



**North East  
Learning Trust**

**Catering Manager**  
Applicant information pack

**Catering Manager**  
**Required September 2021**  
**Grade 7 SCP26 – SCP28**  
**£30,451 – £32,234 per annum (FTE)**  
**Actual £27,557 - £29,171 per annum**  
**Term Time Plus 10 days**  
**37 hours per week**

At North East Learning Trust our ambition is to continually improve the experiences and outcomes for all the 7000 children across our ten schools. We look to achieve this by supporting each school we sponsor on a journey towards becoming outstanding both in the view of Ofsted and as judged by performance outcomes, enrichment opportunities and the day-to-day experiences of students as learners and of staff as our employees.

Our trust has grown consistently since being established in 2011 and we plan to expand our central support team to strengthen our partnerships and reach to include more schools.

We are seeking to appoint an experienced, enthusiastic and inspirational Catering Manager to lead our dedicated catering teams across the Trust. The Catering Manager post is a new role that will be pivotal in the future development of catering services across our Trust including the exciting introduction of Bistro provision for Sixth forms and staff.

The role will be both strategic and operational, working Trust wide with school catering teams and the Trust's Central Support team to develop the catering provision across all schools. The aim is to deliver healthy, high quality, nutritional meals in line with food standards, whilst providing excellent customer service.

Reporting to the Trust's Director of HR, the post holder will have overall responsibility for ensuring the Trust's quality of dining is outstanding, improving the dining experience for staff and students, whilst managing and developing a high functioning catering team. Whilst the post will be based in Ashington Academy, where a new dining room and sixth form Bistro are due to open in September, you will be required to travel to all schools within the Trust.

**The successful candidate will:**

- Have experience of working in catering industry.
- Have experience in managing remote and multi-location teams.
- Have experience in leading and managing a team within a catering setting.
- Have enthusiasm and passion for the delivery of an excellent service.
- Be able to work flexibly and respond to the changing demands across the Trust.
- Be able to build effective relationships across all Teams.
- Be able to travel across all Trust sites.

### **We can offer:**

- Excellent working environment and ethos.
- National Terms and Conditions of Employment (NJC Green Book).
- Local Government Pension Scheme.
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year.

### **Closing Date:**

**2<sup>nd</sup> August 2021 (12 noon)**

Interviews will take place in August; please could you include in your letter of application any dates that you would not be available due to summer holiday arrangements.

### **How to apply:**

Application packs can be downloaded from the website.

Letters of application should be no more than one side of A4 and should be returned with application forms to [linda.shaw@nelt.co.uk](mailto:linda.shaw@nelt.co.uk) or Linda Shaw HR Manager at Traynor House, Traynor Way, Whitehouse Business Park, Peterlee. SR8 2RU.

For an informal discussion or further information, please contact Deb Piggott, Director of HR on 07484 087478.



# Job description

<b>Post title:</b>	Catering Manager
<b>Responsible to:</b>	Director of Human Resources
<b>Responsible for:</b>	The management and direction of all catering teams
<b>Salary Band:</b>	Grade 7 SCP26 – SCP28

## Job Purpose:

The management and direction of all catering teams.

Developing and implementing a catering strategy across the Trust that delivers high quality food that is nutritional and inviting and in line with budget constraints.

## Duties and Responsibilities:

- The management and direction of all catering teams.
- Developing and implementing a catering strategy across the Trust that delivers high quality food that is nutritional and inviting and in line with budget constraints.
- Ensuring high standards of performance and identifying staff training needs; ensuring catering teams have received appropriate food safety training and ensuring all records are monitored and up to date.
- Regularly meeting with Catering Leads at each site to provide support, share good practice and monitor standards and performance.
- Managing Catering budgets across the Trust, in line with Trust Financial procedures.
- Developing food service offers that meet the needs and expectations of parents, pupils, and school staff.
- Identifying and delivering income-generating opportunities.
- Undertaking an annual catering service survey of pupils, staff, and parents to provide analysis of current service. Implementing improvement plan to ensure appropriate and timely actions taken in response.
- Engaging with pupils, staff and parents to develop healthy food choices, encouraging uptake of meals service in school.
- Keeping abreast of all food safety legislation and ensuring that catering teams comply with correct labelling/allergen information in line with current legislation.
- Maintaining a sound knowledge and understanding of Government legislation on nutritional standards in schools and ensuring all schools are fully compliant.
- Menu planning with Catering Leads considering all nutritional and allergen requirements and value for money.
- Ensuring that all school kitchens and the equipment in them meets all statutory requirements and that a service and maintenance system is in place to ensure continuity of service.
- Ensuring that all food sold is labelled with relevant allergen information in accordance with current legislation and standards.
- Monitoring and compliance with the government's food and nutritional standards, HACCP food safety and H&S legislation.
- Reporting any health and safety issues to the Health & Safety Manager.

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**

### **Health and Safety:**

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

### **Safeguarding**

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

## Person specification Catering Manager

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>Hygiene training in advance of basic level 2</li> <li>Excellent numeracy and literacy skills – equivalent to GSCE Grade C or above in English &amp; Maths</li> </ul>	<ul style="list-style-type: none"> <li>Catering Management qualification (City &amp; Guilds 706/1 and 706/2)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of working in catering industry.</li> <li>Experience in managing remote and multi-location teams.</li> <li>Experience in leading and managing a team within a catering setting.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in the education sector.</li> <li>Experience of managing stock control and ordering.</li> </ul>
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> <li>Willingness to keep up to date with all relevant legislation and share as best practice.</li> <li>Ability to act as an ambassador with all stakeholders.</li> <li>Ability to manage conflicting demands and prioritise effectively.</li> <li>Able to demonstrate competence in the use of ICT systems</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Enthusiasm and passion for the delivery of an excellent service</li> <li>Ability to work flexibly and respond to the changing demands across the Trust.</li> <li>Builds effective relationships across all Teams.</li> <li>Ability to travel across all Trust sites.</li> </ul>	

### References:

Any relevant issues arising from references will be taken up at interview.

### DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share

this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

**Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.