



UNIT CATERING SUPERVISOR

Permanent Part-Time (32.5 hours per week) Term-Time

1. INTRODUCTION AND TITLE OF THE POST

The Silver Robin restaurant is currently seeking to recruit a unit catering supervisor to join its staff **with immediate start** (subject to satisfactory completion of pre-employment checks). **This is a permanent, term-time only position for 32.5 hours per week.**

The Silver Robin restaurant serves both the secondary and preparatory departments of Sullivan Upper School. It is extremely popular with both pupils and staff, serving on average over 550 meals per day. This is a key post in the school and the post holder has responsibility for the efficient and effective delivery of the Silver Robin catering service at Sullivan Upper School

2. LINE OF ACCOUNTABILITY

The person appointed will be responsible to the Catering Manager. All members of the non-teaching staff report, through their line managers, to the Bursar and through her to the Principal of the School and the Board of Governors.

3. PRINCIPAL DUTIES

An outline of the main duties and responsibilities of this post is attached in Appendix 1 (see page 6).

4. REQUIREMENTS FOR THE POST

A ESSENTIAL CRITERIA: the person appointed to this post must:

A1 Experience

- have a minimum of two year's relevant experience in a senior position within a large-scale catering establishment to include supervision, management and training of staff;

A2 Knowledge

- have knowledge of relevant legislation with regard to hygiene and health and safety procedures in a catering environment;
- have knowledge of nutrition, portion control and the preparation of providing food to meet special dietary requirements;

A3 Skills

- demonstrate effective leadership and people management skills to successfully motivate and manage a team;
- demonstrate the ability to prepare, cook and present meals to a high standard;
- demonstrate knowledge of recipes, methods of production, menu planning and costings;
- demonstrate experience in Healthy Nutritional Balanced Menus;
- have effective planning, organisational and administrative skills;
- demonstrate ability of effective budgetary management;
- be able to promote and develop the catering service;

A4 Personal Qualities

- be over 18 years of age;
- have a clean and tidy appearance;
- have the ability to communicate well with both staff and pupils;
- be able to work well under pressure and meet deadlines;
- be an enthusiastic and flexible team player;
- be physically fit to enable them to discharge the duties associated with the post – eg lifting and moving pots; loading and unloading dishwasher; sweeping, mopping and vacuuming floors; cleaning of equipment and server;
- have the ability to work well on their own, as well as under direct supervision;
- be willing to undertake relevant training.

B DESIRABLE CRITERIA: preference may be given to applicants who:

- B1 hold a Professional Catering Qualification in at least NVQ Level 2 or City and Guilds equivalent;
- B2 hold a Basic Certificate in Food Hygiene;
- B3 have the ability to deliver training with Trainer Skills Certificate or equivalent;
- B4 have marketing skills to promote special events and increase uptake of the school meals service;
- B5 have knowledge of the Nutritional Standards required for schools in Northern Ireland.

The school reserves the right to enhance the criteria if necessary, for the purposes of producing a manageable shortlist.

When applying for the post, applicants should show clearly how they meet the essential and/or desirable criteria for the post.

It is essential that you fully describe how you meet each of the criteria sought. Please provide detailed information against each requirement, providing dates and ensuring that where requirements are time bounded (eg 1 year within the last 5 years) you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post. Failure to do so may result in an applicant not being shortlisted since selection Panels cannot make assumptions in the absence of essential information.

5. TERMS AND CONDITIONS OF SERVICE

Salary

These are in broad terms, the terms and conditions of service which are determined for the Catering Services throughout the Education Authority. The school follows the conditions of service determined by the Joint Negotiating Council for the Northern Ireland Education and Library Service as the basis for its own and applies the percentage increases in salary rates that are negotiated annually for the catering services. There is also an opportunity for the person appointed to join the NILGOSC superannuation scheme. Pay will depend on qualifications and experience and the wages for this post will be as follows:

Assistant Catering Manager: Spinal Points NJC 11-14
Hourly rate £14.5269-£15.2487 per hour
With an Equivalent Annual Salary £22,803-£23,936

The person appointed will be paid for the number of school days worked (190 days including 5 staff development days and 5 staff 'Baker' days in August) and will be entitled to statutory holidays (13 days) and 22 days' annual leave (which rises to 26 after 5 years' service), to be taken during the summer holidays. For periods of school closure, when an employee is not on annual leave or required to report for cleaning duty (5 days during school holidays), a retainer

of half the basic pay will be paid on the condition that the employee returns to work at the end of the period of school closure. This salary will be paid in 12 equal monthly instalments with retainer pay paid following return of the end of school closure. Catering staff are provided with the option to avail of a daily school meal for which a daily charge of £0.30 is deducted from pay.

