JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Trust Catering Manager
Grade: PO6 (SCP 40-43)
Reporting to: Director of Estates Management
Location: Trust-wide – central team office and academy based (multi-site)

Job Purpose

To provide strategic and operational leadership of catering services across the trust, ensuring the delivery of high-quality, compliant, and financially sustainable catering provision for pupils, staff, and visitors. The postholder will lead and support Catering Managers and catering teams across multiple academies, ensuring consistent standards, continuous improvement, and alignment with trust values, statutory requirements, and commercial best practice.

The Trust Catering Manager will be responsible for developing a cohesive, trust-wide approach to catering that promotes healthy eating, maximises meal uptake, achieves value for money, and delivers an excellent customer experience.

Key Responsibilities

Strategic Leadership and Service Development

- Provide strategic leadership for catering services across the trust, establishing clear standards, expectations, and performance measures to ensure consistency and quality across all academies.
- Develop and implement a trust-wide catering strategy that aligns with statutory school food standards, trust priorities, and financial objectives.
- Lead on menu development, ensuring menus are nutritious, appealing, inclusive of dietary requirements and allergies, and responsive to pupil, staff, and stakeholder feedback.
- Drive innovation and continuous improvement within catering services, introducing initiatives to increase meal uptake, improve customer satisfaction, and enhance the dining experience.
- Promote healthy eating and positive food culture across academies, working collaboratively with school leaders and wider trust teams.

Operational Management

- Provide effective line management and professional leadership of Catering Managers, including setting objectives, conducting performance reviews, managing absence, and supporting professional development.
- Ensure high standards of food quality, presentation, portion control, and service delivery across all catering outlets, including breakfast provision, break services, lunch services, hospitality, and events.
- Ensure catering operations are delivered efficiently and consistently across multiple sites, adapting provision where necessary to reflect individual academy needs while maintaining trust-wide standards.
- Oversee the effective management of catering facilities and equipment in liaison with the central estates team and academy operational teams, ensuring that defects and repairs are reported and resolved promptly.

Financial Management and Procurement

- Hold overall responsibility for the financial performance of trust catering services, ensuring effective budget management, cost control, and value for money.

- Develop, manage, and monitor catering budgets, providing accurate financial reporting, analysis, and forecasts to senior trust leaders.
- Ensure robust systems are in place for financial administration, in line with trust Financial Procedures.
- Lead on catering procurement across the trust, ensuring compliance with public sector procurement regulations and trust Financial Procedures, and securing best value through effective supplier management.
- Monitor food costs, gross profit margins, sales volumes, and levels of waste, using data to inform menu planning and operational decision-making.

Compliance, Health and Safety

- Ensure full compliance with all statutory food safety, health and safety, and hygiene regulations across all trust catering operations.
- Ensure that appropriate food safety management systems, including HACCP, are implemented and maintained at all sites, with accurate and up-to-date records.
- Support and oversee the completion of risk assessments relevant to catering activities, working collaboratively with academy and trust health and safety colleagues.
- Ensure catering staff receive appropriate training and certification in food safety, health and safety, and allergen management, and that training records are maintained.

Stakeholder Engagement and Partnership Working

- Work closely with Principals, academy leaders, and operational teams to ensure catering provision meets local needs while aligning with trust-wide standards and budgets.
- Engage effectively with pupils, staff, and other stakeholders to gather feedback and respond constructively to issues or concerns.
- Build positive and productive relationships with suppliers, contractors, and external partners to support high-quality service delivery.

Personal Responsibilities

- Demonstrate professionalism, integrity, and leadership in line with the Seven Principles of Public Life and the trust's values (Diligence, Integrity, Rectitude and Kindness).
- Carry out all duties in accordance with trust policies and procedures, including those relating to safeguarding, health and safety, equality and diversity, confidentiality, and data protection.
- Maintain strict confidentiality in all aspects of the role.
- Willingly engage in training and continuous professional development relevant to the post.
- Contribute positively to the overall ethos, culture, and aims of the trust.

Any Special Conditions of Service

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and the successful completion of the trust's probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

Reviewed Nov 2026

The GORSE Academies Trust
c/o Bruntcliffe Academy, Bruntcliffe Lane, Morley, Leeds, LS27 0LZ
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GORSE

Person Specification

Criteria	Essential/ Desirable
Qualifications	**E/D**
• Grade 4 (C) or above in GCSE English and Mathematics or equivalent.	**E**
• Food Safety Management for Catering or equivalent at NVQ Level 4 or above.	**E**
• HACCP qualification at level 2 or above.	**E**
• Leadership and Management/Customer Services/CIPD qualification at NVQ Level 4 or above.	**D**
• Supervisory Health and Safety qualification.	**D**
Knowledge and Skills	**E/D**
• Strong understanding of food safety legislation, health and safety requirements, and allergen management.	**E**
• Ability to lead, motivate and develop teams across multiple sites.	**E**
• Strong written and verbal communication skills, with the ability to engage effectively with a wide range of stakeholders.	**E**
• Strong organisational skills with the ability to prioritise and manage competing demands.	**E**
• Strong IT skills, including the use of spreadsheets and financial systems.	**E**
• Ability to analyse data and use it to inform decision making.	**E**
• Willingness to travel regularly between academy sites and spend time in kitchens.	**E**
• Knowledge of public sector procurement systems.	**D**
• Evidence of commitment to continuous professional development.	**D**
Experience	**E/D**
• Proven experience of managing catering operations across multiple sites or large-scale catering services.	**E**
• Experience of leading and managing teams, including performance management and staff development.	**E**
• Experience of menu planning and development.	**E**
• Experience of financial management, including budgeting, cost control and financial reporting.	**E**
• Experience of procurement and supplier management.	**E**
• Experience of working within the education or public sector.	**D**
• Experience of managing catering services within a multi-academy trust or similar organisation.	**D**
Personal Effectiveness	**E/D**
• Highly motivated, proactive, and solution focused.	**E**
• Ability to work independently while contributing effectively to a wider team.	**E**
• Strong attention to detail with the ability to maintain high standards.	**E**
• Ability to work under pressure and meet deadlines.	**E**
• Professional, approachable, tactful and diplomatic manner.	**E**
Continuous Professional Development	**E/D**
• Evidence of commitment to Continuing Professional Development.	**E**
Other Conditions	**E/D**

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• Enhanced DBS Clearance.	**E**
• Commitment to safeguarding and promoting the welfare of children and young people.	**E**
• Right to work in the UK.	**E**

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

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