



# **Ballymena Academy**

## **Canteen Supervisor**

Ballymena Academy, established in 1828, is a successful and forward-looking, co-educational, non-denominational Voluntary Grammar School with an enrolment of 1200 pupils. The Board of Governors is the employing authority and the school is funded directly by the Department of Education. There are over 80 members of the teaching staff and additional appropriate support staff.

The school has earned its reputation for high standards of attainment by its pupils, with our young people achieving excellent examination results which are well in excess of N.I. Grammar School averages at GCSE and 'A' Level. The focus is to realise the Mission Statement: 'Ballymena Academy Cares for the Individual and Inspires Learning and Achievement'.

The Board of Governors seeks to appoint a Full-time, Permanent Canteen Supervisor from September 2023. Details of the post and an Application Form are available from the school website: <https://www.ballymenaacademy.org.uk/>

### **INFORMATION ABOUT THE APPOINTMENT**

The Canteen Supervisor will be responsible to the Board, under the direction of the School Principal and Corporate Services Manager for the profitable management and operation of the school canteen. The successful candidate will be expected to work under their own initiative to ensure the delivery of an efficient and effective catering service within the School, while supervising and directing approximately 20 staff.

The normal hours of duty are from 8.00 a.m. to 4.00 p.m. Monday to Friday, however, the employee will be required to work such further hours as are necessary to discharge the duties attached to the position efficiently and conscientiously. The duties of the post will also require attendance at certain evenings during the school year.

Remuneration will be in the region of NJC pts 12 – 17; £24,496 – £26,845 per annum.

Salary will be negotiable and dependent on the candidate's knowledge and experience. A contributory NILGOS pension scheme is provided.

### **JOB DESCRIPTION**

The Job Description may be subject to amendment or modification from time to time, following consultations with the holder of the post, to meet the changing needs of the school.

#### **Main Duties and Responsibilities**

The canteen manager is responsible for the management of the day-to-day operations of the school canteen.

##### **1. KEY TASKS**

- 1.1 Undertake 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.
- 1.2 Organisation and supervision of food services throughout the day and including out-of-hours functions.

- 1.3 Actively promote the service through parents, staff and pupils to increase the uptake of meals.
- 1.4 To ensure that the kitchen and dining centres, if applicable, meet current standards of food safety legislation.
- 1.5 To ensure all catering practice complies with appropriate health and safety legislation.
- 1.6 Undertake effective stock control measures.
- 1.7 Responsible for securing the unit.
- 1.8 To ensure effective communication links with the school on all aspects of service delivery.
- 1.9 To ensure effective communication at all levels through regular staff meetings.

## **2. HUMAN RESOURCES**

- 2.1 Supervision and direction of other employees including allocation of duties and work rotas.
- 2.2 To actively participate on the implementation of all policies relating to staff issues e.g. managing attendance, disciplinary and grievance.
- 2.3 Induction and on-going staff training.

## **3. FINANCIAL**

- 3.1 Clerical duties associated with the efficient running of the kitchen, including cash handling, biometric system and preparation of wages documentation.
- 3.2 Responsible for the managing of all resources to include food, labour, overheads and equipment.

## **4. GENERAL**

- 4.1 Ensure all activities are conducted in accordance with the school's Health and Safety Policy and Equal Opportunities Policy.
- 4.2 All duties must be carried out to comply with:
  - a. The Health and Safety at Work (N.I.) Order 1978;
  - b. Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
  - c. Agreed Codes of Practice; including the COSHH Regulations, HACCP and Safe Working Practices manuals;
  - d. Any other statutory regulations which may apply.
- 4.3 All duties will be carried out in the working conditions normally inherent in the particular job, including any flexible working hours arrangement.
- 4.4 All requisite administration must be completed.
- 4.5 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.
- 4.6 Undertake any other reasonable duties that may be requested.

## **CRITERIA FOR THE APPOINTMENT**

The person appointed to this post must be able to demonstrate by means of his/her application and, if short-listed, the responses he/she makes to the questions asked at interview that he/she meets the following criteria.

