



Catering Manager  
April 2025



Dear Applicant,

I am delighted to share this recruitment pack for the post of Catering Manager at Thrive Co-operative Learning Trust.

Thrive Trust has experienced incremental growth over the past seven years. The ten schools within the trust have all elected to join Thrive because of its values and absolute commitment to partnership working, educational improvement, mutual support, respect and inclusion. Additional information is included in this recruitment pack to help you understand more about us. I would also welcome an informal discussion with myself, and to visit us should you so wish. To make arrangements please contact ...

Thank you for your interest in the post of CFO at the Thrive Co-operative Learning Trust. I look forward to receiving your application.







**Welcome from  
Thrive Co-operative  
Learning Trust Chief  
Executive Officer  
(CEO), Jonathan  
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




## Our Values



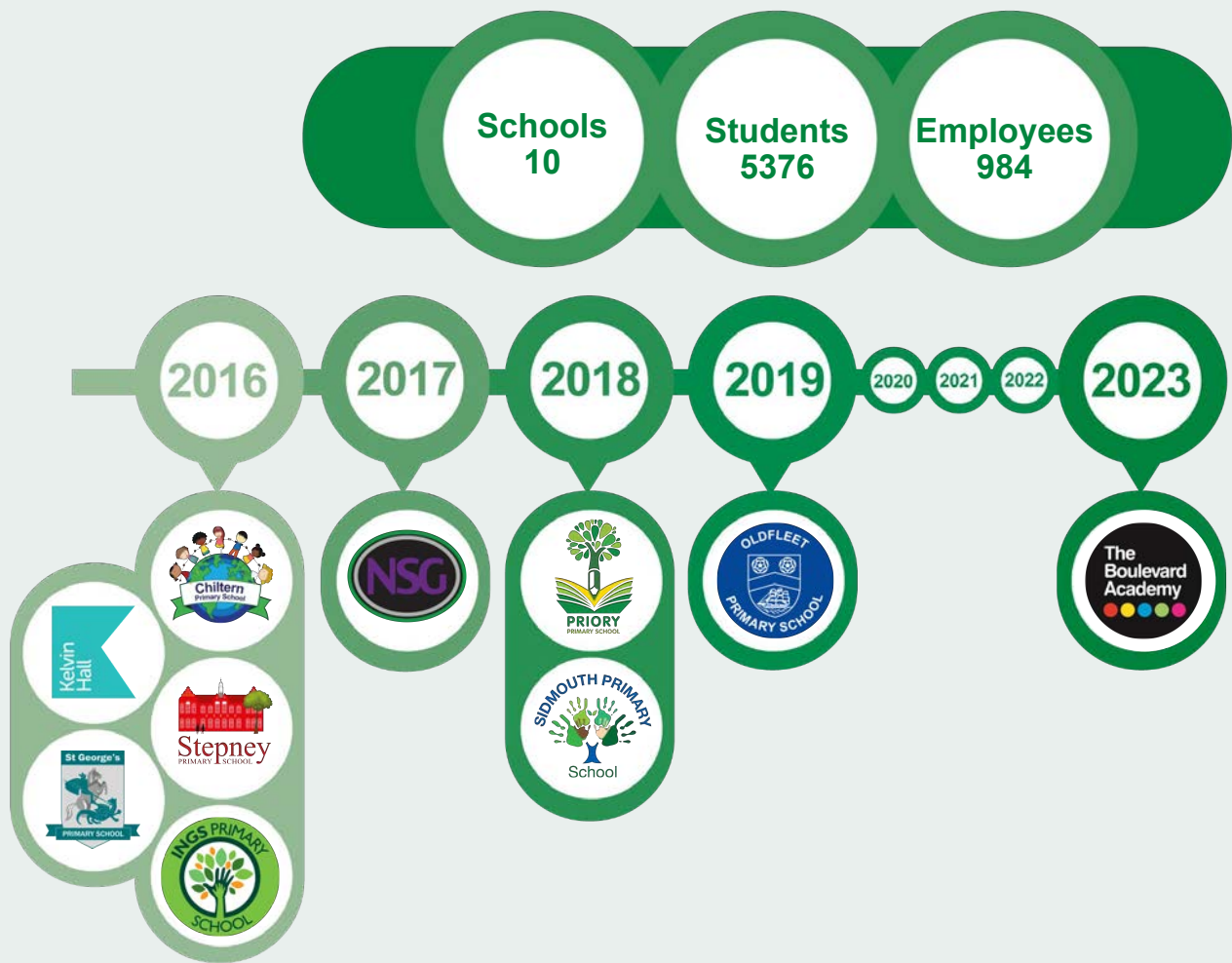
### Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our Thrive Charter here... 



