



Trust Catering Manager - JOB DESCRIPTION

Reporting To: Trust Head of Estates and Facilities/ SHS Deputy Headteacher

Payscale: TEAL Associate Staff Pay Scale, Point's 23 – 26 DOE

Job Purpose:

To actively support our core purpose, remembering that “We are here to make great schools and happier, stronger communities so that people have better lives.”

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 schools, 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: Specific

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 schools
- 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 schools, working collaboratively with school leaders and wider trust teams.

Operational Management

- 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 school needs while maintaining trust-wide standards.
- Oversee the effective management of catering facilities and equipment in liaison with the Head of Estates and Facilities and School SLT's, ensuring that defects and repairs are reported and resolved promptly.
- Providing effective, direct line management of the South Hunsley School Catering Team, including performance reviews, managing absence and supporting professional development.

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 the Head of Estates and Facilities
- Ensure robust systems are in place for financial administration, in line with TEAL's Financial Procedures.
- Lead on catering procurement across the trust, ensuring compliance with public sector procurement regulations and TEAL 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 TEAL 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 school 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 School SLT's, the Head of Estates and Facilities, 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.

Operational Delivery

- Support the catering manager in ensuring an effective catering operation is maintained at South Hunsley School and Sixth Form College including:
 - Assisting with the preparation, cooking and serving of meals, as required
 - Assisting with the coordination of staff training, providing clear guidance and ongoing support in kitchen operations, food preparation, presentation, health and hygiene, food safety and appropriate pupil supervision.
 - Assisting with the receipt of deliveries, verifying quantities and quality and reports shortages, spoilage or inferior products to the suppliers.
 - Assisting the school catering manager in managing all aspects of the school's catering budget, monitoring expenditure, controlling costs and ensuring the effective use of financial resources.
 - Assisting to implement effective stock control procedures to ensure appropriate stock levels and minimise shortages.
 - Assisting with the coordination of catering arrangements for school events, functions and special occasions, ensuring the timely preparation and delivery of food and beverages. This may occasionally require flexibility outside normal working hours.
 - Participate in the cleaning and maintenance of kitchen, serving, storage and dining areas, ensuring high standards of cleanliness, hygiene and presentation.
 - Assisting the implementation of the Sustainability Strategy by advising the School Catering Manager on environmentally responsible catering practices, promoting recycling and reducing waste.
 - Assisting with the recruitment, selection and induction of catering staff, ensuring team members understand their roles and responsibilities.

Key Responsibilities: General

The post holder will be required to act on their own initiative or on the authority delegated from their line manager or a member of the School/TEAL SLT.

The post holder will be expected to work within TEAL and the schools' policies and procedures and uphold the organisation's values and vision.

The job description is not intended to be a complete list of duties and responsibilities but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of TEAL. The post holder will undertake any other duties appropriate to the remit.

TEAL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.

The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely).

The key competencies and behaviours commensurate with this post are identified overleaf.



Ethical Behaviours Charter

Competency	We do this by
Trust	• Being reliable, consistent, credible, honest, humble, courageous and kind. • Managing emotions and helping others to do the same. • Keeping promises and doing what we say we will • Having genuine compassion for others
Wisdom	• Developing knowledge and expertise, then sharing that knowledge • Learning from mistakes and failures and admitting when we are wrong • Seeing systems and processes as ways to fulfil our purpose, removing or changing them if they fail in that.
Kindness	• Being patient, respectful, generous and forgiving. • Acting with compassion and care, listening and seeing the person behind the role • Focusing on relational practice; building trust and rapport with others by empowering and elevating them.
Justice	• Doing what is right, rather than what is popular or easy • Ensuring we live our sense of purpose and values in the way we behave, make decisions and communicate. • Applying rules in a consistent, transparent and fair way, whilst allowing for discretion and common sense. • Valuing difference, building diverse teams and encouraging others to behave responsibly and with moral purpose.
Service	• Putting ourselves in the service of others. • Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour • Behaving in a dutiful way, demonstrating humility and self-control. • Removing barriers to enable others to do their jobs well
Courage	• Holding ourselves to account when something goes wrong. • Remaining calm, optimistic and positive in the face of adversity and change. • Speaking honestly, openly and with empathy
Optimism	• Believing in our own ability, and the ability of others, to do what is right to change the world for the better. • Calling out negativity, cynicism and dishonesty. • Remaining positive and encouraging, helping others to overcome challenges and celebrating their success.
Vision	• Anticipating the future and embracing it. Thinking strategically, analysing and assessing information to deliver organisational growth. • Reading, researching, networking and sharing learning with others. • Believing in the potential of others; helping them be the best they can be.