### **Essential Criteria:**

- NVQ Level 2 in Catering or City & Guilds 706-2 or equivalent or a higher relevant qualification.
- Basic Food and Hygiene Certificate or equivalent (attained within the last 3 years) or appropriate refresher training.
- A minimum of 3 years' catering experience in a similar environment, producing nutritionally balanced meals.
- Minimum of GCSE A\*-C in Mathematics and English Language or level 2 equivalent.
- Knowledge of relevant legislation with regard to Food Hygiene, Health and Safety and Government initiatives.
- Knowledge of culinary skills.
- Organisational and administrative skills to incorporate customer relations.
- Effective leadership and people management skills to successfully motivate, manage and develop a team.
- Willingness to undertake job related training.

### **Desirable Criteria:**

- NVQ 3 in Catering.
- Intermediate Hygiene Certificate.
- Supervisory Management.
- Foundation Certificate in Nutrition.
- Experience in the supervision of staff.
- Good IT skills.
- Knowledge of a school biometric system.
- Experience in stock control.
- Effective planning, organisation and decision-making skills.
- Ability to promote and develop the catering service to our children and young people.
- Experience of delivering training.
- A good record of punctuality and attendance in any previous employment.

### **Personal Qualities:**

- Excellent interpersonal and communication skills.
- Ability to lead a team.
- Clean/tidy appearance.
- Dynamic and pro-active.
- Ability to work on own initiative.
- Ability to work under pressure.
- Ability to work with children and adults in a professional manner.

## **RETURNING YOUR APPLICATION FORM AND MONITORING FORM**

Completed Application and Monitoring Forms must be returned by the specified closing time and date using one of the following methods:

- post
- hand delivery
- e-mail

**Completed Application Forms must be received by 12.00 noon on the closing date (Friday 25<sup>th</sup> August, 2023). Late, or faxed, Application Forms will not be accepted.**

If posting or e-mailing an Application Form, it is the responsibility of the applicant to ensure that the application is received by the closing time/date.

Please ensure that when e-mailing the Application Form that the subject line is completed with the Job Title as indicated on the Application Form.

For posted applications, please ensure that the correct postage for the weight and size (including thickness) of the envelope is adhered to in order to ensure that the application is received by the closing time/date.

Address (Postal/hand delivery):

The Monitoring Officer,  
Ballymena Academy,  
89 Galgorm Road,  
Ballymena,  
CO. ANTRIM.  
BT42 1AJ

E-Mail address: [info@balacademy.ballymena.ni.sch.uk](mailto:info@balacademy.ballymena.ni.sch.uk)

All appointments to Ballymena Academy are subject to the provisions of the Protection of Children and Vulnerable Adults (NI) Order 2003, and the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. Applicants must disclose any convictions, spent or unspent or any charges outstanding. A security check is carried out. This appointment procedure is in keeping with Department of Education regulations on Child Protection.

The appointment process is scheduled to take place in early September. Applicants who are shortlisted will be informed by Tuesday, 29<sup>th</sup> August.

# **BALLYMENA ACADEMY**

## **TERMS AND CONDITIONS FOR POSITION OF CANTEEN SUPERVISOR**

### **1. Duties**

The main duties are set out in the attached job description.

### **2. Remuneration**

Remuneration is based on the NJC for Local Authorities' Services Spinal Point 12-17. Salaries are paid directly to the employee's bank account by BACS 3 banking days before the end of each month.

### **3. Hours of Work**

The hours of work are Monday – Friday, 8.00 a.m. to 4.00 p.m.

### **4. Overtime**

Overtime may arise from time to time and it is a condition of employment that employees agree to work a reasonable amount of overtime when called upon to do so.

### **5. Holidays**

The person appointed will receive 12 days statutory holidays plus 21 annual holidays. After the completion of 5 years' service the annual entitlement rises to 26 days. Holidays must be taken during school holidays.

### **6. Contract**

The person appointed will receive a contract of employment which will set out details of sickness/absence, grievance procedure and disciplinary rules and procedure as detailed in the Employee Handbook.

The person appointed will be on probation for a period of 6 months during which his/her progress will be monitored. (During the first 6 months, the contract can be terminated by either party giving one week's notice.) Provided a satisfactory standard is achieved and maintained, the appointment will then be confirmed. Thereafter, the employee must give one month's written notice of termination of employment. The School will provide statutory notice in the event of termination of employment and reserves the right, in the case of gross misconduct, to dismiss an employee summarily i.e. without notice and without payment in lieu of notice.