



# Ark Isaac Newton Academy

Catering Manager





## About Isaac Newton Academy

Ark INA is based between Ilford High Road and Green Lane In Ilford. The school's learning community is based upon the core values of mutual respect, personal discipline, and an unwavering commitment on the part of all community members to do whatever it takes to excel.



Ark Isaac Newton Academy Secondary is a non-denominational, non-selective school, welcoming girls and boys from all backgrounds from the local community. The school opened with just 180 Year 7 students in September 2012. The secondary academy has grown year on year and we now have 1200 11-18 year olds (including 250 students in the Sixth Form). In September 2014, Ark Isaac Newton Academy opened a three-form entry primary academy in purpose-built accommodation right next to the secondary academy. There are 90 children in each year group, and like the secondary academy, it has grown a year group at a time. As of September 2021, we now have a fully all through academy with our year 6 moving into year 7.

The London Borough of Redbridge forecasts a significant deficit in secondary school places over the coming years. The Academy will thus serve a critical, long-term need for the community. Although the local area encompasses considerable economic disadvantage, its young people achieve some of the best results in London schools. Ark was chosen to sponsor the academy because of the success of our educational model and the alignment of our educational vision with the Redbridge context.

Dear Candidate,

I am delighted to introduce you to Ark Isaac Newton Academy, a brand new, purpose-built, all-through school for students aged 4-18 in Ilford.

Our staff work tirelessly to ensure that each and every student is supported and stretched to reach their full potential. We focus on working towards achieving our vision **‘Together, we build a kind, safe and inclusive environment that instils the knowledge and character necessary to reach transformational destinations’**. Commitment to this has already delivered a series of great successes highlighted in October 2018 when the academy was judged by Ofsted to be outstanding in all areas.

Joining Ark Isaac Newton Academy in September 2020, I have spent more than a decade as a senior leader, a large portion of this within an all-through school. There is something incredibly special about working in an all-through school, which makes me committed to delivering the highest quality education to all the students at Isaac Newton Academy and will build on the successes already enjoyed by the school, especially highlighted with our amazing year 6, 11 and 13 academic outcomes in 2022, 2023 and 2024.

Our academy aims to be a ‘home from home’ for both staff and students. My belief is all students deserve a great school and staff a great place to work. Therefore, we are very clear with the culture that we wish to cultivate for our community. Central to this is being a mission led organisation, which is at the heart of everything we do and outlines our ambition, that goes beyond ensuring our students have excellent academic outcomes. Ultimately, working for Ark Isaac Newton Academy is about being part of something unique where aspirations for all people are incredibly high. We certainly want like minded people to join our organisation and live our mission each day, every day: ***Striving together to be pioneers whose legacy makes a positive difference for our world.***

I wish you the best with your application.



Morgan Haines  
Principal



## Our Mission

Striving together to be pioneers whose legacy makes a positive difference for our world.

## Our vision

Together, we build a kind, safe and inclusive environment that instils the knowledge and character necessary to reach transformational destinations.

## Our Values & Beliefs

- **Integrity** – We are true to our values, doing what we say; we always do the right thing, even when it's hard and nobody is watching.
- **Kindness** – We always support each other, show genuine care and consider the feelings of others in all our actions and words.
- **Professionalism** - We model pride and positivity in all that we do; we are always respectful and take responsibility for our actions.
- **Growth mindset** – We work hard; we are resilient in adversity and unafraid of failure, always embracing our mistakes and celebrating our growth.
- **Excellence** – We are highly ambitious, doing the best in all we do to become the greatest version of ourselves.
- **Community** – We are unified, valuing relationships that create an environment where everybody is accepted and belongs.



## About Ark

Ark is an education charity set up in 2004 to create a network of high achieving, non-selective, inner city schools where all pupils, regardless of their background or prior attainment, achieve highly enough by age 18 to have real choices: to go on to university or the career of their choice. Ark has no faith affiliations.

All ARK schools are situated in areas of high deprivation or educational need and our pupil profile reflects this: over half of our pupils are eligible for free school meals compared to 18% nationally.

The ARK network operates 39 schools in the UK across London, Portsmouth, Birmingham and Hastings. Each of our schools has its own distinctive character, reflecting its local community.