# Our Journey so far...

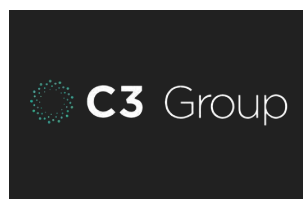


## Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: [jobs@thrivetrust.uk](mailto:jobs@thrivetrust.uk)



**Catering Manager**  
**Grade 6, Scale Point 13-19 £24923 - £27493**  
**37 Hours - Monday - Thursday 6:45am - 14:45pm and Friday 7:00am - 14:30pm**  
**Term time only plus 10 days**  
**Permanent**  
**Start: ASAP**

The Thrive Co-operative Learning Trust is responsible for ten schools across Hull; three secondary and seven primary. A Thrive school is one that is a dynamic community of staff, pupils and their families all focussed on one thing - *inspiring pupils to thrive in life*.

Required as soon as possible, a Catering Manager to join our central catering team to be based at The Boulevard Academy. Occasionally, the post holder may be expected to cover at any of the schools in our Trust.

You will be responsible for the day-to-day catering function at The Boulevard Academy, ensuring food is produced to agreed menus. You will lead by example, setting high standards and providing a high level of customer service to pupils and staff whilst maintaining health and hygiene at all times.

Previous experience of working within a kitchen environment and managing a team is essential.

For an informal discussion please contact Tracy Palmer, Catering Operations Manager via [people@thrivetrust.uk](mailto:people@thrivetrust.uk)

**Closing Date: Monday 21<sup>st</sup> April 2025, 3:00pm**

**Interview: Week commencing 28<sup>th</sup> April 2025**

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

**Please note, we do not accept CVs, applications must be submitted using our application form.**

**Our commitment to Safeguarding:** Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

**Our commitment to equality and diversity:** Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to further develop a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



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# Job Description

<b>Post Title</b>	Catering Manager
<b>Grade</b>	6
<b>Location</b>	Trust Central Team - The Boulevard Academy
<b>Reporting to</b>	Catering Manager for School Catering Service

## Purpose of Role

Responsible for the day to day catering function at The Boulevard Academy, ensuring food is produced to agreed menus. You will lead by example, setting high standards and providing a high level of customer service to pupils and staff whilst maintaining health and hygiene at all times.

This post exists to ensure the delivery of a customer focused, effectively managed catering service.

The post holder will ensure the service is provided in an effective and efficient manner with the support of a focused and a motivated catering team.

The compliance with nutritional standards is an important part of the service delivery, the post will therefore require creative and imaginative skills to meet the required levels of compliance and customer satisfaction.

The post is directly accountable to the Catering Manager for the school catering service.

## Key Responsibilities

1. To promote and safeguard the welfare of children, young people and/or vulnerable adults
2. To develop the service in line with management and Government guidelines
3. Manage the food production/service in line with food hygiene and Health & Safety legislation whilst at the same time delivering a high quality service to customers
4. To ensure compliance with agreed Trust Health & Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety.
5. To lead, develop and support a customer focused workforce.
6. Maintain an organised, safe and hygienic working environment in accordance with current legislation and corporate policies.
7. Order goods, supplies and services from nominated suppliers in accordance with departmental procedures.
8. Manage stock levels to meet service requirements in a cost effective manner.
9. Contribute to the development of the catering service to meet changing customer needs.
10. Ensure that staffing levels are sufficiently organised to meet customer demand and are cost effective.
11. Develop and train employees through induction, achievement and development interviews
12. To attend meetings/training courses as required maintaining and advancing service provision in line with the catering unit's objectives.
13. To meet and work with the Operational Catering Manager, Headteacher/Head of School and customers to ensure customers' needs are supplied.



