



RECRUITMENT PACK

Assistant Catering Manager



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WELCOME FROM FRANCESCA LORD, HEADTEACHER

Dear Applicant,

Welcome to the family of All Saints'.

It is both a privilege and a blessing to serve as Headteacher of All Saints' Roman Catholic High School. Our mission is clear and deeply rooted in faith — to deliver a world-class Catholic education for all and to be the beating heart of the Catholic community in the Rossendale Valley.

At All Saints', we believe that every child is made in the image of God and possesses unique, God-given gifts and talents. Our role as educators is to nurture those gifts — spiritually, morally and intellectually — so that every young person can truly “let their light shine.”

This is an exciting moment to join our school as we have just moved into our brand-new, purpose-built building, designed to provide state-of-the-art facilities that inspire teaching, learning and worship. It will be a space where our Catholic mission is not only lived but seen — from our beautiful St Theresa of Avilla Space to our exceptional classrooms and brand new school kitchen & canteen. You will be part of a new chapter in the life of All Saints', helping to shape our future and the lives of the young people we serve.

We are immensely proud that our recent Catholic Schools Inspection (June 2025) judged All Saints' to be a Good Catholic school, recognising “the exemplary leadership of the headteacher and deputy headteacher” and the way in which “the school’s distinctive Catholic mission has created a strong sense of community and inclusive welcome.” Inspectors praised our “outstanding pastoral care” and the fact that “students are known and loved.” They described a school where “teachers believe in us and won’t let us fail.”

As a highly motivated and enthusiastic Assistant Catering Manager, your main duties will be to work with the Catering Manager and Catering Team in a collaborative way. The role includes working alongside the Catering Manager to develop menus, assist with placing orders and the management of the kitchen along with performing a variety of manual tasks associated with food production and customer service within the catering department, promoting a safe, clean and well-maintained food environment for students, staff and visitors.

Our community is built upon the Gospel values of love, truth, justice and peace. These values guide everything we do — in the classroom, in prayer, and in service to others. We are proud of our inclusive and caring ethos, our strong pastoral support, and our commitment to ensuring every student is known, loved, and able to flourish. Staff speak often of the genuine family feel at All Saints' — a school where colleagues support one another, where faith is lived, and where professional development is encouraged and celebrated.

To work at All Saints' is to join a team united by purpose and joy — a team that believes passionately in Catholic education and in the transformative power of excellent teaching. As part of the Romero Catholic Academy Trust, you will benefit from strong collaboration, professional learning opportunities, and the chance to contribute to a vibrant and growing Catholic network.

Thank you for your interest in joining our family, I wish you every success in your application.

We look forward to receiving your application.

Yours faithfully,

Francesca Lord

WELCOME FROM RACHEAL WILSON, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

Thank you for your interest in joining our school community. We are delighted that you are considering applying for the role of Assistant Catering Manager at All Saints Roman Catholic High School.

As Chair of Governors, I am proud to represent a governing body that is deeply committed to ensuring every student receives the highest quality education and the best possible opportunities to thrive. Our community is built upon the Gospel values of love, truth, justice, and peace, and we share a common ambition to help young people achieve their full potential—academically, socially, and personally.

Our recent Catholic Schools Inspection (June 2025) judged All Saints to be a Good Catholic school, which reflects the dedication and hard work of our staff and the strength of our ethos.

If you share our passion for education and want to make a meaningful difference in the lives of young people, we would be delighted to receive your application.

Thank you once again for considering All Saints High School. We look forward to the possibility of welcoming you to our team.

Yours faithfully,

Racheal Wilson

JOB ADVERT

ASSISTANT CATERING MANAGER

PERMANENT / TERM TIME

28.75HRS PER WEEK MONDAY TO FRIDAY 7.45AM TO 2PM (30 MINUTE UNPAID BREAK)

GRADE 3, SCP 3-4, £24,796-£25,185 FTE [£16,291.53 - £16,547.11 PRO-RATA]

RESPONSIBLE TO: CATERING MANAGER

MAIN LOCATION: ALL SAINTS' RC HIGH SCHOOL

REQUIRED TO COMMENCE ASAP

All Saints' RC High School is a thriving, faith-filled community where Gospel values are lived out daily through the school's motto: "Let your light shine." As recognised in the 2025 Catholic Schools Inspectorate report, the school provides a "strong sense of community and inclusive welcome" rooted in exceptional pastoral care and a deep commitment to every child, especially the most vulnerable. Staff and students alike speak of belonging to a family where each individual is "known, valued, and loved." The school serves the Catholic community within the Rossendale Valley and has strong partnerships with its seven Catholic feeder primary schools.

