

## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Trust Catering Manager
<b>RESPONSIBLE TO:</b>	Chief Operating and Finance Officer
<b>LOCATION:</b>	The Golden Thread Alliance
<b>SALARY GRADE:</b>	KR10
<b>HOURS:</b>	Term time only, plus 2 weeks

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### PURPOSE OF THE POST:

- Provide a healthy catering service to The Golden Thread Alliance within agreed budgets and with a high value placed on customer satisfaction.
- To provide a supportive environment to develop all members of the team to their potential, including trainees placed in the overall team, to gain a wide range of practical kitchen experience in the catering trade.
- A strong focus on financial management with a view to the role and the service being self-funding.

### MAIN ROLES AND RESPONSIBILITIES

#### Key Responsibilities

You will provide an overall catering and hospitality expertise for The Golden Thread Alliance:

- Develop the catering service at each of the academies in the Trust to achieve the same high standard of hospitality and customer service.
- Advise and plan for service development in relation to school meals and other catering opportunities.
- Continually review our provision and lead on menu development.
- Work towards making the catering service self-funding.
- Ensure that the highest standards of customer care are upheld, including handling positive and negative feedback swiftly, effectively and professionally.

You will provide a high-quality food service to customers:

- Ensure that portion control is observed consistently.
- Plan creative, innovative and nutritious menus for pupils, colleagues and visitors.

	<ul style="list-style-type: none"> <li>• Ensure organisation and supervision of quality food service, including procurement of food and non-food stock within budgetary constraints.</li> <li>• Manage the provision of high-quality events catering as required.</li> </ul> <p>You will observe health, safety and hygiene regulations and be responsible for the day to day running of the catering service:</p> <ul style="list-style-type: none"> <li>• Control of hygiene and health and safety.</li> <li>• Ensure that equipment is maintained and faults reported.</li> <li>• Be responsible for the health and safety of all catering employees and ensure that safe working practices are maintained.</li> <li>• Ensure that the kitchen cleaning schedule is adhered to effectively.</li> <li>• Be responsible for maintaining food safety, preparation and production.</li> <li>• Administration duties attached to the post.</li> </ul> <p>You will supervise, train and develop teams of kitchen staff:</p> <ul style="list-style-type: none"> <li>• Provide leadership, supervision and support to employees and trainees, including allocation of duties and work rotas.</li> <li>• Provide training as required to develop the team to their potential, and coach trainees to develop their skills.</li> </ul> <p>Working across The Golden Thread Alliance:</p> <ul style="list-style-type: none"> <li>• Undertake promotional events e.g., healthy eating initiatives, National School Meals Week, or any promotion as directed by your line manager, in order to maximise meal uptake and raise the profile of the service.</li> <li>• Support cross-curricular initiatives e.g. healthy eating and lifestyle messages.</li> </ul>
<p><b>General Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• to undertake training and development as required and to assist, where appropriate and necessary, with the training and development of colleagues.</li> <li>• for their own and others' health and safety, and for adhering to guidelines for the safeguarding of children.</li> <li>• to be an ambassador for The Golden Thread Alliance.</li> </ul>

<b>Data Protection Responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure that personal data of pupils and colleagues is collected, processed, and stored securely, following the Trust's Data Protection policy.</li> <li>• Use school-approved platforms and tools to communicate with pupils, parents, and colleagues to maintain data protection compliance.</li> <li>• Report any data breaches, potential breaches, or subject access requests (SARs) to the designated data protection lead promptly.</li> <li>• Complete any required data protection training to maintain awareness of the relevant legislation and best practices.</li> </ul>
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Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role.

***This job description may be subject to amendment or modification at any time in consultation with the post holder.***

***The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Executive Headteacher to carry out appropriate duties within the context of the job, skills and grade.***

Postholder's signature: \_\_\_\_\_

Postholder's name: \_\_\_\_\_

Date: \_\_\_\_\_

## PERSON SPECIFICATION

	<b><i>Essential</i></b>	<b><i>Desirable</i></b>
CGLI 706/1 & 2 or NVQ2 Professional Cookery	✓	
Level 2 accredited Food Safety certificate	✓	
Level 3 accredited hygiene certificate	✓	
Proven experience of managing a high-volume quality commercial kitchen operation e.g. hotel/events catering as Chef or Assistant Chef	✓	
Experience of leadership and staff supervision		✓
Experience of working in industrial kitchen		✓
Experience of delivering training and assessment of trainees		✓

Wide and varied culinary knowledge and production	✓	
Knowledge of legislative requirements relating to the catering industry	✓	
Strong customer focus	✓	
Flexible approach to work	✓	

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• National Professional Qualification for Headteachers</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Substantive experience of being in a leadership position for a minimum of 4 years</li> <li>• A strong sense of accountability for ensuring performance targets are met and that The Golden Thread Leadership behaviours are modelled at all times</li> <li>• Demonstrate experience of securing rapid and sustained improvement as a school leader and taking Primary Academies to at least Good or Better in the Ofsted Framework</li> <li>• The ability to interpret complex quantitative and qualitative data and use this analysis to inform planning support and challenge</li> <li>• Experience in leading and managing innovation and change</li> <li>• The ability to develop processes that encourage the sharing of best practice</li> <li>• Setting performance standard &amp; evaluating their success</li> <li>• Proven success in leading innovation/curriculum across more than one school site</li> <li>• Proven success at leadership and building teams</li> <li>• A credible knowledge and experience of excellent pedagogy in the Primary Sector</li> <li>• Managing financial budgets and using resources effectively</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Strategies for developing teaching &amp; improving pupil performance</li> <li>• Excellent interpersonal skill</li> <li>• Proven track record in managing change positively and enjoys work at pace</li> <li>• Knowledge of the use of data to improve teaching &amp; learning</li> <li>• Knowledge of current education legislation, national initiatives &amp; strategies</li> <li>• Thorough understanding of safeguarding policies, statutory requirements and practices</li> <li>• Ability to actively engage parents/carers from all communities and communicate positively with them Strong communication skills with a range of stakeholders</li> <li>• Excellent organisation skills and proven ability to priorities tasks effectively</li> <li>• Ability to work under pressure with enthusiasm and dynamism</li> <li>• Commitment to all pupils succeeding</li> <li>• Integrity and Commitment to the Nolan principles of public office</li> </ul>

**Personal  
Qualities**

- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.

**Postholder's****signature:** \_\_\_\_\_**Postholder's****name:**

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**Date:** \_\_\_\_\_