Prince Henry's Grammar School
COLLABORATIVE LEARNING TRUST



CATERING SUPERVISOR

INFORMATION FOR APPLICANTS

NJC Grade B3 (SCP 7 to 11)
Actual Salary £24,369.69 - £25,975.33 Per Annum

37.5 Hours Per Week
6:30am – 2:30pm
There may be flexibility in working hours for the right candidate

Permanent - Term Time Only, Plus 10 Additional Days

Required ASAP

CATERING SUPERVISOR

Location:	Prince Henry's Grammar School
Contract:	Permanent Term Time Only, Plus 10 Additional Days 37.5 Hours Per Week
Closing Date:	Wednesday 9th December 2026
Selection Day:	Week commencing Monday 14th December 2026

CATERING SUPERVISOR

Thank you for your enquiry regarding this post.

Please look on the school's website www.princehenrys.co.uk for more information about the school and for relevant policies e.g. Child Protection etc.

You will find in this booklet:

- Information about the post
- Information from the headteacher
- Job Description
- Person Specification
- Guidance for completing the application form

If you have a disability and require this information in a different format, for example, Braille, larger print or on CD, please contact the HR Administrator at the school:

hrs@princehenrys.co.uk

The closing date for applications is **Wednesday 9th December 2026.** Please note that it is our policy not to accept late applications. Shortlisting will commence immediately, and it is anticipated that interviews will be held **week commencing Monday 14th December 2026.**

Following the closing date, a recruitment panel will review the information provided and consider how well it matches the person specification. Shortlisted candidates will then be invited in for interview and references taken. The Interview Day will include a meet and greet session with the Headteacher, a tour of the school, and in particular the kitchen and dining areas, one or more tasks and a face-to-face interview with an interview panel.

The school is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure and Barring Service check. Shortlisted candidates are also subject to a basic online search in line with KCSiE policy 2025.

We aim for diversity within our workforce. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, disability, pregnancy/maternity, gender identity or gender transition.

All Collaborative Learning Trust schools are non-smoking/vaping sites.

Please note it is the Trust's policy that reimbursement will not be made with regard to candidates' expenses.

INFORMATION ABOUT THE POST

We are looking to appoint a highly skilled Catering Supervisor to support the Chef/Catering Manager within our long-established in-house catering service, which is very well regarded by students, staff and visitors to the school.

PRINCE HENRY'S CATERING

Almost two decades ago, we decided to 'opt out' of using the Local Authority's catering service to establish our own independent offer. We are proud of the provision which we have developed, with a large, commercial standard on-site kitchen, cooking and serving fresh food for up to 1,800 students and staff each day before school, at morning break and across two separate lunch breaks.

Our Catering Team is currently made up of:

- A Chef/Catering Manager
- A Catering Supervisor (this vacancy)
- Nine Catering Assistants

There are currently four service points:

- Henry's Diner – our main dining room with three cashless pay points (open before school, at morning break and during both lunch breaks)
- A smaller, adjacent dining area for Key Stage 4 students (open before school, at morning break and during both lunch breaks)
- The Quad – our dedicated Sixth Form dining and study space (open at morning break and during both lunch breaks)
- The Grab 'n' Go Window – a takeaway only service point (open at morning break and during first lunch break only)

POST OF CATERING SUPERVISOR

The post of Catering Supervisor is a 'hands on' role which requires strong communication skills, the ability to stay calm under pressure as well as excellent knowledge and understanding of food safety and hygiene practices.

Working hours for this permanent post are Monday – Friday from 6:30am to 2:30pm, including a 30-minute unpaid break. The post is term-time only, plus 10 additional days (including school Training Days). There may be some flexibility regarding working hours for the right candidate.

Ofsted Outstanding Provider

INFORMATION ABOUT COLLABORATIVE LEARNING TRUST

Currently, the Trust comprises of:

1. Prince Henry's Grammar School, Otley, Leeds
2. Bramhope Primary School, Bramhope, Leeds
3. St Mary's Church of England Primary Academy, Hunslet, Leeds
4. Micklefield Church of England Primary Academy, Micklefield, Leeds
5. All Saints Church of England Primary School, Little Horton Green, Bradford
6. Trinity All Saints Church of England Primary School, Bingley
7. Ashfield Primary School, Otley, Leeds
8. St Oswald's Church of England Primary School, Guiseley, Leeds
9. The Whartons Primary School, Otley, Leeds

VISION

The Collaborative Learning Trust will be recognised as a highly successful learning community that provides outstanding, sustainable, and inclusive 'nursery to 19' education for young people of all abilities. Students will leave Collaborative Learning Trust schools having enjoyed their education and developed into lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to, and succeed in, our 21st century society.

