



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

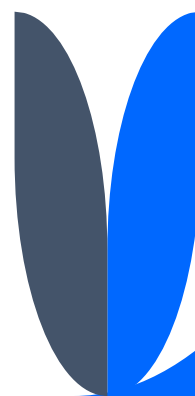
I would like to welcome and introduce you to Ellesmere Port Catholic High School.

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

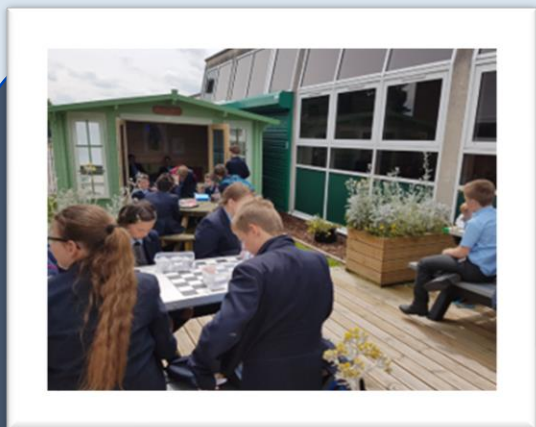


The highest quality of Teaching

The highest quality of Pastoral Support and Guidance

The highest quality of Leadership

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



With 944 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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Catering Supervisor

Permanent

Grade 5 (£24,609 - £26,757) pro-rata per annum

37 hours per week

Term-time only + 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 seeking to appoint a Catering Supervisor to join our school catering team 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, Mr Carl Jones, Business Manager at Businessmanager@epchs.co.uk or 0151 355 2373.

Application forms and further details are available to download from the school website www.epchs.co.uk under the menu tab, alternatively you may telephone the school to request an application pack. Please send completed applications to Human.Resources@epchs.co.uk or post to the school address, marked for the attention of Miss T Moore.

Closing date: 9AM Monday 03 June 2024

Interviews will be held Wednesday 5th June 2024

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.**

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 an Enhanced Disclosure.

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

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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May 2024

Catering Supervisor

Permanent

Grade 5, Salary £24,609-£26,758 pro-rata per annum
37 hours a week, Term-Time plus 2 weeks (41 weeks per year)

Dear Applicant,

Thank you for your interest in the above post at Ellesmere Port Catholic High School. We are looking to appoint to start as soon as possible, on a permanent basis, a Catering Supervisor to join our catering team. This is an exciting opportunity for an ambitious and hardworking individual to join a successful school at an exciting time in its development.

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 myself, to discuss the role in more detail before submitting an application.

The completed application form should be returned by 9.00am on Monday 03 June 2024 to Human.Resources@epchs.co.uk or via post to the address below, addressed to Miss T Moore.

Interviews will be held Wednesday 05 June.

The application form allows some space for a supporting statement. The statement will form an important part of the initial selection process for short-listing. Should you decide to apply for the post you should not feel constrained by the space available, and a separate sheet is perfectly acceptable. Please complete the application form in full. CVs will not be accepted as a substitute for the information required.

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.

Yours sincerely,

Mr Carl Jones
Business & HR Manager

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

Tel: 0151 355 2373

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

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JOB DESCRIPTION

JOB TITLE	Catering Supervisor (Secondary School with staff)	JOB REF NO	EPCHSCAT/01
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BASIC JOB PURPOSE To supervise the catering unit to ensure that the service provided meets required standards.

	MAIN RESPONSIBILITIES
1	Responsible for planning and cooking of meals, portion control, amendment of menus (where appropriate) and provision of special diets (where advised).
2	Supervise and train kitchen staff in the methods of production and service and standard required at the unit including organisation of work rotas, transportation of meals, completion of timesheets and assist the School Business Manager with any related recruitment.
3	Maintain accurate records as required by the school e.g. stock control, sickness reporting, food orders, checklists, and work schedules.
4	Monitor food costs and productivity, taking appropriate action to achieve and maintain targets, under the guidance of the School Business Manager.
5	Actively market the service e.g. encourage and provide other catering when required outside the current contract. Promote and maintain good relationships with all customers – teachers, parents, students.
6	Maintain appropriate levels of hygiene, health and safety standards and security in the kitchen area in accordance with the Code of Practice and Legislation.
7	Report requirements for repair/maintenance of heavy kitchen equipment to the Site Manager.
Notwithstanding the detail in this job description, in accordance with the School's/Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Head Teacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	



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PERSON SPECIFICATION

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If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure.

JOB TITLE: CATERING SUPERVISOR

GRADE: 5

JOB REF: EPOCHSCAT/01

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> ➤ Further Education qualifications relevant to the field. 	<ul style="list-style-type: none"> ➤ GCSE Maths and English Grade C or above, or equivalent. ➤ An appropriate Catering qualification. 	<ul style="list-style-type: none"> Application Form Letter of Application References Interviews Certificates
Experience	<ul style="list-style-type: none"> ➤ Experience of working in a school or similar establishment. ➤ Line Management of staff. 	<ul style="list-style-type: none"> ➤ Experience of working in a Catering environment (at least 2 years). ➤ Experience of cooking and catering, including occasional functions 	<ul style="list-style-type: none"> References Certificates Letter of Application
Job Related Knowledge	<ul style="list-style-type: none"> ➤ Promoting the catering service and healthy eating options to its customers. ➤ Dealing with catering suppliers both for produce and equipment. ➤ Effective ICT skills. 	<ul style="list-style-type: none"> ➤ Able to supervise a team of staff, delegating as required. ➤ Knowledge of current legislation and requirements included in DFE guidelines for the provision of school meals. ➤ Knowledge of the importance of health and safety and food hygiene in a catering environment. 	<ul style="list-style-type: none"> Application Form Letter of Application References Interview
Skills and Aptitudes	<ul style="list-style-type: none"> ➤ Ability to cater for specific individual needs. ➤ Liaising with outside 	<ul style="list-style-type: none"> ➤ Able to communicate effectively with people of all ages and levels. 	<ul style="list-style-type: none"> Letter of Application



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	<p>agencies regarding catering legislation and guidance.</p> <ul style="list-style-type: none"> ➤ Effective administrative skills to support appropriate tasks e.g., completion of records. 	<ul style="list-style-type: none"> ➤ Ability to ensure a high-quality service, which meets appropriate standards. ➤ Effective numeracy skills to support Finance related tasks, e.g. reports to Governors. 	
Other Requirements		<ul style="list-style-type: none"> ➤ Able to form good relationships with students, staff, and service users. ➤ Able to work flexibly to meet deadlines and respond to unplanned situations. ➤ Initiative and ability to prioritise one's own work. ➤ Desire to enhance and develop skills and knowledge through CPD. ➤ Commitment to the highest standards of child protection and safeguarding. ➤ Recognition of the importance of personal responsibility for health and safety. ➤ Commitment to the school's ethos, aims and its whole community. 	<p>Application Form</p> <p>Letter of Application</p> <p>References</p> <p>Interview</p>

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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