



# **ELLESMERE PORT**

## **Catholic High School**

**"I have come so that they may have life and have it to the full"**

**JOHN 10:10**

## Inspired by Excellence & Innovation

“I have come so that they may have Life and have it to the Full” – John 10:10

### Headteacher's Welcome

I would like to welcome and introduce you to Ellesmere Port Catholic High School.

Our mission says, ‘I have come so that they may have life and have it to the full’ (John 10:10) and we believe that every student here can achieve great things wherever their skills and talents lie.

Students tell us that the time they spend here is very special. Within our caring community, new skills are learnt, knowledge increased, new friends made, and futures planned. When students look back before they leave us to go to university, college, an apprenticeship or employment, they are frequently amazed at what they have achieved and how they have developed as a confident young adult.

As a prospective employee, we encourage you to visit our school, look around and please contact us if you would like to know more.

Mrs Vile  
Headteacher



Ellesmere Port Catholic High School is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



*“Leaders and staff place as much emphasis on pupils’ personal development as they do on academic achievement. Most pupils are confident and well-mannered.”*

Ofsted June 2021



The highest  
quality of  
**Teaching**

The highest  
quality of  
**Pastoral  
Support and  
Guidance**

The highest  
quality of  
**Leadership**

The highest  
quality of  
**Extra-  
Curricular,  
Enrichment  
and  
Volunteering  
Programmes**



With 943 students on roll at Ellesmere Port Catholic High School, we are a successful, oversubscribed school situated in Ellesmere Port. We are approximately 7 miles from Chester and approximately 14 miles from Liverpool making commute times short.

## Values & Mission Statement

Ellesmere Port Catholic High School aims to provide a Roman Catholic education in an environment within which all members of the community are encouraged to develop their spiritual, moral, academic, creative and physical potential, based on the teachings of Jesus.

### Our Vision

#### Our school's vision is:

- To promote the dignity and worth of each person
- To have a strong catholic Ethos
- To ensure every child is known
- To have high expectations of everyone
- To have excellent leadership at all levels
- To provide excellent teaching
- To encourage exemplary behaviour and personal standards
- To be at the heart of the community
- Promotion of British values

#### Our priorities

- To raise achievement – meet targets for GCSE and vocational results
- To develop the quality of teaching – 100% of lessons as “good or outstanding”
- To develop leadership – all staff leading learning
- To focus on behaviour and safety – improve attendance and reduce exclusions
- To encourage literacy and numeracy skills – promote effective literacy and numeracy across the school



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

*'I have come so that they may have life and have it to the full'* John 10.10

November 2023

Dear Applicant,

## **Catering Manager**

Grade 6, Salary £20,323 - £22,131 actual salary  
37 hours a week, 40 weeks per year (term-time plus 2 weeks)

In addition to the above, we offer an employee assistance programme to you and your family, continued professional development, an excellent staff wellbeing programme, and an attractive pension scheme.

Governors are looking to appoint a highly motivated person with strong organisational and people skills to manage a busy catering service in our School. Our total focus is on fresh, wholesome, modern, and exciting food for our students.

As a team leader with motivational flair, you will have good organisational and people management skills to manage and develop the services across the school day. A commitment to maintaining high standards of service, food quality and hygiene is essential.

Previous management experience within a catering environment is essential.

Application forms and further details are available to download from the school website [www.epchs.co.uk](http://www.epchs.co.uk) and can be emailed to [Human.Resources@epchs.co.uk](mailto:Human.Resources@epchs.co.uk) or posted back to Miss T Moore at the school.

**The deadline for applications is 9.00am Wednesday 6<sup>th</sup> December with interviews to be held on Wednesday 13<sup>th</sup> December.**

The application form allows some space for a letter of application. The letter will form an important part of the initial selection process for short-listing and should include examples that align with the Job Description and Person Specification. Should you decide to apply for the post you should not feel constrained by the space available, and a separate letter is perfectly acceptable. Please do not submit a CV in preference to completing the application form and the letter of application as this will be discounted. Application consistency is necessary as it forms part of our Safeguarding procedures.

