



**Mayfield Grammar School
Gravesend**

**Appointment of
Assistant Catering Manager**

Closing date: 1pm – Monday 4th July 2022



Mayfield Grammar School Gravesend

Pelham Road, Gravesend, Kent DA11 0JE
Telephone: 01474 352896 Fax: 01474 331195
Website: www.mgsq.kent.sch.uk Email: enquiries@mgsq.kent.sch.uk

Assistant Catering Manager

32.5 per week, 39 weeks per year to include 6 school development days

7.30 a.m. to 2.30 p.m.

Salary: KR5 £20,595 fte 0.75885 actual salary £15,628.56

We are looking for a highly organised and dedicated individual to join our friendly and successful school. We have a high profile for achievement locally and nationally and our school prides itself on its strong record of internal professional development. The school was judged by Ofsted to be "Outstanding" in all categories of inspection in June 2013.

Further details and an application form are available from the Staff Vacancies section of the school website www.mgsq.kent.sch.uk

Applications made via Kent Teach will be accepted.
CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher must be received by **1.00pm on Monday 4th July 2022**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Mayfield Grammar School, Gravesend

Mayfield Grammar School, Gravesend is a selective girls' school with boys in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. New Science, Technology and Dining facilities opened across 2020-2021. Our second site has specially designed facilities for Technology, Sports and Drama which opened in 1995. There is ICT provision on both sites and a new teaching block will open in September 2022 to house our Learning Resources Centre, Music, Multi-purpose Sports Hall, additional classrooms and specialist IT rooms.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised Verbal, Non-Verbal and Mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

The school was judged to be Outstanding by Ofsted in June 2013. Ofsted reported that "achievement in all subjects including English and Mathematics is exceptionally high" and that "The behaviour of students is exemplary. They engage enthusiastically with their learning, are courteous, polite and keen to contribute fully to the life of the school".

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher and five Assistant Headteachers. Curriculum Leaders lead their subject teams to ensure a high-quality teaching and learning experience for all our pupils. Pastoral care is led by an experienced team of Learning Leaders who work with Form Tutors and are supported by Key Stage Co-ordinators (AHTs). A House System was introduced in September 2020. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall at the end of the academic year.

The teaching staff are supported by Administrative Staff in the main office, a Reprographics Assistant, a LRC Manager, Finance staff, an Assessment Officer, a Cover and Examinations Officer, Pastoral Support Managers, Learning Supervisor team as well as a team of Technicians. A Premises Manager, supported by two assistants, looks after the two sites.

The curriculum follows National Curriculum guidelines. All students have the opportunity to gain ten or eleven GCSEs at the end of Year 11.

There are circa 1319 students on roll, 320 of whom are in the Sixth Form.

From 2018, we expanded the Pupil Admission Number (PAN), to 180. For the last five years, the school has admitted above PAN, and from September 2021 we increased our PAN to 210.

Extra-curricular activities include a full sporting programme, choirs, orchestras and other club activities. A large number of students participate in the Adventure Service Challenge (Lower School) and the Duke of Edinburgh Award scheme (Upper School and Sixth Form). There are Conferences, the Graduation Ball and many other opportunities for students to participate in events outside their classroom studies. The school enjoys strong links with the local business community and runs a full Careers (CEIAG) programme. The school runs an extensive programme of trips and visits both locally, nationally and abroad for all year groups.

Mayfield Grammar School, Gravesend is a happy community where we foster excellent relationships between staff and students.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at www.mqsg.kent.sch.uk

JOB DESCRIPTION

Post Title	Assistant Manager
Responsible to:	Catering Manager
Hours:	32.5 per week, 39 weeks per year to include 6 school development days 7.30 a.m. to 2.30 p.m.
Salary:	KR5 £20,595 fte 0.75885 actual salary £15,628.56
Duties:	To provide a catering service for the school daily.

Responsibilities:

- To assist in the catering provisions for the school, and to ensure that breakfast, break and lunches are provided to every pupil on time during term time.
- To ensure food is cooked and presented to a high standard.
- To provide the day to day running of the kitchen in the absence of catering manager, including online and telephone ordering.
- To be first aid trained (training will be provided)
- To supervise kitchen staff.
- To check deliveries against invoices.
- To accurately record daily food and fridge temperatures.
- To undertake training and update skills as required.
- To be responsible for cleanliness of the kitchen and maintain health & hygiene in line with E.H.O
- To collect all monies and prepare for banking in absence of the manager.
- To report to the line manager all deficiencies needing attention in connection with the kitchen.
- To take responsibility for the health & safety of yourself & others around you.
- To provide catering service beyond usual school hours, as needed.
- To be courteous to colleagues and students.
- To undertake all duties as necessary in the school kitchen.
- To undertake all duties as required by the line manager or head teacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff are expected to undertake any other duties as may be reasonable as directed by the Headteacher and their Line Manager.

Staff are expected to be courteous to colleagues and provide a welcoming environment to.

All staff are expected to take delegated responsibility for the implementation of the Health and Safety Act as may be agreed.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the time shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Working Environment

The post will be based within the school buildings unless accompanying educational visits.

Signed: _____ Dated: _____

Approved by: _____ Headteacher