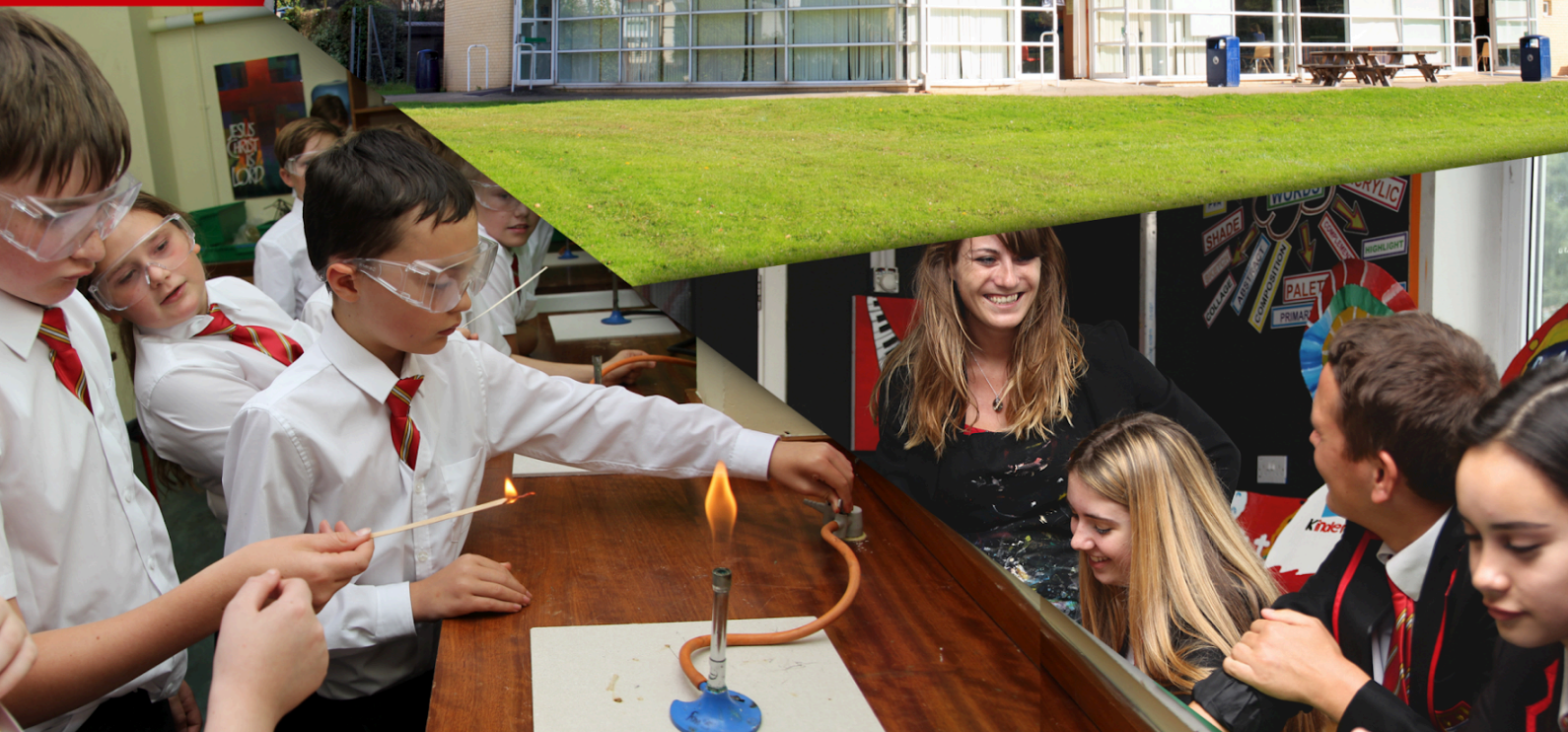




# ST. CUTHBERT MAYNE

*Joint Catholic and Church of England school*

***Job information pack***



## Welcome to St Cuthbert Mayne School

*'Educating for life in all its fullness'*

### Welcome from the Headteacher

Thank you for your interest in the advertised post of Deputy Catering Manager at St Cuthbert Mayne School. This is a permanent part time contract starting in September 2025.

