



Yate Academy



**YATE ACADEMY**

**RECRUITMENT PACK**



Proud to be part of the

**GREENSHAW**  
LEARNING TRUST

Yate Academy,  
Sundridge Park  
Yate  
BS37 4DX

Telephone: 01454 333560

Email: [info@yateacademy.co.uk](mailto:info@yateacademy.co.uk)

Dear Candidate



Thank you for your interest in the role of Catering Manager at Yate Academy.

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. At Yate Academy we firmly believe in disruption free learning and in fostering an environment where all children are able to learn and all teachers are able to teach. We believe our students deserve the highest expectations and high quality teaching is central to everything we do. As such all staff have dedicated intellectual preparation time as part of their allocated contact time. This deliberately facilitates the sharing of knowledge, best practice and planning.

We also understand the pressures on school staff and the lack of flexible working options in many schools compared to other industries. The academy is currently undergoing a trial year in which every member of staff is allocated one afternoon every two weeks (pro rata) as flexible working time. If you are a diligent professional with high standards who values exceptional student behaviour and a workplace which truly prioritises learning, we want to hear from you.

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 have 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 strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Yate Academy 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 website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Kariann Pickford:

KPickford@yateacademy.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Eddie Rakshi, Headteacher

## **ABOUT OUR SCHOOL**

At Yate Academy, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Yate Academy a better chance of success than if they attended any other school in the country.

Leadership, resilience & citizenship run through all aspects of school life.

### **Leadership**

We set a high standard, we set the standards for others. We lead by example; we lead the way.

### **Resilience**

We work hard. We never give up , we keep going and never give up.

### **Citizenship**

We are kind, polite and honest. We make a positive impact on others. We make a positive contribution to our school community.

# TERMS AND CONDITIONS

## CONTRACT

Permanent

## SALARY

Salary will be calculated in line with NJC pay scale, Grade 8 points 20 to 24

£31,586 - £34,314 per annum FTE (Actual salary £28,021.12 - £30,700.51 per annum)

## HOURS OF WORK

Term time +2 weeks (40 weeks per annum)

(Term Time, plus Inset days and one extra week to cover any additional hospitality requirements during the year)

36 hours per week, Monday to Friday. Your hours will be worked between 07:00-16:00, with some flexibility required to meet the needs of the school. Your exact daily working hours will be confirmed with the Regional Catering Manager.

## PLACE OF WORK

Yate Academy, Sundridge Park, Yate, BS37 4DX.

## 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>

## 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

<b>Post:</b>	Catering Manager
<b>Responsible to:</b>	Regional Catering Manager
<b>Responsible for:</b>	The Catering Team

## ROLE OVERVIEW

The Catering Manager is a leadership position responsible for overseeing the efficient and effective operation of the school kitchen facility within the school. 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.

## 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 team work, motivational and interpersonal sensitivity skills.
- Conduct regular team meetings and training sessions to enhance skills and address any operational challenges.

### Operational Management:

- Oversee the day-to-day operations of the centralised kitchen facility, including cooking, and 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. To provide monthly finance and any other reports necessary to GLT Finance and Regional Catering Manager.
- 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.
- Vending machine management, ensuring they are stocked and associated checklists are completed.

### **Menu Planning and 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.

### **Budget Management:**

- Assist the Regional Catering Manager with the monitoring of the budget, 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.
- To manage and assist in all school event catering.

### **Administration:**

- To support the Regional Catering Manager in providing meal numbers and any other important information requested by the Regional Catering Manager.
- To be responsible for the school's cashless catering system. To include maintaining the system by adding/editing student and staff information, logging internet payments, monitoring free school meal allowances.

### **Staff Development:**

- To continue personal development in the relevant areas.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

### **Other Job Requirements:**

- 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 may be reasonably allocated by your line manager or Headteacher.

### **Physical Effort:**

There may be some lifting and movement of resources/food and equipment but Site Caretakers are available for heavier, specialist and distance movement.

### **GENERIC**

To participate in the school's professional learning programme as agreed.

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.

The duties and responsibilities in this job description are not restrictive and the post holder 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.

### **SAFEGUARDING**

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
<b>Qualifications and training</b>		
At least five GCSE's or equivalent which must include at least a C/4 grade in Maths and English.	x	
City & Guilds 706 1 & 2 or equivalent	x	
Level 3 Food Hygiene & Safety or equivalent	x	
Diploma in Food Hygiene & Safety or equivalent		x
Sound knowledge of HACCP & COSHH	x	
Knowledge of food intolerances, specific diet regimes and allergies	x	
Diploma in Nutrition & Health or equivalent		x
<b>Skills and experience</b>		
Experience of catering within a school environment	x	
Experience of managing a team	x	
Ability to demonstrate exceptional management, organisational and interpersonal skills	x	
A passion for creating and delivering great food to a high standard	x	
Ability to thrive in a pressurised high volume environment	x	
Excellent IT skills in accordance with business requirements	x	
Ability to pro-actively evaluate, review, report and develop the food offer to ensure overall financial viability	x	
An ability to react quickly to changing priorities	x	
<b>Personal attributes</b>		
Flexibility to undertake any role within the department	x	
Willingness to undertake training as required	x	
High levels of professional integrity	x	
Strong financial awareness	x	

Able to establish good working relationships with a wide range of people.	x	
A willingness to become involved in all aspects of school life.	x	
Committed to the safeguarding of children.	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 2nd September 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

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 as soon as possible.



**GREENSHAW**  
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