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of All Saints' RC High School, are seeking to recruit a highly motivated and enthusiastic Assistant Catering Manager to join our existing team. Your main duties will be to work with the Catering Manager and Catering Team in a collaborative way. The role includes working alongside the Catering Manager to develop menus, assist with placing orders and the management of the kitchen along with performing a variety of manual tasks associated with food production and customer service within the catering department, promoting a safe, clean and well-maintained food environment for students, staff and visitors.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01706 213693** or office@allsaintshigh.lancs.sch.uk.

Full details and recruitment monitoring forms are available from the Romero Catholic Academy Trust website: www.romerocat.com or the school website www.allsaintshigh.lancs.sch.uk.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	12 noon 27/03/2026
Shortlisting Date	27/03/2026
Interview Date	Week commencing 30/03/26

ASSISTANT CATERING MANAGER

JOB DESCRIPTION

JOB PURPOSE

To provide a high quality catering service which meets the needs of the learners and the school and ensures that catering standards are achieved and maintained which support the raising of standards of achievement and attainment of learners.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

CATERING PROVISION

- To develop and progress the catering provision to deliver healthy and high quality meals that meet the nutritional standards.
- To achieve best value without compromising quality relating to authorised catering service.
- To negotiate best value contracts with authorised suppliers to ensure the cost effectiveness of the catering service.
- To ensure the attractiveness of catering provision including food presentation and the eating environment.

MANAGING STAFF

- To ensure an appropriate level of sustainability within the staffing structure to enable the catering provision to be delivered effectively in the absence of key personnel.
- To oversee the preparation, cooking and service arrangements.
- To supervise when necessary.
- To help prepare and manage the duty rota for all catering personnel when necessary.

HEALTH AND SAFETY

- To ensure compliance with agreed health and safety policy and regulations with regard to food, equipment, materials and general safety.
- To ensure the safe operation of kitchen equipment at all times.
- To ensure that necessary repairs to kitchen equipment are reported immediately and repairs arranged, ensuring that unsafe equipment is taken out of use pending repair.
- To ensure that all kitchen areas are clean and free from hazard.
- To undertake regular risk assessments
- To ensure that all accidents and incidents are reported.
- To ensure all catering personnel maintain high standards of cleanliness, personal hygiene and appearance.

GENERAL RESPONSIBILITIES

- To actively contribute to development initiatives to improve the efficiency and effectiveness of the service, including new ideas and food policies to support the raising of standards in school and aspects of commercial viability.
- To assist in the recruitment, assessment, selection and appointment of catering personnel.
- to operate in line with the ethos, culture, overall aims and policies of the school.
- To work flexibly and undertake, when required, other duties associated with supporting the needs of pupils, as may reasonably be determined by the headteacher or their representative.

ASSISTANT CATERING MANAGER

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
Qualifications		
Basic food hygiene.	E	A
Experience		
Experience of working as a catering assistant.	E	A
Involvement in managing staff.	E	A
Experience of using kitchen equipment.	E	A
Experience of cash-handling.	E	A
Knowledge and Skills		
Ability to work as part of a team.	E	A / I
Flexible attitude to work.	E	A / I
Ability to work well under pressure.	E	A / I
Ability to work in an organised and methodical way.	E	A / I
Awareness of health & safety issues.	E	A / I
Good standard of personal hygiene.	E	A / I
Good interpersonal skills.	E	A / I
Positive approach to customer care and service delivery.	E	A / I
Commitment to undertaking relevant training and development.	E	A / I
Other		
Commitment to safeguarding and protecting the welfare of children and young people.	E	I
Commitment to equality and diversity.	E	I
Commitment to health and safety.	E	I
Note: We will always consider your references before confirming a job offer in writing		
Prepared by:	HR Team	Date: March 2026

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

ASSISTANT CATERING MANAGER

HOW TO APPLY

If you would like to find out more about the position, please contact Mrs Sharon Groom on 01706 213693 or office@allsaintshigh.lancs.sch.uk.

Full details and application forms are available from our website: www.allsaintshigh.lancs.sch.uk.

Full details and recruitment monitoring forms are available from the Romero Catholic Academy Trust website: www.romerocat.com or the school website www.allsaintshigh.lancs.sch.uk.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	12 noon 27/03/2026
Shortlisting Date	27/03/2026
Interview Date	Week commencing 30/03/26

Completed application forms and associated documentation should be returned to the Headteacher's PA, Sharon Groom via e-mail: office@allsaintshigh.lancs.sch.uk.