



**WARBLINGTON  
SCHOOL**

# Candidate Information Pack

## Catering Manager

Required from December 2025

Grade E

(£33,178 - £36,368 FTE)



*A very warm welcome to Warblington School*

Respectful

Kind

Resilient

Ready



Dear Candidate

Thank you for taking an interest in our unique community. It is 70 years since Warblington School opened its doors to students for the first time and I know I say it every year, but there is not a day goes by when I am not proud to be the Headteacher of this school and the community within it.

Each year I look for milestones in the culture of the school and August was another of those moments when the Class of 2025 opened their envelopes with exam grades – a moment many of us may still have memories of. This year, that moment was even more special as it had a real community feel with staff, students and parents all sharing the celebration together. Together, we celebrated the outcomes of hard work and resilience and looked forward to what the future now holds post-Warblington. They left a legacy that will not be forgotten; that despite the challenges this year group faced, they obtained the skills and qualifications that best prepare them to tackle those challenges and enable them to go on and have successful futures. We have now challenged the future year groups to “step up” and write themselves into the record books!

I am consistently in awe of the character and resilience shown by our young people. Students are still coming to terms with gaps in their education as a result of school closures, yet they seem more determined than ever to make up for lost time, taking advantage of the range of activities that we were once again able to put on. It was great to see students getting excited for the ski trip this year, and also throw themselves into Sports Week, staying for rehearsals for the school show, going out on trips and visits or just being able to have Christmas lunch or an assembly with the whole school together; it all emphasises the importance of working on something collectively. And in our case, Warblington is something very special.

Along with every Hampshire school, we have been able to be part of a #BeeWell survey, looking at student wellbeing, for the second year. Much is written around the performance of UK schools in PISA tables by politicians, however, rarely does this focus on how poorly UK schools come out when it comes to student wellbeing.

What the #BeeWell survey has shown us is that Warblington bucks this trend, with students saying they feel safe, experience bullying below Hampshire and National averages and feel they have staff that will listen and support them all the way through school. This is something we have strived for and now have the evidence to show!



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The improvement journey the school is on is one that presents challenges but also real successes. We now sit with a full Key Stage 3, and waiting lists in years 7, 8 and 9. With the increase in students comes the needs to review the curriculum and we are delighted that we continue to grow and develop our curriculum offer at a time where many schools are reducing the numbers of subjects. This year saw our first set of RE results, the development of Performing Arts and a significant increase in the number of students studying STEM based subjects both at KS4 and beyond into Post-16. I am a firm believer that breadth in curriculum is fundamental to a learner's enjoyment of school. On top of this, we are also seeing a growth in alternative routes through subjects, with our pathways curriculum allowing more students to gain qualifications that enable them access to college.

The curriculum is very important to us and has played a key role in our improvement in outcomes over the last three years. Further information on our curriculum can be found in our **curriculum information booklet** and on our website. We recruit specialist teachers in every subject as we know they are passionate about the subjects they teach and we believe students need to experience a wide range of subjects for as long as possible. To help bridge the gap from Primary to Secondary, we have also actively recruited a number of primary colleagues to help make the transition as smooth as possible.

Warblington school has something quite unique about it. Whilst we go about our day in our Grade 2 listed building (yes it really is a national treasure!) that has recently seen millions spent upgrading the glazing to ensure rooms are fit for purpose, we remain a small but rapidly growing secondary school.

At only 820 students we can do things differently here as we know individuals well. This is picked up by everyone who visits us. But it goes deeper than that. Everyone who visits will tell you just how welcoming the school is for new staff and students; over 40 students joined us mid-way through the year last year, with each one saying how they had settled in well and were enjoying school. Indeed, one of our senior prefects this year joined us outside of the normal admission round, yet you wouldn't notice that from speaking to her.

"Since the last Ofsted inspection, Warblington School has made notable improvements in teaching and learning, and behaviour and attitudes by investing in high quality professional development that is driven by leaders, establishing clearer rules, fostering positive relationships, and strengthening safeguarding. In summary - this school has taken robust and impactful measures since the previous Ofsted inspection."  
*Report from a QA visit, June 2025*

This is a thriving community and I am proud to say our students are well behaved, friendly, kind and considerate. They welcome visitors and they are proud to speak of their school. Our staff are passionate about improving learning and aim to inspire and challenge the young people we work with.



"Many pupils displayed positive attitudes toward school and learning, and strong friendships are fostered among peers. The school's personal development programme, including clubs and enrichment activities, supports these positive attitudes. Pupils cited the many after school activities that they enjoy and value - these included; Tennis club, Basketball club, Band, Performing Arts, and singing club. This work supports the Personal Development offer of the school and coupled with the school's very positive destination data for Year 11 pupils would present a valuable picture of wider school effectiveness."