Our vision is underpinned by the following values:

- **Education for the common good of the whole community** – supporting the development of lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to society
- **Education for dignity and respect** – a focus on equality for all, trust, integrity, respect and an appreciation of diversity
- **Education for wisdom, knowledge and skills** – high quality teaching and learning designed to secure the 'all round' education of young people and engender a passion and enthusiasm for learning
- **Education for hope and aspiration** – a culture of aspiration and success (in students, staff and governance)

This will be achieved through:

- A commitment to a genuinely collaborative approach to ensure sustained school improvement towards the vision
- Strong ethical leadership and behaviour at all levels
- Autonomous ethos and identity for each school, whilst sharing core values and vision across both church and non-church schools
- Effective staff professional development and opportunities for excellent practitioners to develop their career

We as a Trust have signed up to the Yorkshire and Humber climate action pledge, making a commitment to protecting the climate and nature.

COLLABORATIVE LEARNING TRUST EMPLOYEE BENEFITS

The Collaborative Learning Trust promotes employee wellbeing across all of our schools. Our well-being charter defines well-being as "The State of being comfortable, healthy and happy". We understand that the responsibility for well-being is shared across all members of our community and it aligns perfectly with the values of our Trust.

One of the many ways we implement this is through our fantastic employee benefits, which include:

Employee Assistance Programme:

A 24/7 confidential advice and counselling helpline available at no cost to all employees.

Pension Scheme:

We offer a fantastic teaching and support staff pension scheme.

Cycle to work scheme:

Spread the cost of a new bike over 12 or 24 months through salary sacrifice (terms and conditions apply).

Home and Tech scheme:

Spread the cost of a Curry's or Ikea gift card over 12 months through salary sacrifice (terms and conditions apply).

bYond:

A pre-paid card that lets you earn cashback when shopping at your favourite stores.

Extras discounts:

Save up to 10% on the upfront cost of a wide range of big-brand gift cards.

Tastecard Promotions:

Discount on an annual subscription which allows you to Save up to 50% off at hundreds of participating restaurants.

RAC Membership Cover:

A 12-month salary sacrifice offering different levels of cover options for up to 4 vehicles (terms and conditions apply).

INFORMATION ABOUT PRINCE HENRY'S GRAMMAR SCHOOL

Prince Henry's is an over-subscribed comprehensive school with over 1640 students, including around 350 in the Sixth Form. We are proud of our school, students, staff and community and were delighted to have our Ofsted report from November 2024 endorse our strengths in judging us 'Outstanding' in all areas. Regardless of our current success, we strive for the continuous improvement of our educational provision so that our students are fully prepared for 21st century society. We serve the market town of Otley (in the Wharfe Valley) and the surrounding villages including Pool, Bramhope and Adel. The Wharfe Valley is a wonderful region in which to live and work. It is close to areas of outstanding natural beauty, yet also benefits from good transport links to key towns and cities across the country.

Prince Henry's Grammar School has a rich history dating back to its Royal Charter of 1607 and to this day the school remains at the heart of the local community. We work hard to maintain strong links, for example through community use of our sporting facilities and our provision of an extensive Community Education Programme.

High standards, in both the academic and broadest sense of the word, continue as the underlying principles of all that we do. Our behaviour and achievement policy, known as Positive Discipline, is central to this. The system rewards students for what they do well, whilst also providing a framework within which misdemeanors are challenged and sanctioned in a consistent manner. This results in the extremely positive attitudes to learning that exists amongst our students. Prince Henry's is an enjoyable place to work and learn and we aim to appoint colleagues who shares our commitment to high professional standards.

Our focus on equality and diversity has a significant impact on the philosophy and operation of the whole school. An international perspective is evident in all areas of school life and all colleagues are expected to deal with issues of global citizenship and equality through their role in school. Typically, over 500 students take part in one of a dozen or more foreign trips and exchanges each year.