We are seeking to appoint an exceptional second in department to support and deputise for the canteen manager. You will be enthusiastic and hardworking. The Deputy Catering Manager will not only deputise in the Catering Manager's absence but will assist and support daily with administrative duties including reconciling cash. Key duties will be to prepare and cook food in accordance with agreed recipes & methods, maintain a purposeful, orderly and productive working environment and direct other staff in cooking activities

We are looking for a Deputy Catering Manager who has an ambitious vision for the Catering Operation. You will have an in-depth knowledge and understanding of what a challenging and well ordered catering unit looks like and how this should be implemented to enable all stakeholders to enjoy a safe environment and enjoy healthy, nutritionally balanced menus that meet the Government's national nutritional standards for school meals. You will have experience of working in a catering environment and bringing out the best in others. You will be an excellent catering enthusiast who models best practice and compliance. You will be open to becoming even better through high quality CPD.

### About our School

St Cuthbert Mayne School is a Joint Roman Catholic & Church of England School that welcomes all students from across Torbay and South Devon, regardless of their faith background. Our school community is made up of students and staff from Christian and non-Christian backgrounds, who are respectful of our Christian ethos.

There are currently over 1000 students on roll and the school is growing in size year on year. The teaching accommodation is of mixed age but well-resourced and maintained. Over recent years there has been some significant capital investment made to improve the school accommodation. The third and final project is due to be completed by the end of May 2024.

It is an exciting time to be part of an outstanding, inspirational and challenging education environment. We have a relentless focus on ensuring that our children have access to an ambitious and engaging curriculum that equips them with the essential knowledge and skills they need so that they live life to the full both now and in the future. The role of the catering department plays a significant part in achieving these aims. This will be a challenging but very rewarding post. The school is committed to developing all its staff through regular training. We also work in partnership with Education South West (ESW) as part of a family of schools, to educate children so they lead great lives. If you are passionate about catering and believe you have the skills and experience to make a difference then we want to hear from you.

### **About this post Deputy Catering Manager**

**Salary** - Grade E (7-10) £25,584 - £27,269 (Pay Award Pending)

**Contract** - Permanent Part Time

**Hours** - 35 hours per week (7.45 am - 3pm) includes a 15 minute unpaid break.

**Weeks**- 39 weeks per year (38 weeks term time + 5 INSET days)

**Start** September 2025

### **Application Process**

Please complete and submit an application form.

You are asked to complete a letter of application no longer than 2 sides of A4. Please use it to show how you have the skills, knowledge and experience to carry out the role for which you are applying to a high standard.

Submit your application to [recruitment@stcm.torbay.sch.uk](mailto:recruitment@stcm.torbay.sch.uk)

Please do not submit your CV. As a school, we are committed to safer recruitment and as such can only accept applications that are on the school's application form. Please complete all sections of the form in full.

**The closing date for applications is 10am on Monday 14th July 2025**

**Interviews are scheduled for Thursday 17th July 2025**

St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidates.

St Cuthbert Mayne School is an equal opportunities employer and as such we do not discriminate based on age, gender, disability, race or any other equal opportunities criteria.



**Job Description: Deputy Canteen Manager**

<b>Post Title:</b>	Deputy Catering Manager
<b>Accountable to (Line Manager):</b>	Manager, Business Manager, headteacher and the Governors
<b>School Area:</b>	Catering
<b>Hours of Work:</b>	35 hours per week, 39 weeks per year (term-time + 5 INSET Days) Monday - Friday 7.45 am - 3.05 pm includes a 20 minute unpaid break