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1. Facilitate weekly team meetings to ensure clear communication, address any concerns, and brainstorm innovative catering concepts. Document meeting minutes and follow up on action items.
2. Assisting with the implementation of new policies and procedures or new working practices. Following review of the service or the introductions of new legislations
3. Any other reasonable catering duties as requested by Operational Catering Manager or members of the Leadership Team of the School/Trust
4. You will be responsible for the creation and management of weekly staff rotas, ensuring adequate cover across all shifts, and responding to any scheduling conflicts that may arise
5. Responsible for documenting and reporting all faults via the official fault reporting form.
6. Manage accident reporting procedures, ensuring staff complete the necessary accident reporting form.
7. Keeping all appropriate financial records, ensuring cash is counted, recorded and passed to the Finance Office daily and promptly.
8. Oversee the Cashless catering system and train appropriate staff.
9. Cover at other schools within the Trust as and when required.

## Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

<b>Responsibilities for Staff:</b>	Direct responsibility for the day to day management/ supervision of all on site General Catering Assistants. Responsible for: 1 x Senior Catering Assistants, 8 x Catering Assistants,
<b>Responsibilities for Customers/Clients:</b>	Safeguarding and promoting the welfare of children. The post holder will be responsible for the provision of a safe Catering service to all Customers and clients.
<b>Responsibility for Budgets/Financial Resources:</b>	Ensuring financial records are managed and passed to Finance Office. Overseeing cashless catering system.
<b>Responsibility for Physical Resources:</b>	Responsible for stock ordering, managing stocking levels. Maintenance of a safe working environment. Catering Equipment maintenance (including fault reporting) and menu displays



		E	D	How Identified
<b>Qualifications</b>	Basic Food Hygiene	✓		AF, QC
	Intermediate Food Hygiene	✓		
	NVQ Level 3 Food production and Service qualification		✓	
	Basic Health and Safety		✓	
<b>Relevant Experience</b>	Experience of working in a small medium scale catering unit	✓		AF, I
	Experience of working with children and young people and/or vulnerable adults.	✓		
	The post holder will experience day to day situations and problems that will require application of set procedures with a general awareness and concentration.	✓		
	Ability to work with limited supervision	✓		
	Experience of using and communicating via IT	✓		
	Experience of managing a team	✓		
<b>Skills &amp; Abilities</b>	Motivation to work with children and young people	✓		I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to deal with a physically and emotionally demanding job	✓		
	Ability to both follow direction and show initiative	✓		
<b>Knowledge</b>	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	Should be conversant in current Food Hygiene, Health and Safety legislation and corporate/departmental policies and procedures relating to catering	✓		
<b>Interpersonal/ Communication Skills: Verbal Skills</b>	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	Ability to communicate with all levels of staff.	✓		





<b>Written Skills</b>	The post holder will need basic written correspondence skills to communicate simple instructions/information.		✓	AF, I
<b>Other</b>	The post holder should possess creative and organisational skills which would improve and develop the catering service in line with customers' expectations and needs.	✓		AF, I
<b>Disclosure &amp; Barring Service</b>	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)



# How to apply



## Informal Discussion

If you are interested in applying and would like to have an informal discussion about the role with..., please contact ...

## How to apply

All applications must be made using the Trust's application form.

Please return your completed application to [people@thrivetrust.uk](mailto:people@thrivetrust.uk)

**Closing Date: Monday 21st April, 15:00pm**

**Interview Date: Week commencing 28th April 2025**

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