*Report from a QA visit, June 2025*

We are aware that with our current Ofsted grading comes a greater level of scrutiny, however this has presented us with a number of opportunities to demonstrate our school improvement journey. In all visits, be that by the Local Authority or others involved in ensuring school improvement, Warblington School is growing and developing and has students at the heart of what it wants to achieve. We are now welcoming other schools to come and see the work we are doing with Teaching and Learning.

We have high aspirations for everyone who wears the *redesigned* Warblington School logo and we strive to improve ourselves through a clear focus on learning and achievement in a supportive environment. As a parent myself, I know that children and young people learn best in an

environment which is secure, happy and caring. Our learning community works hard to create the right atmosphere and we pride ourselves on seeing each child as an individual. We take time to celebrate achievements together, whether they are academic, sporting, artistic or dramatic.

Here at Warblington, we are committed to bringing the best out of each and every student entrusted to us and being a small secondary school allows us to get to know each individual and provide them with the support they need that will enable them to thrive.

Finally, it is important to note that teaching and learning is at the heart of everything we do. Our focus for this year is around the use of the Great Teaching Toolkit and ensuring our Ordinarily Available Inclusive Practice enables all students to succeed in the right environment. With the renovation of the main building complete, and the renovation of the technology block now underway, we continue to ensure the fabric of the building matches the quality of education within it. We know that the ingredients are there for Warblington School to be a special place for years to come and we'd be delighted for you to join us on that journey.



I sincerely hope that we will be welcoming you into our growing community in September 2026!

*Mike Hartnell*

Headteacher

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# CATERING MANAGER

Required from December 2025

37 hours per week (term time + 2 weeks)

£33,178 - £36,368 FTE

Actual Salary £29,962 (negotiable)

Are you an experienced catering professional looking for a rewarding role with a better work-life balance? Warblington School is seeking a passionate and skilled Catering Manager to lead our dedicated catering team and deliver high-quality, nutritious meals that support the wellbeing and performance of our students.

This is a fantastic opportunity to take ownership of a thriving school kitchen, using fresh, locally sourced ingredients to create home-cooked meals that promote healthy lifestyles. You'll be supported by a committed team including a Catering Supervisor and four Catering Assistants, working in a modern, well-equipped kitchen.

## **We're looking for a creative and enthusiastic individual with:**

- A minimum of 2 years' supervisory experience in a catering environment.
- A recognised catering qualification (e.g. NEBBS/C&G 708/NVQ Level 1 & 2 or equivalent).
- Excellent communication and customer service skills.
- A strong understanding of nutritional and dietary requirements.
- The ability to plan exciting menus that encourage student engagement with school meals.
- A flexible, proactive approach and the ability to work independently.
- Flexibility to support school events including training days, parent evenings, and hospitality functions.

## **Key Responsibilities:**

- Lead and manage the catering team to deliver a high-quality food service.
- Prepare and serve fresh, nutritious meals daily.
- Oversee food safety, hygiene standards, and stock control.
- Manage menu planning, costing, and a cashless catering system.
- Support school events including training days, parent evenings, and hospitality functions.

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### Why Join Us?

- Sociable hours (no evenings, weekends, or school holidays).
- A supportive and friendly working environment.
- Opportunities for professional development and growth.
- The chance to make a real difference in the lives of our students.
- Free financial wellbeing support.
- Free on-site parking and staff wellbeing packages.
- Access to a generous Local Government Pension Scheme.
- Access to Blue Light Card scheme offering over 15,000 discounts on-line and in-store.
- Free access to Doctor Care 24/7 healthcare for you and up to 5 dependents .

If you're ready to bring your culinary passion and leadership skills to a vibrant school community, we'd love to hear from you!

Closing Date: 3 November 2025

Interview Date: w/c 10 November tbc

**We would strongly recommend an early application as we reserve the right to close the vacancy if a suitable candidate is found.**

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# **JOB DESCRIPTION**

## **CATERING MANAGER**

### **Core purpose of the role**

Responsible for the operational efficiency of the catering service, planning, preparation and presentation of food and beverages to the required standard and within the budget limitations. To demonstrate a passion and enthusiasm for fresh food and great service through innovative marketing and developing a team in exceeding expectations.

### **Duties and Responsibilities**

#### **CATERING**

- To be responsible for the preparation and presentation of all food to the required school standard and to comply with the Healthy Schools agenda.
- To order fresh and raw materials and supplies, check deliveries and ensure all fresh, raw and cooked food is stored correctly.
- To ensure that all staff carry out preparation and cooking of all meals to the recipe specifications and nutritional guidelines, ensuring compliance with allergen labelling.
- To be responsible for the menu planning, costing and ordering, ensuring the menus are uploaded to the school website via the approved procedure.
- To ensure the prompt service of all meals, breaks and functions provided, as required by the Head Teacher and budget holders.
- To ensure that all catering activities are carried out in line with the pre-agreed school budget and to procure products accordingly.
- To devise and implement promotions and theme days
- To ensure any comments regarding the catering operation – positive or otherwise, are noted and acted upon if appropriate.
- To regularly review and adjust the menu to ensure it is vibrant and appetising and to remove unpopular or costly items.
- To be responsible for stock control and rotation of stock; to direct the catering staff in carrying out termly stock takes and ensure the annual stock take is reported to the School Business Manager for inclusion in the annual accounts.
- To occasionally organise special functions which may be outside of normal working hours.





