



BRAKENHALE SCHOOL

RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST



Brakenhale School,
Rectory Lane,
Bracknell,
Berkshire
RG12 7BA

Telephone: 01344 423041

Email: HR@brakenhale.co.uk

Dear Candidate

Thank you for your interest in the role of GLT Catering Manager at Brakenhale School. We are looking to appoint an enthusiastic, motivated and reflective colleague to join our wider team. Our school is driven by our three values: Aim High, Be Kind and Take Responsibility. These values permeate everything that we do and, as a result, they enable us to help fulfil our vision whereby we prepare our students for their individual successes and future careers. Each and every one of us has a role to play in ensuring that our students get the very best.

We are an 11 to 18 school situated on the southern side of Bracknell town centre. Our commitment to high standards and outstanding teaching has led us to become the school of choice for families in Bracknell Forest. Our progress score this summer has been the highest since its inception, but there is still a long way to go, we are committed to moving our P8 to +1.0 to ensure our students have the best possible life chances. In the Sixth Form, three quarters of grades for vocational courses were graded a Distinction or Distinction*. Being an integral part of our local community is something that we value.

At Brakenhale, we work to do the simple things well, over and over again, as this is what 'great schools do'. We have disruption free lessons, so that teachers can focus on teaching. We have worked to simplify systems and structures within our school to help us manage what we do: students line-up every morning so that our children start the day in a calm and orderly manner; we centralise detentions so that teachers are not expected to do these daily; we 'live mark' so that teachers do not take class sets of books home; we have two data drops for each year group which reduces the unnecessary need to collect data.

With the above in mind, a vital element of any school and its continued development is the people who are part of it. Every single member of staff matters. They contribute, individually and within teams, to ensure we drive standards and outcomes. As a result, the enthusiastic, motivated and reflective individual joining us will be eager to be part of this culture. They will whole-heartedly believe in our vision of increasing the life chances for our students.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We

encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty seven schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Brakenhale School is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information by emailing hr@brakenhale.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Camilla Douglas

Headteacher

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

- Salary calculated in line with Fringe NJC pay scale, points 21-25, £33,872 - £37,092 per annum (£30,049.11 - £33,185.97 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

37 hours a week, worked Monday – Friday. Working hours will be worked between 07:00-15:00, with some flexibility required to meet the needs of the school. Term time only plus 10 days.

PLACE OF WORK

Brakenhale School, Rectory Lane, Bracknell, Berkshire, RG12 7BA.

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

HOLIDAY ENTITLEMENT

- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Catering Manager
Responsible to:	Regional Catering Manager
Responsible for:	Catering Assistant/ Cook/Kitchen porter/Assistant Catering Manager/Catering Supervisor

ROLE OVERVIEW

The Catering Manager is a leadership position responsible for overseeing the efficient and effective operation of the school kitchen facility. The role involves managing the delegation from the Regional Catering Manager to the team of kitchen staff, ensuring the delivery of high-quality and nutritious meals to the school. The Catering Manager will collaborate with the school, Regional Catering Manager, and other stakeholders to meet nutritional standards, maintain a safe working environment, and foster a positive team culture. You may also be required to drive Company or School Vehicles from time to time.

MAIN DUTIES AND RESPONSIBILITIES

Team Leadership

- Provide strong leadership to a diverse team of kitchen staff.
- Foster a positive and collaborative work environment, encouraging teamwork and professional development.
- Inspire and motivate the catering personnel when training and coaching, by demonstrating excellent teamwork, motivational and interpersonal sensitivity skills.
- Conduct regular team meetings and training sessions to enhance skills and address any operational challenges.
- Proactively enhance the reputation of the Catering department as a key area for all in food production and service.
- Provide Training Support and Mentorship to Team Members who may need support.

Operational Management

- Oversee the day-to-day operations of the kitchen facility, ensuring adherence to hygiene, safety, and food quality standards.