Our commitment to promoting equality and celebrating diversity lies at the heart of our vision, and we have received national acclaim for our work in this respect. The school holds the highest level of the Stephen Lawrence Education Standard and has supported several other schools to develop their own inclusive practices through the RED award developed internally.

Extra-curricular and enrichment provision is rich and varied. There are strong sporting traditions (including rugby, netball, hockey, athletics and swimming) and considerable interest in outdoor pursuits through a successful Duke of Edinburgh Award programme. Music, drama and a variety of other activities also flourish. Governors and trustees are keen to appoint staff who will support the vibrancy of our school.

For further information about Prince Henry's, including details of the current curriculum offer, please see the school website www.princehenrys.co.uk and the school's prospectus documents here.

INFORMATION FROM THE HEADTEACHER

Dear Prospective Applicant,

We would like to thank you for your interest in applying for this post at Prince Henry's Grammar School.

Of particular interest to new members of staff is the emphasis placed on high quality professional development. Prince Henry's is a strategic partner in the Red Kite Teaching School Alliance and as such we work with our partners to develop and deliver high quality CPL to staff in our own school and across the region. This ensures good access to development opportunities for our teaching and associate staff.

A number of services and benefits have been developed including such things as free coffee/tea at break time, parking, annual flu vaccinations, access to Cycle to Work and Computer schemes, corporate gym membership, staff takeaway meal service through Henry's Diner, long service awards and social events organised by the Staff Committee. There is also an opportunity for the children of staff to access the excellent education available at Prince Henry's in line with the Admissions Policy.

Over recent years the already strong educational provision at Prince Henry's has improved even further, and consequently the reputation of the school. As a result, Prince Henry's has grown in size, including significant growth in the sixth form. Despite the school's achievements, governors and school leaders are not complacent, and seek to employ staff with the ambition, knowledge and skills to contribute to further improvement in this larger than average comprehensive school.

This is an exciting time to join a forward-thinking and ambitious school. Having been judged as 'Outstanding in all areas' from Ofsted (November 2024), our focus is on maintaining the exceptional offer and experience whilst pushing ourselves even further to ambitious levels. This includes the offer of CPL which includes leadership development and bespoke packages, and the opportunity to be outward facing with other schools within the Trust and alliances of which we are a member.

We hope that after reading the information about this vacancy you will want to apply. Please clearly describe your relevant skills and abilities, knowledge and experience (see Person Specification) in the appropriate sections of the application form and explain why these make you an ideal candidate for your chosen post. We look forward to receiving your application.

Yours faithfully,

Sally Bishop
Headteacher



JOB DESCRIPTION: CATERING SUPERVISOR

Name:	
Job Title:	**Catering Supervisor**
Salary Grade:	**NJC Grade B3 (SCP 7 - 11)** **Actual Salary £24,369.69 - £25,975.33 Per Annum**
Contract Type:	**Permanent**
Responsible to:	**Chef / Catering Manager**
Normal Working Hours:	**37.5 Hrs Per Week** **6.30am Until 2.30pm – some flexibility regarding working hours may be considered for the right candidate** **Term Time (With A 30-Minute Unpaid Lunch Break) Plus 10 Additional Days**

PURPOSE OF ROLE

To support the Chef / Catering Manager in the development and provision of a high quality and innovative catering service, ensuring that the school's reputation for food quality and service is maintained and enhanced.

Main Duties:

Kitchen operations and statutory compliance

1. To be responsible for the preparation of whole dishes, from start to finish, made with fresh food in line with the healthy eating standard requirements
2. To deliver and maintain a high standard of food production, hygiene, storage and service, ensuring that appropriate procedures are applied and that there are no breaches of statutory regulations
3. To clean the kitchen, equipment and all service areas including the regular deep cleaning in line with Food Hygiene regulations
4. To work in all areas/sections within the school's kitchen and wider catering service, covering all duties as required
5. To ensure compliance with all food safety, hygiene, health & safety and other statutory regulations, including those relating to allergens and special dietary requirements
6. To ensure that kitchen and dining area waste is disposed of appropriately, including by maximising recycling
7. To ensure that the tables and chairs in dining areas are sanitised after service, and that any other agreed cleaning requirements are fulfilled
8. To ensure that the kitchen equipment, work areas, facilities and general surroundings of the kitchen are maintained and operated to the standards required by statutory and school Health, Safety, Fire and Hygiene regulations and policies
9. To maintain accurate records, including, for example, HACCP, temperature checks and audits

