



Astrea Academy Trust
INSPIRING BEYOND MEASURE

CATERING OPERATIONS MANAGER

CANDIDATE PACK



Open Letter from our CEO

Dear Candidate,

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage. Our academies are based across South Yorkshire and Cambridgeshire, often in areas which have experienced generationally poor educational opportunities. Our role is to change that. We want to play our part in the social regeneration of these areas.

We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve.

With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality, but our sense of what defines us is still evolving. With this in mind, we are looking for leaders who:

Want to be part of our journey to outstanding, shaping our vision, and helping us to unlock the collective power of our system. If you're a solo flyer, our Trust is not for you.

Share our commitment to an inclusive, aspirational and academic education for all pupils.

Believe that in a Multi-Academy Trust, the whole is greater than the sum of the parts and that it is our collective responsibility to get the best outcomes for all our pupils.

Bring expertise, aspiration, courage, and a collegial approach. We are brave for our communities, and we welcome challenge and ambition.

Are authentic, visible and driven.

Bring an academic perspective to their work, supported by well-researched, well-evidenced approaches that make us think and push the trust's practice forwards

Want our schools to be joyful places to learn, underpinned by expert teaching, brilliant curriculum, broad opportunities for learning and excellent consistent behaviour in every classroom.

For our part, we commit to challenging you, inspiring you, supporting your development and giving you access to leadership opportunities not only within your own school, but also across our Trust as your role develops.

Best Wishes

Rowena Hackwood

CEO at Astrea Academy Trust



Job Description

JOB TITLE:

Catering Operations Manager

REPORTING TO:

Executive Chef

SALARY RANGE:

£36,343 – £40,630 per annum

Central Salary Scale 4T

CONTRACT TYPE:

Permanent

WORKING PATTERN:

Full time

37.5 hours per week, 52 weeks per year



Role Description

Purpose

To deliver catering operations, through strategic management of catering teams, implementing strategic initiatives in support of the trusts values that every Astrea child shall have access to fresh nutritious food.

To effectively lead and deliver catering operations, supporting a variety of catering requirements across our schools through innovation, and operational excellence. Engage with our academy communities to continuously drive excellence.

Main Duties and Responsibilities

- Ensure compliance with government legislation, standards and procedures by training, supervising, auditing and hands on management
- Work with regional and schools operations to ensure consistent processes and systems across both in-house and outsourced provision for reporting uptake,
- Provide operational guidance on cost reduction through waste management, portion control, food provision costs.
- Work closely with the Executive Chef in the development of menu lines
- Support with the promotion and marketing of school food offers and one of catering events to help grow Astrea Food Service
- Conduct regular audits ensuring quality of food and service from contract caterers in our Cambridge sites.
- Support operations and catering managers in the safe operating procedures, ensuring all H&S training is completed and refreshed as required.
- Maintain regular contact with contract caterers ensuring positive relationships between Astrea and contracted parties.
- Advise and support in-house staff with the operation use of software.
- Minimise staff turnover through positive and inclusive management of the team, encouraging input, managing fairly, celebrating success and encouraging development
- Ensure that feedback is analysed, and that appropriate action is taken to improve performance
- Develop operational strategies to ensure seamless planning delivery for catering operations and services
- Advise and support schools with cashless catering implementation and the ongoing support of management systems and reports
- To work with in-house managers on how to best deploy catering teams within the schools to meet daily requirements enabling maximum uptake of school meals and support within kitchens as and when required.

Person Specification

Experience

Extensive multisite catering experience, within an educational or private sector catering environment

Previous operational experience at managerial level in a busy catering environment

Understanding of how to assist in developing, implement and maintain procedures and systems to effectively assess and manage quality standards

Expertise in delivering results through motivating and managing teams.

Education and Qualification

Food hygiene Level 3, with a knowledge of COSHH and current allergy legislation – essential

Evidence of recent and relevant continued professional development – essential

Level 4 qualification such as HND or equivalent in either catering, hospitality or management – desirable

Experience in internal auditing – desirable

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. All posts are subject to satisfactory background checks including references and enhanced DBS checks.

Skills and Knowledge

- Catering operational experience with proven leadership skills and the ability to motivate staff
- Ability to work in challenging environments, while maintaining high standards
- Ability to work collaboratively using financial planning experience to deploy budgets effectively
- Ability to understand the processes, procedures and systems needed to effectively deliver fresh food offers and solutions that provide innovation
- Strong people development capability with a clear focus on the development of the potential of individuals and teams
- Understanding of the importance of improving the food offer across education
- Passionate about customer service and consistently delivering excellence, able to display a real passion for food
- Self-motivated and able to actively seek out and create opportunities for continual improvement
- Comprehensive IT and communication skills, able to effectively engage school communities
- Ability to proactively participate in external networking to identify current best practice and benchmarking initiatives in order to continually develop our catering offer.

Please note that the ability to travel flexibly between different sites is essential for this post.

This is not exhaustive

About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer, we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.



Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.

Here at Astrea Academy Trust we know that diversity fosters creativity and innovation. We are committed to developing and retaining a workforce that is representative of the diverse communities that we serve. We are committed to equality of opportunity, to being fair and inclusive and building our culture of belonging. We therefore particularly encourage applications from candidates who are likely to be underrepresented in Astrea's workforce. These include people from Black, Asian and minority ethnic backgrounds, disabled people, LGBTQI+ people.

