

## **PRESTON MANOR SCHOOL**

Upper School Site: Carlton Avenue East, Wembley, HA9 8NA

Head of Upper School: Mr. Tom Phillips

Email: [info@preston-manor.com](mailto:info@preston-manor.com) | Tel: 020 8385 4040

Lower School site: Princess Avenue (off Carlton Avenue East), Wembley, HA9 8LZ

Head of Lower School: Mr. Kevin Atkinson

Email: [lowerschooladmin@preston-manor.com](mailto:lowerschooladmin@preston-manor.com) | Tel: 020 8385 4089

**Executive Headteacher:** Mr. Russell Denial | Website: [www.preston-manor.com](http://www.preston-manor.com)



# **DEPUTY CATERING MANAGER INFORMATION PACK**

## **Permanent Vacancy**

**35 hours per week (7.00am to 2.30pm, Monday to Friday)**

**Term Time plus 5 inset days**

**Salary – Scale 6, spinal point 18 – 22 plus Outer London Weighting (£33,838 - £36,000 pro rata)**  
**circa £29,022 – £30,876 (inclusive of Outer London Weighting)**

**Required as soon as possible**

**Closing date: noon on Friday 30<sup>th</sup> January 2026**

**Interviews: date to be confirmed**



We 'ARE' Preston Manor School  
Ambition | Responsibility | Excellence



## Welcome to Preston Manor School

A very warm welcome to Preston Manor School and thank you for your interest in the position at our school. I hope that you will find this information pack helpful. I am delighted to be the Executive Headteacher of such a vibrant and dynamic school. The school is based across two sites with our Lower School teaching children from Reception through to Year 6 and our Upper School developing the potential of our students from the time they join us in Year 7 through to the time many of them leave to take up places at Russell Group universities. We also have extensive outdoor space. As a result our children benefit from plenty of exercise and learning outdoors at all stages of their school life.

This post is an opportunity for you to work alongside highly aspirational staff in an all-through school. The school has undergone some positive changes, including our new centralised behaviour system and curriculum review.

Preston Manor has a creative climate of success with results exceeding national averages amongst a diverse and truly comprehensive school community. Our aim is to provide all our students with the best education regardless of their starting point. We provide a service to our school community and we hold true to the fundamental values of equal opportunity and inclusion for all.

Our School is underpinned by three core values: *Ambition, Responsibility and Excellence*. We are *ambitious* for our young people and we develop each individual to be ambitious for themselves. We encourage our students to take *responsibility* for themselves as well as each other in our strive to achieve *excellence* for everyone.

We are looking for a professional who is energetic, forward thinking and deeply caring who will be responsible for providing outstanding support in our school. We want you to enjoy this next step in your career so supporting your professional growth and development will be one of our fundamental priorities.

I do hope that you will consider applying to join our successful and happy school and look forward to receiving your application.

Yours sincerely

Mr R Denial  
Executive Headteacher

The success of Preston Manor School is built on an 80-year old reputation which continues to flourish through its committed staff, dedicated Governors and supportive parents.

We are an all-through school with students ranging from 4 – 19 years. Staff are expected to make the most of this all through provision and to liaise with relevant colleagues in all parts of the school. The school is based over two sites and there may be times when colleagues are expected to work across both sites with students.

We value working in partnership together with our young people to achieve the best outcomes for every student that joins our prestigious school. The school is oversubscribed for places, reflecting the reputation the school has for its academic rigour and excellence in teaching and learning.

We are proud of our focus on student and staff wellbeing, which is evident from the moment you step into our community. We are driven in our aims and ambitions and aspire to continue to build on our success in a supportive and friendly environment.

At Preston Manor we celebrate diversity and equality of opportunity, which is reflected in our high staff-retention rates and the successes of our student population.

**We are looking for a proactive Deputy Catering Manager to support in the running of the Upper School kitchen with occasional support of the Lower School kitchen.**

As Deputy Catering Manager, you will be responsible for assisting with the management of the team, deputising for the Catering Manager, assisting with the ordering of food and equipment and ensuring that high levels of food safety and hygiene is adhered to. We are looking to appoint a person with good literacy, numeracy and communication skills as well as having initiative, flexibility, a sense of humour and the ability to relate to children from a variety of ages and needs. Experience of working with young people would be an advantage.

You will join an energetic school which strives to ensure that all students enjoy learning and achieve their full potential.

**In return we will offer:**

- motivated, enthusiastic and ambitious students
- friendly and supportive staff
- a professionally stimulating and collaborative working environment
- a commitment to professional development

The school is situated within walking distance of the world famous, Wembley Stadium, which offers easy access to newly created facilities including the London Designer Outlet.

The school benefits from excellent transport links via public transport and is located a short walk from both Wembley Park and Preston Road Underground Stations. Central London locations are accessible within 20 minutes from the school. The school is also easily accessible from main roads including the M25, M1, M40, A40 and A406.

The above post provides an excellent opportunity to work in a high quality environment and to become part of a highly motivated and visionary staff.

The successful candidate will be expected to carry out their role on the school site.

## **Safeguarding**

Preston Manor School and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The School's Application Form will only be accepted from candidates who have completed this form in full. CV's will not be accepted as a substitute.

In addition to completing an application form, all applicants will be required to complete a criminal records self-declaration form. Please note you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you have a conviction and are not sure whether is it 'protected', please visit the Gov.UK link below:

<https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>

The safeguarding responsibilities of this post have been outlined in the job description and person specification.

Preston Manor School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further information and an application pack, email [\*\*hadmin@preston-manor.com\*\*](mailto:hadmin@preston-manor.com) or download the pack from our website at [\*\*https://www.preston-manor.com\*\*](https://www.preston-manor.com)

The school reserves the right to close the vacancy earlier than the date advertised, so early application is advised.