Leadership of staff

1. To deputise for the Chef / Catering Manager, where required
2. To assist in managing the daily work of the Catering Team
3. To assist in the training of members of the Catering Team
4. To ensure that all members of the Catering Team adhere to food hygiene standards at all times, and ensure that Food Hygiene certification is renewed as required
5. To ensure that members of the Catering Team use safe methods of working and that no unauthorised person cleans or operates specified equipment

Sourcing and menu planning

1. To assist in planning and publishing menus, ordering food stuffs, checking and recording amounts, prices and condition of all supplies and deliveries to avoid unnecessary deterioration and wastage
2. To ensure than menu planning takes account of national guidelines as well as factors such as cost and preparation and service times
3. To assist with aspects of stock control, including placing orders, checking deliveries etc
4. To monitor food quality, presentation, and portion control
5. To support the school's sustainability priorities, including through monitoring and reducing waste

Wider catering duties

1. To assist with the maintenance and administration of the cashless catering system
2. To develop and maintain good working relationships, establishing effective communication with the Catering Team and other staff, students and customers
3. To assist in serving customers at the serveries and/or cashless pay points every day before school / at break time / lunch times, as required
4. To help to manage student behaviour in dining areas, including by challenging inappropriate conduct and prompting students to leave at the end of break / lunch times
5. To organise and deliver catering for meetings and special events, including Progress Evenings, open days/evenings, community activities and school functions
6. To ensure that tea/coffee (and, where requested, other refreshments) are provided for the staffroom throughout the day

General duties

1. To wear the protective clothing provided, as required, ensuring it is always clean and in good repair
2. To carry out any other reasonable duties to ensure the smooth running of the service

3. To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
4. To be aware of equal opportunities legislation and, along with colleagues, work towards ensuring that the school complies with its requirements
5. To contribute to the overall ethos/work/aims of the school
6. To appreciate and support the role of other professionals
7. To attend relevant meetings as required
8. To participate in the School's Professional Growth process and seek to develop skills further through professional development opportunities
9. To attend whole school training events as appropriate

Job descriptions may change and/or be amended, the postholder may be required to fulfil other duties commensurate with the role.

HEALTH & SAFETY

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work**.**

SAFEGUARDING

Collaborative Learning Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks.

In line with KCSiE 2026, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.

Signed ……

Date……

PERSON SPECIFICATION – CATERING SUPERVISOR

Title of Post	Catering Supervisor
Specification Prepared By	LNC/HNS
Date	November 2026

	Qualifications	**Essential/ Desirable (E/D)**	**How identified**
1.	Valid Food Hygiene Level 2 certificate (or above), or commitment to complete	E	Application and Selection process
2.	Minimum 4 GCSE's (or equivalent) Grades A*-C including English and Mathematics	D	
3.	Valid First Aid at Work qualification	D	
	Experience and Professional Development	**Essential/ Desirable (E/D)**	**How identified**
1.	Experience of working in a large, busy commercial kitchen environment	E	Application and Selection process
2.	Experience of supervising staff in a catering setting	D	
3.	Customer service experience	D	
4.	Experience of working in a school or similar setting	D	
	Knowledge	**Essential/ Desirable (E/D)**	**How identified**
1.	Excellent knowledge of food hygiene, allergen regulations and HACCP	E	Application and Selection process
2.	Excellent knowledge of health and safety in a kitchen environment, including COSHH	E	
3.	Knowledge of menu planning in line with school food standards, taking account of dietary and cultural needs	D	
	Skills and Abilities	**Essential/ Desirable (E/D)**	**How identified**

