

JOB DESCRIPTION

POST: Catering Team Leader

Level 4 FTE: £24,404

Actual Salary: £16,586

28.75 hours per week (Monday-Friday 9.45am – 3.30pm) term time + INSET (6 days)

Start Date: September 2025

The main duties and responsibilities of the role will include:

As a Catering Team Leader, you will assist in leading a passionate and friendly team working in a fast-paced environment of a busy Secondary School.

- Prepare, cook and oversee the cooking of food
- Organise and supervise the work of other kitchen staff
- Operate and ensuring maintenance of kitchen equipment, following training
- Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times
- Prepare and clear kitchen and dining areas
- Undertake cleaning and washing up as directed in the kitchen and dining areas by the Catering Manager
- Check delivery of food and other catering consumables from designated suppliers and be responsible for refilling and replacing sauces, condiments and other consumables
- Cater for functions.
- Any other duties appropriate to the post.

We provide uniform and ongoing training from an employer who is keen to invest in your development.

This job description may be amended at any time following discussion between the Headteacher or line manager and member of staff, and will be reviewed annually.

This school is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment in line with Keeping Children Safe in Education 2024.

Person Specification

Catering Team Leader

Criteria	Measured by
Food hygiene certificate.	AF
Working at or towards national occupational standards (NOS) for food preparation and cooking and knowledge / skills equivalent to current national qualifications in food preparation and cooking Level 2 or equivalent national vocational qualification (NVQ) Level 2	AF
Some relevant experience working with food and / or in a kitchen environment.	

AF = Assessed at Application Form

I = Assessed at Interview

T = Assessed through Test

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- *Motivation to work with children and young people.*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*