# **JOB DESCRIPTION**

## **JOB PURPOSE**

Under the management of the Catering Manager the Deputy Catering Manager will be responsible for the operational efficiency of the catering service, planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with the school management.

Maintaining the highest standards of food hygiene and health and safety.

## **MAIN DUTIES**

- Assist and deputise for the Catering Manager
- Assist the Catering Manager to manage and lead the catering team ensuring that staff are pupil focused and deployed in order to maximise their effectiveness
- Assist the Catering Manager with planning and implementing menus which meet the current School Food Standards requirements and promote healthy eating, as well as taking into account perceived pupil appeal
- Assist with devising and implementing marketing and other strategies to encourage pupils and their parents to take up school meals
- Ensure that health, safety and hygiene requirements are adhered to within the catering areas
- In accordance with the hygiene management system (HMS), ensuring that the procedures for checking and recording food and storage temperatures at all relevant times
- Support the Catering Manager to manage the catering budget, minimising costs whilst maintaining quality
- Assist with the ordering of food and equipment
- Monitor stock levels so that stock is controlled and replenished as necessary
- Carry out cooking, food preparation and presentation and other operational activities as required to ensure that the day to day operations run smoothly
- Serve meals and snacks to students and staff
- Carry out any required training
- Work with the Catering Manager to ensure the well-being of staff in the kitchen and act as a conduit for communication with kitchen colleagues
- Have a continuous improvement approach to all tasks, making suggestions for improvements/refinements to the current working processes as appropriate
- Assist with the maintenance of equipment as and when required
- Ensure that all food storage facilities are maintained at all times in a clean and hygienic condition
- Ensure that all foods stored in fridges and freezers are stored correctly and labelled and organise and keep appropriate monitoring forms to conform to statutory standards
- Support the Catering Manager in the planning of the day and schedules/staff rotas
- Assist in checking and recording the amounts, prices and condition of all supplies and deliveries, and monitor costs to ensure that the school purchases advantageously
- Avoid unnecessary wastage and deterioration of foodstuffs
- Clean and supervise the cleaning of the kitchen, its surroundings and its equipment in accordance with the published rota
- Fulfil clerical and administrative duties in ordering, stock control and keep to budgets
- Label food packaging to include statutory allergen information
- Work on the tills/cashless systems
- Assist with producing reports when required

## **OCCASIONAL DUTIES**

- Assist the management with any special tasks and projects considered necessary.
- Liaise with employment agencies
- Train staff
- Assist in organising, or participating in special functions as required
- Undertake training and development relevant to the post and in line with the school's developing profile

## **Continuous Professional Development (CPD)**

- Be responsible for personal professional development
- Maintain a high level of current awareness to food safety and hygiene regulations

## **Other Duties and Accountabilities**

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Executive Headteacher and/or Designated Safeguarding Lead.

## **Responsibility for resources**

To be responsible for the proper use and safekeeping of equipment, keys, passes, post, and other school property related to the role.

## **Additional responsibilities**

- Attend School based and other INSET to develop professional skills and keep abreast of current development in education

## **Experience and Knowledge**

- Knowledge of Health and Safety legislation, General Data Protection Regulations, and Safeguarding processes
- Demonstrate an understanding of the business aspects of schools
- Experience of working in a fast-paced environment

## **Abilities, Skills and Attributes**

- Ability to build and form working relationships with students, parents and colleagues, to work across operational boundaries
- Work as a member of a team
- Demonstrate absolute discretion, tact and diplomacy
- Show initiative, drive and commitment to ongoing improvement
- Be articulate and presentable
- Be a creative problem-solver with the ability to think ahead
- Excellent administrative and organisational skills; with good attention to detail and the ability to use initiative and prioritise workload
- Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges
- Be able to work under pressure and meet deadlines whilst producing work that is accurate

*This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be required from time to time.*

## **Safeguarding / Child Protection**

Preston Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employees and the Disclosure and Barring Service (DBS).

Preston Manor School will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2024. The check will help to ensure safe and robust checks on the suitability of individuals to work within our school.

### **General**

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads and any other duties appropriate to the role as directed by the Executive Headteacher or a delegated representative of the Senior Leadership Team.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at the Executive Headteacher's discretion.

### **Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment). The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

## **PERSON SPECIFICATION**

### **QUALIFICATIONS**

#### **Essential**

- Minimum Level 2 qualification in Catering & Food Preparation (or equivalent)
- Minimum Intermediate Food Safety Certificate

#### **Desirable**

- English and Maths GCSE A\*-C or equivalent
- Current First Aid qualification

### **KNOWLEDGE AND EXPERIENCE**

#### **Essential**

- Experience of institutional catering
- Knowledge of COSHH
- Experience of managing staff
- Experience of healthy eating regimes
- Experience in ordering, stock control and keeping to budgets
- Experience with ensuring the safe operation of kitchen equipment at all times
- Adequate computer literacy

**Desirable**

- Educational institutional experience preferred
- Previous experience of School Meals Service

**SKILLS AND ABILITY****Essential**

- Helpful and positive nature
- Accustomed to working under pressure
- Able to communicate and relate well with children and staff and team members
- Keen to learn and develop own skills
- Reflective – able to review own performance
- Driven – keen to take initiative and continually looking for ways to improve systems and procedures
- Flexible attitude towards work; can adapt quickly to new demands
- Excellent communication skills, both written and verbal
- Ability to work well as part of a team
- Understands the importance of confidentiality and discretion
- Ability to cope with/manage change
- Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach

**EQUAL OPPORTUNITIES****Essential**

- Commitment to School policies
- Committed to the promotion of equal opportunities