Hours

The person appointed will work for **32.5 hours per week from 7.45 am to 2.45 pm** on a daily basis during the school year from September to June. There will be a break of 20 minutes for lunch as well as a 10-minute morning break for tea or coffee.

Other Benefits

The school participates in the Cycle to Work Scheme and employees are also eligible to join Benenden Healthcare as corporate members. Free parking is available on the school site.

The person to whom the post is offered will be given a draft contract of employment, which will set out the terms and conditions of employment and, when agreed and signed, form the actual contract for that person. All appointments will be subject to the completion of a period of probationary service of three months.

6. PROCEDURE FOR APPLICATIONS

- (a) Applicants for this post are asked to complete an application form. **It is preferred that application forms are emailed** to the Principal's Personal Assistant, Mrs Amanda Graham at agraham813@c2kni.net. An acknowledgement will be sent by return of email. The format of the application form should not be altered in any way. Applicants should note that Apple Pages or Mac versions of the application form should not be emailed.

Application forms are available on the school's website (www.sullivanupper.co.uk) or by e-mail agraham813@c2kni.net from Mrs Amanda Graham, Principal's PA.

If you do not have access to email, you may hand-deliver or post the application to the Principal's PA, Sullivan Upper School, Belfast Road, Holywood, BT18 9EP.

The closing date for the receipt of applications is **Monday 31 March 2025 at 12.00 noon** and applications received after 12.00 noon on that date will not be accepted.

- (a) A shortlist of applicants to be interviewed will be drawn up.
- (b) Interviews will take place with **Tuesday 29 April 2025** currently the proposed date. **All correspondence in relation to interviews, etc will be via email, if an email address has been provided.**
- (c) Applicants who have not been shortlisted will be notified once the interviews have taken place.
- (d) The person to whom the post is to be offered will be informed and when the offer of the post has been formally accepted, all other shortlisted applicants will be informed of the outcome.
- (e) A reserve list for future, similar vacancies will be maintained which will normally be kept open for no longer than twelve months unless there are cogent reasons for extending the period. The Board of Governors reserves the right to appoint an alternate applicant from the reserve list, without re-advertisement, for such future vacancies or if any change in circumstances should mean the successful applicant is unable to take up the post.

- (f) Applicants are referred to the Privacy Policy for Applicants which is available on the school's website at www.sullivanupper.co.uk.
- (g) It is the policy of the Board of Governors that all those eligible for employment will have equal opportunity for employment and promotion in the school, irrespective of gender, including gender reassignment, marital or civil partnership status, having or not having dependants, religious belief or political opinion, race, disability, sexual orientation or age. Selection for employment and promotion will be on the basis of ability, qualifications and aptitude to carry out the duties of the post.
- (h) Interviewees will be required to bring photographic proof of identity ie a passport, driving licence or electoral identity card and an original birth certificate and/or marriage certificate (as appropriate). These should be presented to the designated member of staff immediately prior to interview. **Interviewees should therefore ensure that they arrive at least 15 minutes prior to the scheduled interview time.** Applicants are assured that the recruitment panel is not involved in these identity checks.
- (i) Canvassing of any kind will disqualify.

7. CONDITIONS OF APPOINTMENT

- [a] Sullivan Upper School is fully committed to the implementation of Child Protection procedures as outlined in Department of Education Circulars. Therefore, all applicants should be aware of the following:

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (as amended by the Protection of Freedoms Act 2012).

As part of the recruitment process, a criminal record check is required to be completed by the successful applicant. In Northern Ireland this check is undertaken by AccessNI, upon receipt of a valid application. A disclosure certificate will be issued at the end of the process, including criminal record and other relevant information. Applicants will be asked if there is any reason why they cannot work in Regulated Activity prior to them commencing an application for an Enhanced check with a Barred List check.