All Ark Schools prioritise six key principles:

- High expectations
- Excellent teaching
- More time for learning
- Knowing every student
- Exemplary behaviour
- Depth before breadth

## A Commitment to Encourage Diversity

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective.

Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We oppose all forms of unlawful and unfair discrimination.

To know more about Ark's diversity and inclusion commitments, please click on this [link](#).



# Job Description: Catering Manager

<b>Reporting to:</b>	Operations Lead
<b>Start date:</b>	As soon as possible
<b>Salary:</b>	Ark Support Staff scale: Band 8 -9 £34,118-£44,703 per annum depending on skills and experience
<b>Hours:</b>	Full time, 41 weeks per annum
<b>Closing date:</b>	Tuesday 6 <sup>th</sup> January 2026
<b>Interviews:</b>	Candidates will be contacted once shortlisted

## The Role

To lead and manage the academy dining provision across both the primary and secondary phases so as to ensure that, within the terms of the Catering Policy and Budget, efficient and economic use is made of its resources, and that the academy's quality of dining and hospitality are outstanding.

## Responsibilities

### Catering and Kitchen Management

- To plan, organise and control the catering operations to ensure that the food quality, presentation and service are provided to the high standards as defined by the Academy
- To ensure the effective deployment of staffing resources across both the primary and secondary sites.
- To be the lead chef when catering for lunch service, important events and special services
- To train kitchen staff to prepare and serve food to the highest standard
- To plan menus and order all foodstuffs and light equipment in accordance with the Academy's purchasing policy and procedures; and to check and record the amounts, prices and condition of all deliveries
- To ensure that the meals and refreshments served always comply with the regulations set by the School Food Trust in relation to the current Nutritional Standards
- To draw up menu cycles of interesting and varied food, incorporating seasonal produce and using primarily fresh ingredients
- To ensure that heavy duty kitchen equipment, light equipment, work areas, other facilities and general surroundings of the dining area are maintained and operated to the standards required by the statutory, local authority and academy health, safety, fire and hygiene regulations and policies
- To ensure that the Academy's personal and food hygiene policy and procedures are applied continuously and that there are no breaches of statutory or local authority regulations
- To organise directly, or participate in, special functions providing high quality hospitality where required.
- To periodically deliver special or theme days in collaboration with other Academy staff.
- To ensure students dietary requirements are met, liaising with students and parents as required



- To attend all evening and weekend Academy events as appropriate, promoting the quality catering provision

### **Budgeting and financial planning**

- To recommend and implement cost efficiencies and service improvements to the standards as required by the Academy
- To assist the Operations Lead in preparing the annual catering budget.
- To be accountable and responsible for monthly budget monitoring, ensuring that the food costs and sales are in accordance with this budget (or any variation authorised by the Principal) and that relevant targets are met
- To ensure that end of day processes are carried out accurately, accounting for all income received
- To produce monthly cost/sales analysis, reporting and explanation of any variances
- To account for all money spent and received, and all stock purchased and used, and to supply supporting receipts
- To ensure students dietary requirement are met, liaising with students and parents as required.
- To monitor and manage food stocks and supplies, maintaining an up to date record of these at all times and avoiding wastage and deterioration.
- To keep daily production sheets in order to inform quantities of future production

### **Operational**

- To establish systems and procedures in all operational areas under your control in order to monitor, maintain and improve upon the standards of the product and service
- To gather feedback both formally and informally from customers and implement any suggestions if financially and practically possible
- To promote exceptional standards of customer service, ensuring that all services, whether core or hospitality, operate in a friendly, smooth and efficient manner at all times
- To respond to customer feedback and take swift, meaningful actions
- To apply relevant refunds to consumer accounts when appropriate (e.g. religious holidays, absences etc)
- To liaise with the cashless catering provider (Cunninghams) to ensure the smooth running of the system, requesting support where required.
- To be responsible for writing the Catering Team Improvement Plan, identifying and implementing areas for improvement

### **Safety and Hygiene**

- To ensure that all areas are spotlessly clean at all times and that appropriate daily, weekly and periodic cleaning regimes are in place, completed and recorded
- To implement and adhere to safe and hygienic working practices and regulations by ensuring that only authorised personnel operate and clean specific machinery
- To adhere to and implement the COSHH Regulations and Health and Safety Standards or Food Hygiene Regulations



