



Candidate Information Pack

Catering Manager



L.E.A.D. Academy Trust



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About the Trust

Be part of an ambitious, high-performing Trust, committed to improving the lives of children and young people.

L.E.A.D. Academy Trust comprises primary and secondary academies across Nottinghamshire, Derbyshire, Leicester, Lincoln and Sheffield. Established in 2011, our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

Diana Owen, CBE - Chief Executive Officer

Inspiring experience

Our Trust Executives have first-hand experience of working in education, so they know what it’s like to be on the front line. We pride ourselves on the support and advice we give to all our staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff. By choosing to work with us, you will be helping to improve educational outcomes for children, young people and the local community.

Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct
- Outstanding teaching and learning
- A fully inclusive approach where all children are equally important
- A climate of mutual respect between the children, staff and community
- A ‘can-do’ attitude - high aspirations for all involved with the school
- A wide range of enrichment opportunities for all to get involved in
- A celebration of all the cultures and faiths represented in the school
- An organisation in which there are no excuses for underachievement.

Supporting external trusts and schools

As well as our core offer to L.E.A.D. academies, we offer additional areas of support to external trusts, schools and organisations through L.E.A.D. IT Services and L.E.A.D. Teacher Training Hub.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.



L.E.A.D. Academy Trust
comprises of:

23
primary

..... and

3
secondary
academies

..... across

5
geographical
regions

..... with

11,000
pupils

..... and

1,500
members
of staff





About us

Having converted to academy status at the heart of the L.E.A.D. Academy Trust in May 2017, Da Vinci Academy is now a successful secondary school with around 700 students and an increasing school roll (oversubscribed in KS3 and also next year's intake). In summer 2019, we were proud to be the most improved Progress 8 school in Derby and in October 2021, we were rated 'good' by Ofsted. A copy of the report can be found on our website.



Jayne Scattergood, Headteacher

Working at Da Vinci Academy

"Leaders put pupils' interests at the heart of all that they do" Ofsted 2021

We are described as a 'proudly inclusive school with a big heart and huge ambition'. A student-centered philosophy is supported by an unwavering commitment to the achievement of successful outcomes for each and every young person.

We are looking to recruit a **Catering Manager**. The ideal candidate will be an energetic and positive professional who can combine their passion for catering with the ability to inspire our students and enhance a talented team. You will be an enthusiastic, with the skills and determination to ensure exciting learning and outstanding progress for students of all abilities.





Benefits of being part of L.E.A.D. Academy Trust

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. We place value on these aspects too.

Competitive salary

All Trust roles* are subject to a minimum hourly rate, which is currently above the National Living Wage amount. All our support staff roles are subject to a competitive 6-point salary range, allowing for progression within the role.

Pension scheme

Automatic entry to the Local Government Average Salary (LGPS) pension scheme. Benefits include generous employer rate of contribution at minimum 17%, life cover, lower tax, survivor benefits and ill health cover.

Enhanced annual leave

Holiday allowance starts at 26 or 31 days, up to a maximum of 36 days. Term time only workers also benefit from the same annual leave entitlement paid as part of their usual monthly payroll. This varies on the role and amount of service, increasing after 5 and 10 years' service. Holiday is in addition to Bank or Public holidays.

Employee assistance programme

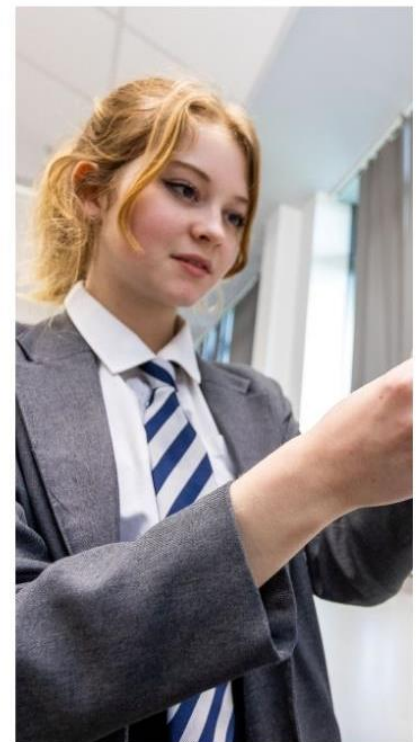
The Trust is committed to supporting staff wellbeing and partner with Health Assured to offer a comprehensive Employee Assistance Programme to all Trust employees and extends to dependent adults living the same household. This includes access to a 24/7 free phone helpline 365 days per year to access advice and support on emotional, financial, legal or other lifestyle matters.

Continuing professional development (CPD)

We provide excellent training and development opportunities within the Trust, including a full induction programme for all staff.

And more!

- Access to free Trust Occupational Health service, including physiotherapy
- Access to staff discounts and cashback for a huge range of products, including travel, shopping, insurance, motoring and utilities.
- Travel expenses for business travel at maximum HMRC mileage rate.
- Free eye tests for VDU users.
- Free seasonal flu jabs.