## FINANCIAL MANAGEMENT

- To ensure that all aspects of the School's Finance Regulations are following throughout the Catering Provision.
- To work with the School Business Manager to develop a Business Plan for the Catering Provision.
- To undertake appropriate promotion and marketing of the catering service.
- To have in place procedures to monitor progress against the budget and Business Plan.
- To ensure there is a fully costed menu, with sufficient information to ensure portion control.
- To oversee the running of the cashless till system ensuring that all items purchased are recorded.
- To prepare daily, weekly and termly trading records highlighting significant variances to the budget plan.
- To maximise the full potential of the catering provision in terms of turnover, profitability, quality of food and value for money for students and staff.

## Communication

- To attend bi-weekly meetings the School Business Manager.
- To actively monitor consumer satisfaction with the food provided on a regular basis.
- To hold regular team meetings with all catering staff.
- Effective communication/interaction with students

## Team Working and Collaboration

- To effectively lead, motivate and inspire the catering team.
- To assist in recruiting and to induct all new members of the catering staff in line with School guidance
- To monitor staff performance, providing training and development as necessary.
- To participate in the Performance Management of the catering staff.

## Health & Safety

- To report all accidents and any food/dietary concerns.
- To be responsible for ensuring that all aspects of health and safety legislation are complied with in so far as the catering service is concerned.
- To ensure that the cleaning schedule is complied with and carry out cleaning as required.
- To ensure that we receive a high award for food hygiene.





## PERSON SPECIFICATION

Qualifications	
Recognised catering qualification (e.g. NEBBS/C&G 708/NVQ Level 1 & 2 or equivalent)	Essential
Advanced Food Hygiene Certificate	Essential
Supervisory or Management Qualification	Desirable
First Aid qualification (willingness to obtain qualification if not held)	Desirable
Skills and Knowledge	
Excellent communication skills, the ability to communicate effectively with everyone in the school community	Essential
Ability to inspire, motivate and lead the catering team; undertake inductions and performance management	Essential
Excellent organisational skills	Essential
Proven ability to manage the budget	Essential
Proven ability to carry out analysis of food cost schedules to ensure a cost-effective sales mix	Essential
High personal standards, reliability, and a friendly, committed, and professional attitude	Essential
Ability to manage the cashless catering system, accurately recording all business from the reports and record all monies taken for banking	Essential
Committed to professional development and show a willingness to undertake any appropriate training for this role	Essential
Experience	
Minimum of 2 years' experience of working in a Catering or Hospitality environment	Essential
Experience of supervising or managing staff	Essential
Ability to challenge the traditional and look for new and innovative ways to promote the catering provision	Essential
Personal Characteristics	
Good written and verbal communication skills	Essential
Effective communication/interaction with students	Essential
Approachable and patient	Essential
Passionate about making a difference to young people and our communities	Essential
Other	
Committed to the safeguarding of young people	Essential
Demonstrates a commitment to treating others fairly, consistently and with respect championing our inclusive culture	Essential

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# EXPLANATORY NOTES

## Application Procedure

- 1) Read carefully all the information about this post.
- 2) Complete the application form as fully as possible. You must use the school (HCC) application form. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet.
- 3) In section 'details in support of your application' please tell us:
  - a) Why you are applying for this post.
  - b) How your experience, skills, training and/or qualifications equip you for this position and specifically how you meet the person specification and requirements of the job description.

**Early applications are encouraged, and we reserve the right to close the vacancy early if we receive sufficient applications for the role or if a suitable candidate is found.**

## Appointment Process

- 1) Suitable applicants will be shortlisted for an interview.
- 2) If you are successful, you will receive a telephone call or email inviting you to attend an interview. It is therefore important that you give us your email address.

## Pre- Employment Checks

The successful applicant will be required to:

- 1) Provide details of two referees who know you in a professional capacity, one of whom must be your current or most recent employer (for teaching staff this includes the Headteacher or mentor at your placement if you are still training). It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory.
- 2) Provide proof of all relevant qualifications (GCSEs and A levels or equivalent), degree and teaching qualifications.
- 3) Provide proof of eligibility to work in the UK.



- 4) Undertake an Enhanced Disclosure and Barring Service check and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
- 5) Complete a Health Declaration form

### Conditions of Service

Employment is subject to a number of pre-employment checking procedures – these are given above.

For teaching staff, this post is also subject to the School Teacher's Pay and Conditions Document and the Condition of Service for School Teachers in England and Wales known as the Burgundy Book. The professional standards for teachers will also apply.

The job description may not necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

### Salary

Support Staff, whether full or part time, will automatically be a member of the EHCC Pension Scheme unless they elect to opt out.

### Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures.

Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated.

The School is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.