- Develop and implement standard operating procedures (SOPs) for food preparation, storage, and distribution.
- Coordinate with suppliers to ensure the timely and cost-effective procurement of quality ingredients.
- Complete monthly stock takes and the month end procedure, using the current online system, Pelican Pi.
- Ensure stock is available to meet the pupil number demands on the catering provision, by placing timely orders. Orders will be placed online using Pelican Pi. Good practice will include managing wastage and portion controls.
- Allocate day to day team responsibilities to ensure that routine work duties are covered, adapting to situations outside normal operations.

Menu Planning Nutrition

- Collaborate with Regional Catering Manager to develop well-balanced and nutritious menus that meet the dietary needs of primary and secondary school students.
- Stay informed about dietary trends, allergies, and special dietary requirements, adjusting menus accordingly.
- Ensure that there is a Theme Day undertaken at least once per Term in collaboration with the Regional Catering Manager, Headteacher and the School.

Budget Management

- Assist the Regional Catering Manager with the monitoring of the budget for the kitchen, ensuring cost-effective operations while maintaining high-quality food standards.
- Monitor expenses, analyse variances, and implement cost-saving measures when necessary.
- Complete end of month accounting finance information and send directly to the Finance Department and Regional Catering Manager.

Quality Control

- Implement and monitor quality control measures to ensure that all meals meet established standards for taste, presentation, and nutrition agreed by Regional Catering Manager.
- Conduct regular audits and inspections to maintain compliance with health and safety regulations using Food Alert software.

Collaboration and Communication

- Establish and maintain effective communication channels with school administrators, staff, and other stakeholders.

- Collaborate with school leadership to address any specific dietary needs or concerns.

Administration

- To support the Regional Catering Manager in providing meal numbers and any other important information requested by the Regional Catering Manager.

Generic

- To participate in school initiatives where every person is expected to contribute to the learner's progress.
- To participate in the school's professional learning programme as agreed.
- To play a full part in promoting healthy eating as part of the Food for Life scheme and Green Kitchen scheme.
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.
- Such other duties that may be reasonably allocated by your line manager or Headteacher.
- This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements.

Special Notes on Conditions

- There may be occasions when the attendance outside of your normal working hours is necessary to fulfil this role therefore flexibility is required.

Safeguarding

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications		
City & Guilds 706 1 & 2 or equivalent	x	
Level 3 Food hygiene & safety or equivalent	x	
Driving Licence	x	
Intermediate Certificate in Nutrition & Health		x
Diploma in Food Hygiene & Safety or equivalent		x
Diploma in Nutrition & Health or equivalent		x
Experience and Knowledge		
Experience of catering within a school is an advantage.	x	
Sound knowledge of HACCP & COSHH	x	
Knowledge of food intolerances, specific diet regimes and allergies is essential.	x	
Proven experience of catering for large numbers.	x	
Proven track record/experience of working with fresh food.	x	
Experience in Menu & Recipe development		x
Knowledge of current culinary trends.	x	
Experience of Leading, Training & Managing a team.	x	
Skills and Abilities		
A real foodie who has exceptional management, organisational and inter-personal skills.	x	
A passion for delivering great food and attention to detail ensuring that every dish leaves the diner satisfied.	x	
Display a creative and confident approach to his or her cooking.	x	
Ability to thrive in a pressure-cooker, high-volume environment.	x	
IT skills in accordance with business requirements	x	
Good financial awareness.	x	

Ability to lead and present to groups	x	
Ability to proactively assess, evaluate, review, report and develop		x
An ability to react quickly to changing priorities.	x	
To drive the school meal van in a responsible and competent manner, ensuring the safety of road users, members of the public and yourself at all times (Hub Kitchen Model).	x	
Personal Attributes		
A strong character who is able to organise, motivate and lead a large team so that they succeed.	x	
A passion and desire to drive things forward.	x	
The confidence to take risks and do things differently.	x	
Commitment to working within the School's Safeguarding Policy and Procedures.	x	
Commitment to high standards and expectations.	x	
High levels of professional integrity	x	
Flexibility to undertake any role within the department.	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 26/11/2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held on the first week of December. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post ASAP.



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