1.	Ability to develop and sustain good working relationships with colleagues, students (including Post-16) and parents/carers	E	Application and Selection process
2.	Excellent communication skills and ability to constructively engage with, and relate to, a wide range of young people	E	
3.	Strong organisational and time management skills	E	
4.	Ability to work as part of a team and independently	E	
5.	Ability to communicate clearly and effectively with staff, students, parents/carers and suppliers	E	
6.	Basic ICT skills	E	
7.	Ability to manage stock, order supplies, and maintain records accurately	E	
8.	Ability to stay calm under pressure	E	
9.	Ability to work flexibly	E	
10.	Ability to undertake physical duties e.g. lifting and carrying of produce	E	
11.	Ability to prepare meals from scratch	E	
Personal Attributes		**Essential/ Desirable (E/D)**	**How identified**
1.	Ability and desire to learn new skills and to take part in further training	E	Application and Selection process
2.	Commitment to upholding the school's and the Trust's ethos, values, policies and procedures	E	
3.	Commitment to continued professional development	E	
4.	Professional demeanour and appearance with the ability to maintain confidentiality	E	
5.	Commitment to inclusion, meeting the needs of all children, including the vulnerable, those with special needs/disabilities and potential high achievers	E	

Equal Opportunities		Essential/ Desirable (E/D)	How identified
1.	Acceptance of, and a commitment to, the principles of the school's and the Trust's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the students and community	E	Application and Selection process
2.	Commitment to equal opportunities policies relating to all protected characteristic in an educational context	E	
Safeguarding		**Essential/ Desirable (E/D)**	**How identified**
1.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS check
2.	Has appropriate motivation to work with children and young people and can relate to them	E	
3.	Displays commitment to the protection and safeguarding of children and young people	E	
4.	Good knowledge and understanding of the importance of safeguarding students and the welfare of staff and the action to take to support this	E	
Personal Circumstances		**Essential/ Desirable (E/D)**	**How identified**
1.	Legally entitled to work in the UK	E	ID
2.	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/ vulnerable clients/ finance	E	Completion of Criminal Background declaration and Enhanced DBS check
3.	Willingness to complete a Pre-Employment Health Declaration if appointed	E	Pre-Employment Health Declaration
4.	Willingness to work additional hours, occasionally, if required for the successful operation of the school	D	

Prince Henry's Grammar School is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks.

GUIDANCE FOR COMPLETION OF THE ON-LINE APPLICATION FORM

Please complete the application form in full, giving as much information as possible and answering **all** questions before submitting the application.

REFERENCES

Please supply details of two referees, one of which must be your current or most recent employer. If you are currently working in a school setting then one of the referees must be the current Headteacher. Friends and family cannot be used as referees.

If you are not currently working with children, but have done so in the past, then an additional reference from that employer will be required.

Safer Recruitment procedures require that we contact at least one referee before interview.

EMPLOYMENT HISTORY

Please list previous appointments in sequence, current or most recent first. Please include your salary grade in the Position Title e.g Reception Teacher M4 + TLR2A. Please also include at the end of the Responsibilities section the reason why you left the post e.g. promotion, relocation etc. Please also list other work experience and the details and nature of the work/activity. If you were not in work at any time please give details of what you were doing e.g. Gap Year Jan 2011-Jan 2012, Unemployed July 2010–December 2010 etc.

EDUCATION HISTORY

Please ensure that you advise all your qualifications, in date order current or most recent first, including those obtained at school. Please advise the grade achieved with regard to degree qualification i.e. BA in History 2:i. Please list all A levels together in one box and in another box list all GCSEs together, along with the grades obtained.

OTHER COURSES OR PROFESSIONAL DEVELOPMENT

Please include any professional development that may be relevant including dates and grades obtained.

INFORMATION TO ADDRESS THE PERSON SPECIFICATION

Please use the sections provided to detail your Skills and Abilities, Knowledge and Experience as described in the Person Specification and relevant to the Job Description. You can use the Additional Information section to detail anything else that you feel is relevant to the role and why you feel you would be an ideal candidate for this post.

STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation which is exempt from the Rehabilitation of Offenders Act and using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.
- All applicants who are offered employment in a school will be subject to an Enhanced Disclosure and Barring Service check. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant. A statement advising that a Disclosure will be requested in the event of the individual being offered the position will be shown in all job adverts and recruitment packs.
- We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).
- We ensure that staff involved in recruitment have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974 and its amendments in 2013) and know how to access advice and support.
- You will have the opportunity for an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or disciplinary action which could result in dismissal.

- We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to ensure that any matter revealed in a Disclosure is discussed with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Prince Henry's Grammar School

COLLABORATIVE LEARNING TRUST

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A PROUD PART OF THE

COLLABORATIVE LEARNING TRUST

Working Together to Secure Success