



# South Charnwood High School

*'encouraging excellence, valuing people'*



# Catering Manager

Application Pack



# Catering Manager

**Post:** Catering Manager  
**Hours:** 25 hours per week. 9:15am to 2:45pm Monday to Friday  
**Salary:** Grade 10 - £22,264 to £25,156 actual salary per annum  
**Contract:** Permanent, Term time plus 4 weeks (42 weeks pro rata)  
**Start:** Spring 2026

We are seeking to recruit a Catering Manager who will lead, manage and develop our new in-house catering service. This is a unique opportunity to design and build a catering service that is unique to our school. You will be responsible for designing menus, leading and managing a team, establishing operational systems, and ensuring compliance with health and safety standards. Your leadership will directly contribute to the wellbeing and development of our pupils, supporting their ability to be **Polite, Prepared and Productive** every day.

## Why join us?

At South Charnwood, we believe every child deserves the best environment to thrive academically, socially, and personally. Nutritious, high-quality meals are a vital part of that vision. As our Catering Manager, you'll play a key role in creating a positive dining experience that helps to fuel our pupil's learning.

## What you'll do:

As our Catering Manager you will be responsible for:

- Leading and inspiring our dedicated catering team.
- Designing menus that are healthy, appealing, and good value.
- Ensuring compliance with food health and safety regulations.
- Driving innovation and exploring new ways to expand the service.

## Who we are looking for:

We are seeking a self-motivated individual, with excellent leadership and catering experience, who will drive forward our catering service, to deliver high quality meals and excellent customer service, as well as exploring ways of expanding the service.

We can offer you the chance to work with a fantastic team of colleagues with a strong, supportive staff development ethos. You are very welcome to visit us prior to application. Please call to agree a suitable date and time to look around the school and meet our staff and pupils. We look forward to hearing from you!

Please see the school website at [www.southcharnwood.leics.sch.uk](http://www.southcharnwood.leics.sch.uk) for an information pack and application form. Alternatively, telephone 01530 242351 or email: [recruitment@southcharnwood.org](mailto:recruitment@southcharnwood.org)

As this job is designated as a 'regulated activity' an enhanced DBS check with Barred list check is essential

Closing date for applications: 9.00am, Wednesday 10 December 2025

***'South Charnwood High School - Committed to Safeguarding Children and Young People.'***

# Letter from the Headteacher

Dear Applicant

Thank you for taking interest in the post of Catering Manager to start at South Charnwood High School as soon as possible. I hope you find the following details informative as you consider the opportunity of joining our very successful school.

At the heart of my educational philosophy is a conviction to ensure that every child achieves their full potential; academically, socially, morally and personally. We have a duty to provide an outstanding and exciting curriculum that strives for excellence so that no pupil underachieves. Pupils should be given opportunities to take responsibility for themselves and their own learning. Our young people deserve expert care, support and guidance from staff, parents and the wider community to help them make informed decisions. Every pupil must feel able to develop their own unique personal qualities, to develop high self-esteem, self-worth and self-respect as they become the young adults of the future. We have very high expectations of both staff and pupils.

The school has sustained outstanding GCSE results year on year demonstrating that our pupils make much better progress than similar students nationally. The school is oversubscribed and pupils are highly motivated to succeed. In addition, we ensure that all Year 11 pupils receive support and guidance to apply for suitable post 16 courses.

The Catering Manager role is crucial to provide pupils and staff with a range of nutritious meals. This helps support physical health, cognitive function, as well as overall wellbeing, enhancing better academic performance. All school staff work as a team and everyone is an important cog to provide the best environment for pupils to learn and develop.

At South Charnwood, we invest in the continued professional development of all of our colleagues. Our CPD programme focuses on whole school priorities based on research, best practice and our excellent links with other schools.

We are totally committed to raising aspirations and achieving fantastic outcomes for all pupils. Our young people are names not numbers. Therefore, we are seeking to appoint an enthusiastic & dynamic person to build on the achievements of the past and support the school to further outstanding success in the future. If you have the desire to work hard, believe in a holistic approach to education and want to transform lives, with the full support of experienced colleagues, then this is a very exciting opportunity.

I look forward to receiving your application.

**Simon Andrews**  
**November 2025**

# Job Description

Post Title	Catering Manager
Overall responsibility	To lead and manage the catering team, ensuring the delivery of high quality, nutritious meals that promote healthy eating for pupils.
Reporting to:	Business Manager
Responsible for:	Catering Team (Incl. Cook Supervisor, Cook and Kitchen Assistants)
Salary/Grade	Grade 10 - £22,264 - £25,156 actual salary per annum. ( £35,451 to £39,165 FTE)
Hours	25 hours per week 9.15am until 2:45pm Monday to Friday (Incl. 30 minutes' unpaid break). Over 42 Weeks per year (i.e. term-time plus 4 weeks).

## Job purpose:

The Catering Manager will lead and manage the catering team, ensuring the delivery of high quality, nutritious meals that promote healthy eating for pupils. The Catering Manager will develop cost effective and nutritious menus, prepare recipe specifications, and ensure that kitchen staff are trained, supported, and equipped to consistently deliver meals to a high standard. Additionally, the role requires adherence to all statutory requirements, including HACCP procedures and accurate record keeping.

