



**Crosshill**  
School



# School Catering Manager

Candidate Pack



Part of the

**Oak**   
Learning Partnership

# School Catering Manager

## Welcome from the Headteacher

Dear Candidate,

Thank you for expressing an interest in joining our wonderful community at Crosshill School. We are a forward-thinking, inclusive, and successful school dedicated to supporting children with special educational needs. Our school is a place where every child is valued, supported, and empowered to achieve their full potential, and we are looking for a passionate and committed School Catering Manager to help us continue this work.

You will have a passion for quality produce and nutritional development and be committed to maintaining high standards of food safety and hygiene.

At Crosshill the 'family' feel of the school is vital to our success and lies at the heart of all we do. We pride ourselves on creating a supportive and inclusive environment where each student can thrive. Our dedicated staff work collaboratively to deliver individualised education plans tailored to the unique needs of every child.



# School Catering Manager

## Welcome from the Headteacher

At Crosshill, we deeply value the positive relationships between staff, students, parents, and carers. Our welcoming environment ensures that students feel valued and trusted as individuals, fostering mutual respect throughout our community. We are committed to offering outstanding opportunities for all our students, empowering them to reach their full potential. Through excellent teaching, personalised support, and an inspiring curriculum enriched with the latest technology, our students overcome diverse learning difficulties and additional challenges, growing in confidence to become successful, caring individuals ready for adulthood.

Our mission is to enhance the life chances of every young person at our school, providing opportunities for achievement beyond expectations, regardless of background, need, or prior attainment. By joining our team, you will become part of a supportive team of professionals dedicated to making a positive difference in the lives of our students and their families.

If you have any questions or would like to arrange a visit to our school, please do not hesitate to contact us on 01254 667713 or by e-mailing [info@crosshill.blackburn.sch.uk](mailto:info@crosshill.blackburn.sch.uk) to arrange an appointment.

As you consider this exciting opportunity, I invite you to explore our website and learn more about our ethos, values, and the wonderful work we do here at Crosshill. [www.crosshillblackburn.co.uk](http://www.crosshillblackburn.co.uk)

**We ask that you do not send CV's, please complete and send your application form and a personal statement to [info@crosshill.blackburn.sch.uk](mailto:info@crosshill.blackburn.sch.uk)**

We look forward to receiving your application and learning more about how you can contribute to our school community.

**Miss Nicola Pemberton**  
**Headteacher at Crosshill School**



**"Pupils love coming to Crosshill Special School. They smile as they arrive in the morning and they are eager to start their lessons. Pupils behave exceptionally well throughout the day. They are highly respectful to one another, staff and visitors."**

Ofsted Report, November 2021

**Inclusion** is at the  
**heart** of our trust

## Introduction to Our Trust

**Dear Candidate,**

Thank you for your interest in this post at Crosshill School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

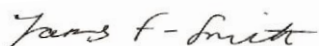
Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:  
**[www.oaklp.co.uk](http://www.oaklp.co.uk)**



**James Franklin-Smith**  
**CEO of Oak Learning Partnership**



[oaklp.co.uk](http://oaklp.co.uk)



**"Pupils and students said that the school is a happy and safe place because staff work hard to make it that way."**

Ofsted Inspection,  
November 2021.



# School Catering Manager

**Salary:** Grade 8, SCP 12 – 17, £27,711 - £30,060 (FTE), actual salary £21,833 - £23,684 per annum

**Hours:** 32.5 hours per week, term time only plus 10 days

## Job Description

**Normal place of work:** Crosshill School, although you may be asked to contribute towards trust wide projects.

**Normal working hours:** 32.5 hours per week, term time only plus 10 additional days to be worked in school closure periods.

Monday – Friday 7.30am – 2.30pm

**Responsible to:** Operations Manager

### PURPOSE OF THE POST

- To plan, prepare, and cook a variety of nutritious and balanced meals to meet the dietary requirements for all pupils every day. This includes meeting school catering and health and safety standards.
- To take a lead role in supporting the school to encourage and implement healthy eating for both pupils and staff.
- To be responsible, under the direction of the Operations Manager, for the school kitchen, the preparation and cooking of meals, including creating menus, planning and management of staff and serving of food at set times during the school day.
- To promote and market school catering with a focus on high quality and value for money.
- To be responsible for the management of all kitchen staff including their daily welfare, their performance management to include an annual appraisal, absence management and any other staffing concerns alongside the operations manager.
- To ensure all work tasks are delegated equally and managed appropriately.

### DUTIES AND RESPONSIBILITIES

- Oversee the provision of high-quality meals in line with government guidelines and legislation on school nutrition standards.
- To follow the requirements for School Food Regulations 2014.
- Monitor food supplies so that sufficient stocks are maintained to meet the requirements of pupils and staff.