This check currently costs **£33** and the successful applicant will be required to pay the school for this service. The appointment will be confirmed upon receipt of a satisfactory Enhanced Disclosure Certificate from AccessNI. You can find out more about AccessNI on the nidirect website, or at the following link:- AccessNI webpage

AccessNI has published a Privacy Notice on the Department of Justice website. This can be found at <https://www.justice-ni.gov.uk/publications/ani-privacy>. All signatories are urged to read this and understand the contents, and to note the mailbox for data protection queries.

The school's **Policy on The Recruitment Of Ex-Offenders** and the **AccessNI Disclosure: Applicant Information Leaflet** are available on the school website: <http://www.sullivanupper.co.uk/job-vacancies>

- [b] As an employer, Sullivan Upper School has a legal responsibility to prevent illegal migrants working in the UK. The applicant's right to work in the UK will be checked before confirmation of appointment.
- [c] Proof of qualifications will be requested before confirmation of appointment.

- [d] Two written, satisfactory references will be sought before confirmation of appointment, one of which must be from the most recent employer.
- [e] Receipt of satisfactory health clearance – upon receipt of the completed Health Declaration Form, the school's Occupational Health Advisor will assess the form, which may require the successful applicant to attend a medical examination.

8. INFORMATION ABOUT THE SCHOOL

Sullivan Upper School is a large co-educational and interdenominational voluntary grammar school situated in 25 acres of its own grounds on the edge of Holywood, overlooking Belfast Lough. There are at present 1,250 pupils in the school, some 170 of them in the Preparatory Department. It is owned and managed in all its affairs by the Board of Governors of the School, which is drawn from the local community and reflects the main religious denominations of Holywood. The school is funded directly by the Department of Education for Northern Ireland.

There are 49 full-time members of the teaching staff, 2 job share teachers and a further 20 part-time teachers in the secondary department. The school is well served by 67 non-teaching staff who work in the administrative, financial, technical, clerical and maintenance areas of the school's activities.

**THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER AND
WELCOMES APPLICATIONS FROM ALL SECTIONS OF THE COMMUNITY**

C J MAIRS
Principal

March 2025

SULLIVAN UPPER SCHOOL JOB DESCRIPTION

POST: Silver Robin Unit Catering Supervisor

REPORTS TO: Catering Manager

RESPONSIBLE FOR Supervision of up to 15 staff

1.0 Job Purpose:

To be responsible for the efficient and effective delivery of a catering service. Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within the unit(s).

2.0 Duties and Responsibilities

2.1 Service Delivery/Operational Issues

- 2.1.1 Execute skilled cooking activities connected to the full range of menu provision for example preparation of menus, portion control, special dietary meals and function catering where appropriate.
- 2.1.2 Organisation and supervision of food service, to include all aspects, service points and the transportation of meals.
- 2.1.3 Actively promote the service through parents, principals and customers to increase the uptake of meals.
- 2.1.4 Ensure that the kitchen and dining centres, if applicable, meet current standards of food safety legislation.
- 2.1.5 Ensure all catering practice complies with appropriate Health and Safety Legislation.
- 2.1.6 Responsible for securing the unit.
- 2.1.7 To ensure effective communication links with the school on all aspects of service delivery.
- 2.1.8 To ensure effective communication at all levels through regular staff meetings .
- 2.1.9 To deputise for the Catering Manager when required.

2.2 People Management

- 2.2.1 Supervision and direction of other employees including allocation of duties and work rotas. Where employed at a transporting kitchen, duties also incorporate the work routine of the Catering Assistants and the operational issues of dining centres.
- 2.2.2 Actively participate in the implementation of all policies relating to staff issues eg managing attendance, disciplinary and grievance.
- 2.2.3 Provide induction and on-going staff training.

2.3 Financial

- 2.3.1 Complete clerical duties associated with the efficient running of the kitchen, including liaison with Accounts Office, to ensure the cashless biometric system operates efficiently.
- 2.3.2 Responsible for the managing of all resources to include food , labour, overheads and equipment.

3. General Conditions

- 3.1 All duties must be carried out to comply with:
 - (a) Acts of Parliament, Statutory Instruments and Regulations and other Legal requirements.
 - (b) Codes of Practice
- 3.2 All duties will be carried out in the working conditions normally inherent in the job.
- 3.3 All necessary administration must be completed as required
- 3.4 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.
- 3.5 Promote and adhere to the Values/ethos of the School.