



***Candidate Brochure
Catering Manager***



THE DEAN TRUST
Believe Achieve Succeed

SALARY:

Grade 5, Point 7, £28,163 to £31,067 pro rata, 30 hours per week

START DATE:

1 September 2025

WORKING PATTERN:

TTO, 39 weeks, including 5 INSET days

CONTRACT:

Permanent

LOCATION:

Abraham Moss Community School

RESPONSIBLE FOR:

Catering Assistants

ACCOUNTABLE TO:

Headteacher / Finance Manager

Catering Manager

Job Summary

Main Duties and Responsibilities

Operational Leadership

- Manage the daily running of the school catering service.
- Develop menus in line with School Food Standards, pupil preferences, cultural needs, allergies, and dietary requirements.
- Oversee lunchtime service, ensuring timely delivery and excellent presentation.
- Ensure cleanliness and hygiene standards are maintained in line with health and safety procedures and cleaning schedules.

We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity.

We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics.

The Dean Trust is committed to safeguarding and the welfare of children and young people and expects all volunteers to share this commitment. All post holders are to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.



Main Purpose of the Role

Job Purpose

To lead a high-quality, efficient catering service that meets the nutritional, cultural, and dietary needs of pupils. The postholder will be responsible for daily operations, team leadership, menu development, compliance with nutritional standards and legislation, and budgetary control.

Key Responsibilities

Financial Management

- Monitor catering budgets.
- Work with the Finance Director/Office Manager to ensure cost-effective procurement without compromising quality.
- Order food and supplies; check deliveries and report discrepancies.
- Maintain accurate stock records and complete regular stock returns.

Staff Management

- Supervise Catering Assistants, including recruitment, induction, training, workload planning, and performance monitoring.
- Determine appropriate staffing levels in liaison with the Finance Officer.

Pupil Engagement

- Ensure all pupils are treated with respect, adhering to safeguarding procedures.
- Gather pupil feedback (e.g., taste testing, theme days) to shape menu planning.
- Report any concerns regarding pupil welfare or behaviour to designated staff.

Health & Safety Compliance

- Ensure all Health & Safety and COSHH regulations are followed.
- Review and update kitchen risk assessments regularly.
- Arrange repairs and ensure faulty equipment is removed from use.
- Record accidents/incidents and ensure first aid supplies are replenished.
- Maintain secure access to the catering area.
- Promote high standards of hygiene and professional appearance.

Standard Responsibilities

- Promote equality, diversity, and inclusion in all aspects of the role.
- Uphold the values and ethos of Abraham Moss Community School.

- Follow school policies and procedures (e.g., safeguarding, finance, data protection, customer care).
- Take proactive responsibility for health and safety across the school.
- Engage in relevant training and professional development.

Values and Behaviours

- Commitment to delivering high-quality, pupil-centred service.
- Self-motivated with strong time management skills.
- Flexible and adaptable to school needs.
- Professional and respectful in all interactions.
- Commitment to safeguarding and continuous personal development.
- Willingness to work during school holidays if required.
- Wear the required uniform and consent to an Enhanced DBS check.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual take undertaken may not be identified.

Personal Specification

	Essential	Desirable
Qualifications		
Hospitality and Catering Qualification NVQ2 or C&G 706 1&2	✓	
Supervising Food Safety Level 3 (minimum)	✓	
Candidates must have a good standard of literacy and numeracy	✓	
Hospitality and Catering Qualification NVQ3, HND or higher		✓
First Aid Qualification		✓
Experience		
Experience of managing a catering service and successfully leading a team of staff in a high-volume food production outlet	✓	
Experience of a commercial approach, devising initiatives to improve the service	✓	
Experience of managing budgets	✓	
Experience of managing HACCP systems and COSHH	✓	
Experience of allergen management and control	✓	
Experience of manual handling procedures	✓	
Experience of working within a school		✓
Experience of biometric EPOS till systems		✓
Knowledge of school catering		✓
Knowledge		
Sound knowledge and understanding of school food guidelines and food safety legislation	✓	
Good knowledge of health and safety requirements	✓	
Skills and abilities		
Good computer literacy skills		✓



	Essential	Desirable
The ability to forward plan and think strategically in formulating plans	✓	
Ability to work independently using own initiative	✓	
Excellent interpersonal and customer facing skills and the ability to maintain professionalism, display patience, resilience and politeness within a pressurised environment	✓	
Excellent organisational skills, including planning and time management	✓	
Resourcefulness and the ability to multitask and prioritise	✓	
Additional Qualities		
The ability and willingness to work additional hours as and when required	✓	
The ability to be flexible in fulfilling contractual hours	✓	
To be physically fit and able to undertake manual work	✓	
Willingness to play an active part in the wider school community and to support the ethos of the School	✓	



How to apply

If you would like to apply for this role
please apply through our online recruitment site which is available via:
careers.thedeantrust.co.uk

Application Closing Date: 9.00 a.m. on Tuesday, 22 July 2025

Any queries, please contact a member of the HR Team on 0161 532 5400 or
via email at noelinetaker@abrahammoss.co.uk