- Oversee the preparation and cooking of food in accordance with agreed menus to ensure meals are prepared and served at the appropriate times.
- Ensure meals are served in the appropriate quantities and manner to meet pupils' needs and agreed catering standards.
- Ensure kitchen equipment is maintained and any repairs/breakdowns are reported to the immediate Supervisor.
- Ensure that a high standard of hygiene is maintained in the kitchen, and that all catering staff understand and apply basic food hygiene principles.
- Ensure that HACCP principles are endeared to.
- Coordinate the preparation and cleaning of the dining facilities and areas and ensure that cleaning rotas are adhered to.
- Ensure Compliance with school catering standards legislation and the School's food safety policy, health and safety policy and allergens policy.
- Ensure that kitchen equipment is used safely and according to operating manuals.
- Ensure that kitchen and catering equipment is maintained according to the maintenance schedule.
- Arrange for all necessary repairs to be carried out to ensure the safe running of the kitchen equipment and remove any faulty equipment pending repairs. Where replacement exceeds the agreed budget, discuss this with the School Operations Manager.
- Ensure that catering staff are adhering to proper hygiene procedures, including wearing the correct uniform.
- Record all accidents and incidents.
- Carry out induction and training for new staff members alongside the Operations Manager.
- Carry out a School Food Risk Assessment on a termly basis and ensure that any identified concerns are controlled.
- Ensure that the school's Health and Safety Policy is adhered to in relation to food safety.
- Ensure a high standard of cleanliness, personal hygiene and appearance.
- Keep accurate and up-to-date records of accounts in relation to purchasing food.
- Ensure food is high-quality and achieves value for money.

### **Creating a Menu**

- Plan a menu that is nutritious and appetising, and which offers a variety of ingredients.
- Ensure that the menu minimises food waste, and that all food waste is disposed of appropriately, e.g. in a food waste bin.
- Adhere to the school's Allergy and Anaphylaxis Policy and amend the menu to account for pupils' needs. Ensure that allergy information is effectively communicated and labelled.
- Account for the different dietary needs pertaining to religion and lifestyle and amend the menu accordingly.

- Adhere to the regulations pertaining to creating, cooking and serving a menu for school dinners, e.g. the school food standards.
- Ensure that the menu is amended to reflect seasonal ingredients.
- Consider the preferences and wishes of pupils when developing a menu.

### **Support for the School**

- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- To contribute to the overall work and ethos of the school.
- To work as part of a team and support the role of other people in the team.
- To attend and participate in meetings as required.
- To undertake personal development when required and keep abreast of industry standards updates.

### **Common Core of Skills and Knowledge for the Children's Workforce**

The common core covers six themes:

- Effective communication and engagement with Children, young people, parents and carers.
- Child and young person development.
- Safeguarding and promoting the welfare of the child.
- Supporting transitions.
- Multi-agency working.
- Sharing information.

# School Catering Manager` Person Specification

| CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | DESIRABLE                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"><li>• Level 2 certificate in Food Preparation and Cooking or above and a willingness to undertake further training.</li><li>• Recognised Allergens Awareness training.</li><li>• Natasha’s Law awareness training.</li><li>• COSHH training</li><li>• Level 2 Nutrition/ knowledge if nutritional food standards</li><li>• Health and Safety training including HACCP certificate</li><li>• ICT skills</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | <ul style="list-style-type: none"><li>• First aid certificate.</li><li>• Level 3 Award in Supervising Food Safety in Catering.</li><li>• Previous experience catering in a high-volume environment.</li><li>• Ability to prioritise workloads and meet deadlines.</li><li>• Fire safety awareness training.</li></ul> |
| CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:                                                                                                                            |
| ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"><li>• Previous experience of managing an industrial Kitchen or catering establishment, including Line management and supervisory experience, experience or menu planning and pricing, experience of recording and managing stock.</li><li>• An understanding of the routines and challenges of catering in a school environment.</li><li>• Good numeracy and literacy skills.</li><li>• Sound knowledge of current food hygiene legislation.</li><li>• Knowledge of school catering.</li><li>• Knowledge of national nutritional food standards in schools.</li><li>• Ability to work under pressure.</li><li>• Ability to prioritise workloads and meet deadlines.</li><li>• Ability to work using their initiative and lead others, having strong leadership and teamwork skills.</li><li>• Ability to maintain successful working relationships with colleagues.</li><li>• Ability to work effectively in a team and independently.</li><li>• Ability to carry out all aspects of the role to a high standard at all times.</li><li>• Ability to communicate with all staff and pupils in a friendly and professional manner.</li><li>• Ability to provide team training.</li><li>• Excellent time management and organisation skills.</li><li>• Understanding of safeguarding and promoting the welfare of the child.</li></ul> |  |                                                                                                                                                                                                                                                                                                                       |
| CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:                                                                                                                          |
| ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                                                                                                                                                                                                                                                       |

- Committed to promoting a high-quality service.
- A real passion for food and cooking.
- Dedicated to their professional development and achieving desired qualifications.
- Able to plan and take control of situations.
- Committed to contributing to the wider school and its community.
- Capable of handling a demanding workload and adapting to a fast-paced environment.
- Professionally assertive and clear thinking.
- A commitment to equal opportunities and empowering others.



**Crosshill**  
School

Prepare and flourish

**Crosshill School**

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