



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

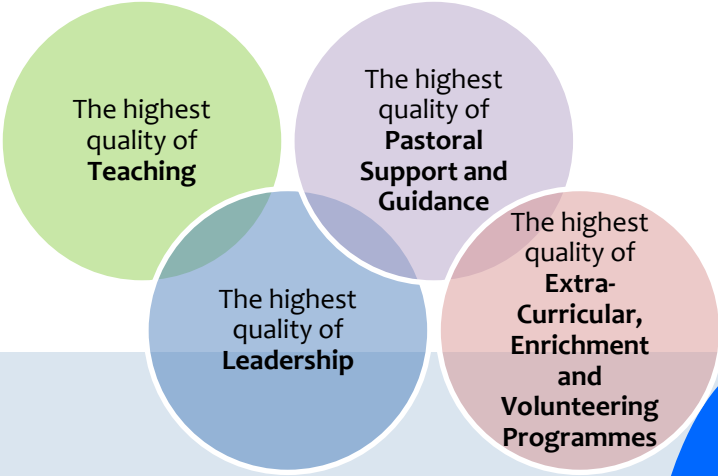


Ellesmere Port Catholic High School is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



“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



With 934 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

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April 2023

Dear Applicant

Cook
Grade 4 (£12,488 - £12,947 pro-rata)
25 hours per week

Thank you for your enquiry regarding the above position.

We are looking to appoint to start as soon as possible, on a permanent basis, a Cook to join our catering team. The working hours will usually be between 8.00am and 2.00pm, during term time, with an additional 8 days during school closures for staff training and cleaning.

The successful applicant is expected to prepare and present food to a high standard, complete daily food checks and direct a small team. You will need to be highly self-motivated and have a flexible approach to the role.

Previous experience in a catering role is essential, however we would also welcome applicants who are willing to learn on the job, with the drive and commitment to providing a quality service. Good stamina and a degree of physical ability is also necessary for this role.

Persons interested in this vacancy are invited to contact Mrs L McDougall, Catering Manager, to discuss the role in more detail before submitting an application Lorraine.McDougall@epchs.co.uk or 0151 355 2373.

The completed application form should be returned by 9.00am on Tuesday 2nd May 2023 to Human.Resources@epchs.co.uk Interviews will be held Tuesday 9th May from 13.30pm.

Please complete the application form in full; CVs will not be accepted as a substitute for the information required, along with a covering letter explaining why you are applying for this post would be appropriate.

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 Manager

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

Tel: 0151 355 2373

Email: admin@epchs.co.uk www.epchs.co.uk

Headteacher: Mrs C. Vile B.Ed. Hons





ELLESMERE PORT CATHOLIC HIGH SCHOOL

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Cook

Permanent

Grade 4 (£12,488 - £12,947 Actual)

25 hours per week, (8.00am-2.00pm)

Term-time only + 8 days

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 seeking to appoint a Cook to join our school catering team assisting the Catering Manager in providing excellent catering service to students and staff.

The successful applicant is expected to prepare and present food to a high standard, complete daily food checks and direct a small team. You will need to be highly self-motivated and have a flexible approach to the role.

Previous experience in catering and a commitment to providing a quality service are essential.

For an informal chat about the role or to have a visit to school please contact, Lorraine McDougall, Catering Manager at Lorraine.McDougall@epchs.co.uk or 0151 355 2373

Application forms and further details are available to download from the school website www.epchs.co.uk alternatively you may telephone the school to request an application pack. Please send completed forms to Human.Resources@epchs.co.uk

Closing date: 9AM Tuesday 2nd May 2023

Interviews will be held Tuesday 9th May PM

Our school community places the highest priority on keeping children safe. Applicants for all posts will be subject to an enhanced Disclosure and Barring Service check.

In partnership with the RC Diocese of Shrewsbury and Cheshire West and Chester Council

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

Tel: 0151 355 2373

Email: admin@epchs.co.uk www.epchs.co.uk

Headteacher: Mrs C. Vile B.Ed. Hons





JOB DESCRIPTION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

*This position requires you to disclose any spent convictions as 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.***

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE:	Cook	JOB REF NO:	EPCHS2023
GRADE:	4	RESPONSIBLE TO:	Catering Manager

BASIC JOB PURPOSE:

To support the Catering Manager and step up in any absence. Prepare, cook, and present all menu items, providing high quality dishes for our customers.

	MAIN RESPONSIBILITIES
1	To prepare, cook and assemble menus as stated in profile recipes following the set portion control.
2	To ensure all food is stored, handled, and packed at the correct temperature and in accordance with Food management system Safer Food Better business.
3	Complete and maintain records of temperatures and remedial action taken when necessary. Recording actions in the SFBB diary.
4	To serve food from any of the current food outlets following all customer service standards as stated and operating a cashless epos.
5	To comply with all food safety and health & safety legislation, ensuring the H&S of yourself, your colleagues, and customers. Use any machinery and equipment in accordance with the risk assessment for the area.
6	Carry out general cleaning of kitchen, its surrounds and equipment to ensure a hygienic and safe working environment.
7	Be competent and skilled with planning, along with the catering manager a 15-day menu cycle for the three terms to ensure customer requirements are met within nutritional guidelines. Plan and organise special events and theme day, including Christmas.



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NOTE

Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Business Manager/Catering Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

The above is a general Job Description and covers the main aspects of the role. In addition to this there are responsibilities specific to the role in our school as follows:

- Order food. Supervise Team in absence of Manager.
- Check off deliveries and check invoices. Record delivery and pack away.
- Complete production and waste sheets, adjusting for day-to-day changes in student numbers.
- Follow all HACCAP regulations in relation to food safety legislation.
- Be competent in cooking and baking.
- Ensure all H&S regulations are adhered.
- Managing the production of food items to all food outlets.



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PERSON SPECIFICATION

IMPORTANT

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If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: Cook

GRADE: 4

JOB REF: EPCHS2023

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications		NVQ Level 2 or Equivalent. Hospitality & Catering	Certificates
Experience	School food preparation Understanding and experience of working with children.	Proven cooking/baking experience. Experience of working in a busy kitchen	Application form, interview, and reference
Job related Knowledge	Good knowledge of nutrition, menu planning and allergens. Serving of food, portion control.	Awareness of Food Safety and Health & Safety legislation. Able to record HACCP details daily.	Application form and interview
Skills and Aptitudes		Ability to supervise a team with a calm quiet authority Ability to work under pressure, able to multi-task and meet tight deadlines Positive Attitude, Motivated, Honest and trustworthy. Good team player	Application form and Interview
Other requirements		Tidy and clean appearance Able to lift heavy items of stock. Good sense of humour	Interview

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:

<p>1</p> <p>Phone 0151 355 2373</p>	<p>2</p> <p>HR Email Human.Resources@epchs.co.uk</p>	<p>3</p> <p>Admin Email Admin@epchs.co.uk</p>	<p>4</p> <p>Website www.epchs.co.uk</p>	<p>5</p> <p>Address Ellesmere Port Catholic High School Capenhurst Lane Whitby Ellesmere Port Cheshire CH65 7AQ</p>
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“Great things happen when you care”

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



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www.epchs.co.uk | 0151 355 2373 | admin@epchs.co.uk