although we do not have our own nursery provision in school, we do have a privately managed Pre-School, Broomley Pre-School, on site. They have provision for three to four year olds and work closely with the school to carefully manage transition and care.

All of our classes are taught by teachers that are highly qualified and skilled at their role, in addition, most of our classes also benefit from a class teaching assistant or Early years support.

After completing their time at Broomley, our children progress to Ovingham Middle School and then to Prudhoe High School. These are two of the 18 schools that along with ourselves, form the Cheviot Learning Trust - a multi academy trust made up of 18 schools - all within the three tier system.

Mrs Katie Jacobs
Executive Headteacher



About Whittonstall First School

Whittonstall First School is a small rural school providing education from Nursery to Year 4. There are currently 69 pupils taught in mixed age year groups. We are part of the Cheviot Learning Trust and work closely with other schools to ensure the quality of provision is the highest possible for all of our pupils. The school has a wide catchment area with up to 75% of our pupils travelling from outside catchment. The majority of pupils move onto Corbridge Middle School at the end of Year 4.

Our school has a strong family ethos and a wonderful community feel. Our staff work hard to making learning challenging yet fun, and seek to develop strong links between staff, parents, governors and the wider community.

Within our school you will find a happy, welcoming, stimulating environment providing high standards of education, valuing the efforts of the individual, fulfilling the learning potential of all pupils and promoting equal opportunities. We promote learning for life and encourage children to learn no matter where they are, inside or out! We believe in developing the "whole" child and work hard to nurture, encourage, support and extend all of our children to achieve.

Our approach encourages children to develop positive attitudes and an enthusiasm for learning. We are delighted that our children leave equipped with super initiative, self-discipline, high self-esteem and independence! Forest school and the outdoors are big parts of our curriculum,

OFSTED inspected in November 2022 and said: "Leaders have created a warm and welcoming ethos at Whittonstall First School. The whole school community is at the centre of the school's vision. Pupils enjoy coming to school every day. They are proud of their work and the friendships they make."

"Leaders have high expectations and ambitions for all pupils, including pupils with special educational needs and/or disabilities (SEND)."

"Leaders, governors and staff are very proud of their school and its achievements. Successful curriculum development is evident."



Job Advert

Broomley First School, Main Road, Stocksfield, Northumberland, NE43 7NN
(3-9 Years First School, Mrs Katie Jacobs Executive Head Teacher).

School Catering Manager

Contract Type: Permanent
Patterns/Hours: Term Time +5 days, 33 hours per week (8.00am - 3.00pm Monday and 8.00am - 2.30pm Tuesday - Friday
Salary: Band 5, scp 12 -17 £27,711 - £30,060 FTE pro rata based on TT plus 5, 33 hours per week (pro-rata salary £21,258 - £23,060)
Required: As soon as possible
Closing Date: 12 noon on 23rd May
Interview Date: 2nd June 2025

Broomley First School and Whittonstall First Schools are successful small, inclusive schools set in the beautiful village of Stocksfield. We have enthusiastic and friendly pupils, together with dedicated and hardworking staff and governors. Further information about the school can be found on our website.

Broomley First School and Whittonstall First School are proud to be part of Cheviot Learning Trust which comprises of 18 schools, and we work closely with our partnership schools to provide the very best educational experience for all pupils.

The headteacher and governors are seeking to appoint a Catering Manager who will work in both schools.

The role involves:

- Operational control of the kitchen.
- Preparation, cooking and service of food accommodating any special dietary requirements.
- Setting menus that meet the requirements of the school food standards.
- Ordering, receipt and safe storage of stock.
- Ensuring compliance with Hygiene, Health and Safety legislation, financial regulations and School policy and procedures at all times.

We are looking for a candidate who has:

- Knowledge of the full range of tasks together with the operation associated tools and equipment in a catering environment.
- Knowledge of Health and Safety legislation relating to a catering environment.
- Relevant experience of working in a catering environment to include food preparation and cooking.
- Experience of completing paperwork and administration tasks.
- Basic numeracy and literacy skills.
- A commitment to providing a quality service to customers.
- A flexible approach to manage short notice changes and emergencies.

In return, we can offer an exciting opportunity to be a part of our nurturing community.

Please return completed application forms to admin@bfs. cheviotlt.co.uk

Completing an Application Form

If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google Doc

Without a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the application form in Microsoft Word

Job Advert Continued

PLEASE NOTE: Cheviot Learning Trust is currently undertaking a catering procurement exercise to review and potentially enhance the provision of our catering services. As a result, there is a possibility that the catering facilities may be managed by an external catering company in the future. The outcome of this process is expected to be confirmed during the summer term. If this results in a change of provider, a TUPE (Transfer of Undertakings Protection of Employment) process will be initiated to ensure a smooth transition for all staff involved.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the Ministry of Justice website.