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be DBS checked. The school is committed to Equality of Opportunity.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

**Mr C Jones**  
**Business & HR Manager**

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: [admin@epchs.co.uk](mailto:admin@epchs.co.uk) [www.epchs.co.uk](http://www.epchs.co.uk)

Headteacher: Mrs C. Vile B.Ed. Hons







# ELLESMERE PORT CATHOLIC HIGH SCHOOL

*'I have come so that they may have life and have it to the full'* John 10.10

## Catering Manager

Grade 6, Salary £26,421 - £28,770

(Actual Salary £20,323 - £22,131)

Full-time, 40 weeks per year

In addition to the above, we offer an employee assistance programme to you and your family, continued professional development, an excellent staff wellbeing programme, and an attractive pension scheme.

Governors are looking to appoint a highly motivated person with strong organisational and people skills to manage a busy school and catering service in our School. Our total focus is on fresh, wholesome, modern, and exciting food for our students.

As a team leader with motivational flair, you will have good organisational and people management skills to manage and develop the services across the school day. A commitment to maintaining high standards of service, food quality and hygiene is essential.

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Applications should be returned by **09.00am on Wednesday 6<sup>th</sup> December 2023.**

Interviews will take place Wednesday 13<sup>th</sup> December.

Our school community places the highest priority on keeping children safe. Applicants for all posts will be subject to an DBS enhanced criminal check.

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: [admin@epchs.co.uk](mailto:admin@epchs.co.uk) [www.epchs.co.uk](http://www.epchs.co.uk)

Headteacher: Mrs C. Vile B.Ed. Hons





## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Catering Manager</b>	<b>JOB REF NO</b>	<b>AAAE3022</b>
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### 1 BASIC JOB PURPOSE

To manage the catering facility at the school through the efficient and effective use of human and financial resources

NO	MAIN RESPONSIBILITIES
1	Monitor and control delegated catering budget for salaries, food, equipment, and income to deliver a bespoke catering service to the school.
2	Keep abreast and ensure implementation of legislative requirements environmental health, school lunches, etc., to ensure the school is meeting any applicable statutory requirements including participatory membership of relevant professional bodies. To advise the Business & HR Manager and the Governing Body.
3	Monitor and control, the labour productivity and food costs and control performance to maximize cost effectiveness and ensure that the required operating target is achieved.
4	Devise and implement marketing promotions and pilot schemes and customer surveys to ensure customer requirements and business volumes are achieved.
5	Participate in the interview and appointment of kitchen staff to ensure that staff of the right quality and calibre are appointed.
6	Monitoring of service quality, including statutory risk assessments of individuals and premises, as part of the school's quality control process and if necessary, take action to correct.
7	Management of the Cashless system including liaison with supplier, IT support services and account holders.
8	Negotiate costs with suppliers and seek out competitors to ensure value for money principles maintained.
9	Monitor performance of equipment maintenance contracts and cashless provider to ensure compliance with Service Level Agreements with the Cashless System provider and negotiate costs with suppliers
10	Support NVQ candidates by assessing performance and communicating standards through their qualification process.
11	Deliver or negotiate with provider kitchen staff training including hygiene, manual handling and on the job and complete related paperwork as required to ensure that staff are working to required standards.
	Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be DBS checked. The school is committed to Equality of Opportunity.

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## PERSON SPECIFICATION

### IMPORTANT

#### THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

Our school community places the highest priority on keeping children safe; the successful applicant will be subject to an enhanced Disclosure and Barring Service check. Further information is contained in the Further Details document enclosed.

**JOB TITLE: Catering Manager**

**AAAE3022**

**GRADE: 6**

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<b>Qualifications</b> <ul style="list-style-type: none"><li>C&amp;G 706/1-2, 707/1-2 or NVQ level 3 or equivalent</li><li>Very good interpersonal and customer care skills</li><li>Food Safety/Hygiene Certificate Level 3</li></ul>	Application Form	<ul style="list-style-type: none"><li>NEBBS or equivalent e.g., HCIMA</li><li>Food Safety/Hygiene Certificate Level 4</li></ul>	Application Form
<b>Experience</b> <ul style="list-style-type: none"><li>Experience of catering in secondary or primary functions e.g., B&amp;I, education, or high street</li><li>Experience of growing sales through delivering a quality service</li><li>Experience of managing a team of more than 5 people</li></ul>	Application Form	<ul style="list-style-type: none"><li>High standard craft experience, e.g., hotels &amp; restaurants, or typical 150% margin food outlet</li><li>Experience of introducing a new service offer within an existing role and growing that service offer</li><li>Conference and Banqueting Experience</li><li>Experience of managing more than one location/site</li></ul>	Application Form
<b>Knowledge and Skills</b> <ul style="list-style-type: none"><li>Ability to control raw materials and portions to the school's standards.</li><li>Excellent craft skills, scratch cooking to create exciting and enjoyable food.</li><li>Ability to adapt traditional recipes and dishes to appeal to students.</li><li>Ability to meet production timings and deadlines by controlling am production and</li></ul>	Application Form  And Interview	<ul style="list-style-type: none"><li>Ability to market and present food, related displays, and signage in an exciting and appealing manner to the secondary school market</li><li>Ability to produce an annual marketing calendars for the catering services and the ability to deliver the promotions and targets</li></ul>	Application Form  And Interview