"Everyone is valued, everyone is supported, and if you hold the same values that L.E.A.D. has, then really consider coming to work with us."

Becky Hyder,
Safeguarding Compliance
Lead

**With the exception of
Apprenticeships*

**“Leaders put pupils’ interests at the
heart of all that they do”**

Ofsted 2021



How to apply

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to: vacancies@davinciacademy.co.uk For an informal, confidential discussion about this opportunity, please email: vacancies@davinciacademy.co.uk

CLOSING DATE: Friday 7 February 2025 at 9.00 am

INTERVIEWS: We expect interviews to take place **as soon as possible**.

Applications will be reviewed upon receipt; therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



"I wanted to be part of an organisation that works in partnership, believes in collaboration and invests and understands the importance of high-quality leadership and management."

Rebecca Riley, Deputy Headteacher,
Huntingdon Academy



Job description – Catering Manager

Role:	Catering Manager
Reporting to:	School Operations Manager
Salary:	NJC 15 - 20: (Actual Salary £25767.60 - £27,975.70)
Location:	Da Vinci Academy, Derby, DE21 4ET
Contract Type:	Full Time (37 hours per week, 40 weeks per annum)
Start Date:	Immediate
Closing Date:	Friday 7 February 2025 at 9.00 am

Job purpose:

To manage and lead the day to day running and strategic overview of the catering department to serve Da Vinci Academy.

Duties and Responsibilities:

- To set and monitor a catering budget with the School Operations Manager for both income and expenditure and to meet quarterly to assess progress against the budget plan.
- To agree actions with the School Operations Manager to react to any variances from the budget plan.
- To work with the School Operations Manager to agree prices for Da Vinci students.
- General management and oversight of the provision of catering services within the agreed budget.
- To be responsible for the preparation and presentation of all food to the required standard.
- To order raw materials and supplies, check deliveries and ensure all raw and cooked food is stored correctly.
- To uphold a high standard of food hygiene, safety and cleanliness in accordance with the academy policies and statutory requirements.
- To maintain and adhere to the processes for the academies for managing dietary and allergy requirements.
- To ensure correct management of allergens and dietary requirements.
- Line management and supervision/training of staff on a daily basis (including allocation of duties and work rotas, probation meetings and initial attendance and absence management).
- To ensure staffing levels are adequate to cover the required workload and within budgeted constraints.
- To ensure the correct and economical use of all materials and equipment.
- To maintain adequate security of all stock and equipment.
- To maintain the required standards of cleanliness and equipment.
- To report equipment, maintenance problems and energy leaks to the Line Manager.
- To help raise the profile of nutritious school food with the pupils and staff.
- To promote a positive, friendly atmosphere within the refectory area, offering a welcome to all students, staff and visitors.
- To engage with students representatives at the academy to gather feedback to further improve the service and menu.
- As required, to organise special functions, which may be outside of normal working hours.
- To ensure Health & Safety policies and procedures are adhered to and risk assessments are in place, regularly reviewed and shared within the catering team.
To review Health and Safety procedures within the kitchen including relevant evacuation procedures and the catering risk assessment register.
- To manage a system to ordering and provide hospitality catering for the academy.
- To provide catering support for special events and themed weeks.

- To liaise with Catering Managers at other L.E.A.D Academies to share good practice and improve service delivery

Influencing and Managing Relationships:

- Headteacher of the academy
- School Operations Manager of the academy
- External Contractors
- Parents and carers
- Senior Leadership Team of the academy
- Student bodies of academy
- Staff from the academy

Other Academy Specific Responsibilities:

- Liaise with the Facilities Management Company and the School Operations Manager to ensure maintenance and cleaning is carried out in a timely and appropriate way.
- To monitor equipment including fridges and ovens and report any malfunctions promptly to the Facilities Management Company and the School Operations Manager to capture Service Performance Deductions.

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Catering Manager Person Specification

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

		E	D
Qualifications and Attainments	<ul style="list-style-type: none"> GCSE or equivalent pass in Maths and English Current Basic Food Hygiene Level 2 or above Additional relevant catering qualifications Manual handling certificate/willing to undertake training Trained First Aider 	E	D D D D
Skills and knowledge	<ul style="list-style-type: none"> Knowledge of food preparation including methods, portions, stock rotation, balanced meals and ordering Knowledge of budgeting and ensuring value for money in the delivery of a meals service Knowledge of Food Hygiene, COSHH, Health and Safety regulations and their application in the kitchen 	E E E	
Experience	<ul style="list-style-type: none"> Significant experience of working in a high volume catering environment Experience of managing / supervising and training kitchen staff in a similar environment Experience of setting, monitoring and managing a budget and controlling stock Working with children in a similar role or educational setting Flexibility to respond to a variety of work situations with an ability to multitask 	E E E E	D



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

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