You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

This policy outlines the Trust's approach to the recruitment of ex-offenders.

An online search will be undertaken on all shortlisted candidates.

Visits to our school are welcomed and encouraged before the closing date. Please contact the school before the closing date to arrange.

Application forms can be downloaded from the Trust website under the careers section. A curriculum vitae will only be accepted alongside an application form.

Completed applications should be returned directly to the school by email to admin@bfs.cheviotlt.co.uk



Job Description (SG36)

Job title: Catering Manager
Responsible to: Headteacher, Business Manager or similar

Job Purpose:
- To manage the provision of, (or provide, in smaller establishments), Catering Services in a range of County Council or other contracted establishments, under the general direction of a senior colleague.

Duties and key result areas:
Carried out in accordance with the specification for Catering Services, the Catering Operations Manual and normally under the general direction of a senior colleague, these include, but are not restricted to:

- Direct the work of a small team.
- Managing and contributing to the preparation, cooking and service of food and beverages accommodating any special dietary requirements and following agreed menus.
- Managing and contributing to the packing of meals for transport to other locations where appropriate.
- Managing and contributing to the transportation of meals and goods between kitchen and service points throughout the site as necessary.
- Control of the servery.
- Managing and contributing to the washing up, setting up and clearing away equipment and tables.
- Managing and contributing to the cleaning of the kitchen, surrounding area and equipment.
- Managing and contributing to the receipt and safe storage of goods, stock control, stocktaking and completion of monitoring sheets reporting any discrepancies to the Partnership Supervisor.
- Managing the administration, collection, reconciliation and security of monies relating to the service including till operation and cashless operation.
- Contribute to the catering provision at special event as required.
- Responsible for the security of the kitchen.
- Managing all staff in the kitchen including the recruitment, selection, training, appraisal and other related activities.
- Ensure equipment is fit for purpose and properly maintained.
- Assisting with the operation of vending services where necessary.
- Work to achieve set financial and business development targets, ensuring that the kitchen resources are used effectively and efficiently at all times.
- Operational control of the kitchen.
- Ensure compliance with Hygiene, Health and Safety legislation, financial regulations and School policy and procedures at
- all times.
- Regular communication with the client and other stakeholders in order to maintain good working relationships.
- Checking the kitchen at the end of the day.
- Attend training as and when required.
- May be required to provide cover at other sites and any other duties appropriate to the nature, level of the post and grade.

Staff: A number of catering staff
Finance: Shared responsibility for the collection and security of monies relating to the service including till or cashless operation.
Physical: Shared responsibility for the careful use of equipment.
Clients: To Provide a catering service to internal or external clients.

Working arrangements:
- Own transport required to move between school sites
- Working patterns are normally Monday to Friday with occasional need for evening and weekend work.
- Working conditions are in a commercial kitchen.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Person Specification

Essential	Desirable	Assess by
Knowledge and qualifications		
• Intermediate Food Hygiene Certificate • Nationally recognised qualification e.g. City and Guilds 706/1, City and Guilds 706/2, or NVQ Level 2 Food Preparation and Cooking. • NVQ Level 3 Food Preparation and Cooking or equivalent. • Extensive Knowledge of the full range of tasks together with the operation of associated tools and equipment. • Knowledge of Health and Safety legislation relating to a catering environment. • Trained in Manual Handling.	• ONC/OND or equivalent in a Catering discipline. • NEBS Supervisory Foundation Certificate • Advanced Food Hygiene Certificate.	A, I, R
Experience		
• Relevant experience of working in a catering environment to include food preparation and cooking. • Experience in meeting work related targets. • Experience in managing a team. • Experience of completing paperwork and administration tasks associated with the operation of a commercial establishment.	• Experience of planning, running or working at large catering events. • Experience of coaching and training other members of kitchen staff.	A, I, R
Skills and Competencies		
• Manual skills associated with food preparation and cooking. • Ability to organise self and to work without supervision. • Ability to organise and motivate a team • Customer care skills. • A commitment to providing a quality service to customers. • A commitment to undertake job related training and personal development. • Basic Numeracy and Literacy skills.	• CLAIT Level 1 • Current restraint techniques	A, I, R
Physical, mentla and emotional demands		
• Regular need to lift and carry items of a moderate weight • Ability to work in a commercial kitchen environment. • Regular need to lift and carry items of moderate weight. • Flexible approach to working times, which may occasionally be subject to variation. • Flexible approach to nature of duties performed. • Post holder may sometimes be required to undertake duties of lower graded staff members.		A

Key to assessment methods (a) application, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation (o) other case studies/visits


Bromley

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