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<p>effective time planning and kitchen delegation.</p> <ul style="list-style-type: none"><li>• Basic IT skills (use of word, excel and PowerPoint)</li><li>• Marketing Skills to develop and grow all areas of the catering service – main dining, hospitality, evening functions.</li><li>• Ability to introduce a business plan.</li><li>• Management skills to train and develop the catering team.</li><li>• Ability to communicate and empathise with parents and carers.</li><li>• Ability to hold cookery sessions with students and/or parents</li></ul>		<p>identified on the marketing calendar.</p>	
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Ellesmere Port Catholic High School is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.

# Guidance for Applicants

## How to apply

The Job Description and the Person Specification for this role are essential to the recruitment process. Please ensure you refer to both documents when completing your application.

If you feel you have the right qualities to join our forward-thinking school, please complete the application form which is available to download from our vacancies section on our school website. We are committed to treating our applicants fairly and with respect, only application forms that are fully completed will be accepted. If you wish to include a supporting letter, please ensure it is no longer than 2 sides of A4.

## Shortlisting

The shortlist process will consist of an interview panel who will be objective and follow a thorough and rigorous analysis of all applications. The decision on interview selection will be based on how well applicants meet the job description and person specification. Any discrepancies or anomalies in the information provided will be taken up at interview.

Candidates will be contacted and invited to Interview and will be informed that references will be requested before the interview. Referees must know that they are going to be contacted before application. The requirements are that you must provide a contact name of a person, not a company in general, their position, a postal address, telephone number and email address.

New Safer recruitment guidelines state that we must now also complete an online search for all shortlisted candidates.

## The Interview

During the interview process we will take every opportunity to find out if you are the right person for the role. It will offer you a range of opportunities to demonstrate your potential to meet the requirements of the post and for you to find out more about the school and those who work here. Depending on the role you are applying for there may be different procedures used:

- A Lesson Observation
- A Presentation
- A Data task
- A formal interview
- A Student panel
- A Tour of the school

Once interviews are complete, you will be told when you are likely to be informed of the decision. Unsuccessful applicants are able to request feedback.

Following acceptance, applicants will be required to complete an enhanced DBS check and a medical questionnaire, these must be completed as soon as possible.

## Safeguarding statement

Ellesmere Port Catholic High School is committed to Safeguarding and promoting the welfare and safety of our students. We expect all staff and volunteers to share this vision. Therefore, applicants will complete a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. You will also be required to complete a Rehabilitation of Offenders Act 1974 form; this will show any spent conviction. Applicants must disclose whether they have any previous convictions whether or not they are spent. This will be discussed with the Headteacher/Business Manager giving the opportunity to establish suitability for the role. Any information you provide will be kept in confidence and will only be used in respect of your application for the position.



# Contact Details:

1	2	3	4	5
Phone 0151 355 2373	HR Email Human.Resources@epchs.co.uk	Admin Email Admin@epchs.co.uk	Website www.epchs.co.uk	Address Ellesmere Port Catholic High School Capenhurst Lane Whitby Ellesmere Port Cheshire CH65 7AQ



**“Great things happen when you care”**

PSALM 21:  
He asked for life and you gave it to him



**ELLESMERE PORT**  
**Catholic High School**

**Capehurst Lane, Whitby, Ellesmere Port, CH65 7AQ**

**[www.epchs.co.uk](http://www.epchs.co.uk) | 0151 355 2373 | [admin@epchs.co.uk](mailto:admin@epchs.co.uk)**