- To undertake frequent checks on the personal hygiene of kitchen personnel, dining room and kitchen areas
- To develop and implement correct procedures for handling and storing chilled and frozen foods
- To plan, deliver and record all statutory food safety and health and safety training regularly to team members
- To carry out basic food standards training and ensure all staff have up to date food hygiene qualifications and are constantly operating according to them
- To oversee the safe and hygienic disposal of rubbish

## **People Management**

- To develop and maintain excellent working relationships with the Academy's staff and students
- To promote and role model excellent relationships and minimise labour turnover, through leading and motivating the academy's catering staff by the proper allocation of duties and responsibilities
- To ensure that employees use safe methods of work and that no unauthorised person cleans/operates specified equipment
- To attend meetings and training courses as required and ensure that catering staff do likewise
- To ensure that all Academy policies are implemented consistently by catering staff

## **Staff Development**

- To hold regular team meetings
- To support the development and training of catering staff, ensuring that their career and professional development needs are met
- To establish a structure for mentoring, coaching and line managing catering staff
- To identify and lead training for team members as appropriate
- To act as Performance Manager for members of the catering team, carrying out PM reviews in line with the Academy's policy and setting challenging and appropriate targets
- To ensure effective induction of new staff in line with Academy procedures
- To promote teamwork and to motivate staff to ensure effective relations
- To be responsible for the deployment of staff and the day to day management of colleagues, acting as a positive role model
- To provide advice to colleagues on career development
- To support and challenge team members, including in circumstances when they are underperforming
- To organise effective team meetings with relevant agendas centred on supporting teaching and learning and raising attainment



### Other

- To meet the expectations of all INA staff as laid out in the Staff Code of Conduct and Ways of Working together policy.
- To uphold all Academy policies with consistency and diligence
- To undertake any other professional duties as set down in the Ark Schools pay and conditions of service document, and as directed by the Principal.



# Person Specification: Catering Manager

## Qualification criteria

- Right to work in the UK
- Relevant Health & Safety and Food Hygiene qualifications
- First Aid qualification (desirable but not essential).

## Experience

- Experience of catering in large quantities, ideally within a school or education setting
- Experience of managing and working within budgets
- Experience of people management
- Experience of cultural diversity, with particular reference to food preparation and dietary preferences
- Experience of working with children
- Knowledge of healthy eating and nutrition and creating related menus.

## Personal Characteristics

- Vision aligned with Ark and the academy's high aspirations and high expectations of self and others
- An understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour in an urban school setting and commitment to relentlessly implementing these strategies
- The ability to create a united, committed and highly effective team
- The ability to work in close harmony with all staff
- The ability to follow instructions accurately, but make sound judgements and lead when required
- The ability to lead, coach and motivate staff within a performance management framework, providing professional development and effectively challenging and managing any under performance
- The ability to develop the leadership skills of others as well as to learn from others
- The ability to enthuse and inspire others
- Strong interpersonal, written and oral communication skills
- Strong organisational and time-management skills and the ability to delegate appropriately
- Hard working, conscientious and accurate
- Adaptable, flexible and able to work with minimum supervision
- Approachable, calm and caring
- Passion, resilience and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction
- A firm and constant belief in the unlimited potential of every student and a commitment to inclusive educational provision
- The ability to skilfully manage and maintain effective working relationships with parents, governors, community members and other stakeholders
- A commitment to the safeguarding and welfare of all students
- An understanding of the importance of confidentiality and discretion
- The ability to develop positive relationships with all young people
- The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop



- Confidence and self-motivation
- The ability to work well under pressure
- The ability to be decisive
- High levels of honesty and integrity
- A sense of humour and desire to have fun
- Enthusiasm for high nutritional standards
- A creative approach to food presentation
- Genuine interest in and willingness to trial different ideas relating to helping children learn about healthy eating
- Hard working, conscientious, detail orientated and highly organised

### Other

- Commitment to the safeguarding and welfare of all pupils
- This post is subject to an enhanced Disclosure and Barring Service (DBS) disclosure.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.