## MAIN RESPONSIBILITIES

### 1) Meal Provision:

- Lead, manage and support the catering team to maintain high standards and continuous improvement in food quality and presentation.
- Plan, prepare and develop cost effective, nutritious, and appetising menus aligned with government guidelines and dietary requirements.
- Cater for special dietary requirements and ensure that allergy information is effectively communicated and labelled.
- Organise and participate in all kitchen operations, including cooking, serving, cleaning, and maintenance of equipment.
- To monitor stock levels of food and consumables, order as necessary (i.e. to avoid shortages or excess supplies) and store appropriately.
- Minimise food waste through efficient menu planning, storage, and safe reuse or disposal of leftovers.
- Source, order, build and maintain relationships with suppliers to ensure quality, cost effectiveness, and timely delivery of ingredients and equipment.
- Monitor the handling, storage, and preparation of chilled and frozen foods to ensure safety and quality.

### 2) Line Management:

- Ensure that kitchen staff are trained to consistently deliver meals to a high standard.
- Organise work rotas and monitor the standard of work, attendance and conduct of staff involved, identify training and development needs and ways of meeting these.
- Train, induct, and appraise new and existing staff, ensuring adherence to health, safety, and food hygiene standards
- Foster a positive, motivated team culture, encouraging innovation, accountability, and professional development.
- Undertake annual performance management review with all of the Catering Team.
- Assist in the recruitment and selection of catering staff.

### **3) Health, Safety and Hygiene:**

- Maintain personal responsibility for health and safety in the kitchen and cleanliness of dining areas. Implement environmentally friendly and sustainable catering practices.
- Ensure meals cater safely for those with allergies, intolerances, or special dietary needs.
- Ensure compliance with HACCP, COSHH, statutory food hygiene and safety regulations, health and safety requirements, including accurate record keeping.
- Conduct regular risk assessments in kitchens and ensure staff are trained in maintaining these records.
- Ensure that catering staff are adhering to proper hygiene procedures, including wearing the correct uniform.
- Ensure that kitchen and catering equipment is used safely and in accordance with operating manuals.
- Ensure that kitchen and catering equipment is maintained according to maintenance schedules.
- Organise contractors to undertake servicing and testing of equipment and services.

### **4) Service Management and Development:**

- Act as a Budget Holder for the catering related cost centres, as per agreed scheme of delegation. Ensure that catering service budgets are well managed and do not exceed agreed allocations.
- Monitor customer feedback and make improvements to enhance the catering service.
- Prepare reports for school management on catering performance, costs, and compliance with standards.
- Produce (annually) a draft development plan for the school catering service for Senior Leadership Team and Trustees consideration.
- Oversee and manage the cashless catering and till systems. This will include dealing with operational issues and concerns.
- Proactively look for new sales opportunities to expand and develop the service.
- Deal with catering service customer concerns and queries.

### **5) Whole School:**

- Participate in school wide initiatives promoting healthy eating, nutritional education, and catering related activities.
- Contribute to the provision of a comprehensive and seamless support service to the school, which should include ability to give sound and expert advice to the School Business Manager with reference to catering management.
- Be willing to work flexibly. This will include covering for other absent catering team staff, assisting with out of school hours, school events, attending meetings and supporting community activities.
- Support the Senior Leadership Team and colleagues who are organising events. This will involve identifying and organising the catering related resources and staffing required, to make events successful.
- Be willing to undertake whole school and externally organised training, which is required to undertake the role effectively and within agreed procedures and policies.
- Assist with and/or manage the preparation of tendering documents, checking specifications, contract conditions and related documentation.
- Liaise with the Business Manager regularly in relation to all responsibilities outlined in this job description. Duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. It is vital to the ethos of the Catering Team that the post holder is flexible in taking on additional tasks, willing to offer help to and treat cooperation and support for colleagues as a top priority.
- Work in line with statutory safeguarding guidance (incl. Keeping Children Safe in Education, Prevent) and the school's safeguarding and child protection policies.

	Essential	Desirable	How assessed
<p><b>Qualifications</b></p> <p>GCSEs (or equivalent) in English and Maths, demonstrating a good standard of general education.</p> <p>Level 2 Food Handling/Food Safety qualification.</p> <p>HACCP Level 2 (willingness to progress to Level 3).</p> <p>Evidence of further relevant professional development</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	<p>App/Doc/Int</p>
<p><b>Experience</b></p> <p>Proven experience in a commercial catering environment including:</p> <ul style="list-style-type: none"> <li>• Liaising with external suppliers and contractors including monitoring quality service and negotiating prices</li> <li>• Supervisor or leadership experience</li> <li>• Menu planning and pricing</li> <li>• Recording and managing stock.</li> </ul> <p>Working with young people</p> <p>Experience of working with a cashless catering service</p>	<p>✓</p>	<p>✓</p> <p>✓</p>	<p>App/Ref/Int</p>
<p><b>Knowledge</b></p> <p>Knowledge of Health and Safety issues relevant to the post including legislation and COSHH.</p> <p>Knowledge of Food Handling/Food Safety relevant to the post.</p> <p>An ability to undertake risk assessments in relation to the catering functions.</p> <p>Wide knowledge of culinary production.</p> <p>An understanding of routines and challenges of catering in a school environment.</p> <p>Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	<p>App/Int</p>



	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
accordance with the provisions of the Equality Act 2010			

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)

**Produced by:** A Keates (Business Manager)

**Date:** November 2025