**Key Purpose of Job**

- Support and deputise for the Catering Manager
- Prepare & cook food and reconcile daily income (cashless catering system), banking and related administration and record keeping in accordance with financial procedures
- Empowered to direct other staff in cooking activities
- In the absence of the Catering Manager, carry out stock takes and order stock as necessary
- In the absence of the Catering Manager, undertake line management responsibilities for the catering team
- Create and maintain a purposeful, orderly and productive working environment
- In the absence of the canteen manager, maintain records as required
- In the absence of the canteen manager, plan menus following guidelines on nutrition and healthy eating
- Ensure availability to staff of equipment and supplies
- Together with the Catering Manager, monitor and manage supplies within an agreed budget, cataloguing resources and undertaking audits as required
- To assist in the preparation, cooking and service of food to customers within the school catering service in order to maximise the quantity and efficiency of the service providing customer satisfaction.
- Participation on all service counters throughout break and lunchtimes
- Commitment to all food safety regulations and COSHH legal requirements
- Continuous participation in department and personnel development
- Maintaining high standards of service and etiquette in the presence of staff and students

- Rotation of all stock and control of stock levels, making Catering Manager aware of stock needs
- The role is predominantly based in the main kitchen, but you may also be asked to assist in additional functions which support the growth of the school and the wider community

### **Key Duties and accountabilities of the post**

- Preparation of meals; prepare food in accordance with agreed recipes/methods
- Serving food
- Temperature testing of food
- Prepare ingredients for meals
- Ensure that cooked and raw foods are kept separate during the preparation/cooking/service process
- Ensure that clean and dirty processes are kept separate
- Operate and understand biometric tills
- Ensure the maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping
- Refill and replace consumables
- Report faulty equipment and other maintenance requirements to appropriate person
- Comply with school security arrangement i.e. securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate
- Monitor and arrange orderly and secure storage of supplies
- Daily check for quality/safety e.g. routine visual checks of equipment
- Operation of everyday equipment in accordance with instructions
- 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
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Cooperate with the employer on all issues to do with Health, Safety & Welfare
- Comply with current Food Safety legislation
- Ensure regular risk assessments are carried out as per school policy
- To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the School.
- Promote the health, welfare and emotional well-being of all students.
- Promote equality of opportunity for all students and staff.

### **Safeguarding**

St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Roles and job descriptions are subject to an annual review.  
**Person Specification - Deputy Catering Manager**

	Essential	Desirable	Evidence based
<b>Qualifications</b>			
Good general education	Essential		Application Certificate
Recent participation in a range of relevant in-service training/initial training programmes	Essential		Application Certificate
Catering / hospitality qualification		Desirable	Application Certificate
<b>Professional Experience and Knowledge</b>			
Knowledge of Health and Safety relating to the role	Essential		Application Interview
Good presentation skills	Essential		Application Interview
Ability to relate well to children and adults	Essential		Application Interview
Knowledge and experience of Child Protection and Safeguarding procedures	Essential		Application Interview
Experience of building positive relationships with children	Essential		Application Interview
Experience of working in a catering / hospitality environment	Essential		Application Interview
Experience of working in a church school and understanding of the distinctive nature of a Joint Anglican and Catholic School		Desirable	Application Interview
Ability to support the Christian ethos of the school	Essential		Application Interview
<b>Personal Qualities</b>			
Committed to the development and maintenance of good relationships with staff, parents, students, governors, and the community	Essential		Interview
Positive, enthusiastic outlook, embracing risk and innovation with ability to inspire colleagues	Essential		Interview
Excellent written and oral communication skills	Essential		Interview
Ability to work under pressure	Essential		Interview

Stamina and resilience	Essential		Interview
A sense of humour	Essential		Interview
Demonstrate respect and empathy towards others	Essential		Interview
Strong commitment to team working and partnership	Essential		Interview
Initiative and drive	Essential		Interview
Capacity to be flexible, adaptable and creative with ability to work independently and under guidelines	Essential		Interview
Committed to the CPD of self and others in the school	Essential		Application Interview
Well-developed interpersonal skills and confidence	Essential		Interview
A calm and patient approach	Essential		Interview
Good attendance and punctuality record	Essential		Application Interview
Good organisation skills	Essential		Interview
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the safeguarding and child protection policy and staff code of conduct	Essential		Interview
Ability to carry out the physical requirements of the role (i.e. manual handling)	Essential		Interview
<b>Equal opportunities</b>			
Candidates must demonstrate an awareness and understanding of equal opportunities	Essential		Application Interview