

CARRFIELD PRIMARY ACADEMY



Astrea Academy Trust
INSPIRING BEYOND MEASURE

CATERING MANAGER

CANDIDATE PACK



Open Letter from our Principal

Dear Candidate,

At Carrfield Primary Academy we seek to create a happy, positive and caring working environment where children are valued, both academically and socially. Our aim is to ensure that every child in our care reaches their full potential and experiences a broad, balanced and creative curriculum. We endeavour to produce lifelong learners who will relish the challenges that our rapidly changing world has to offer.

Carrfield Primary Academy has a friendly and welcoming atmosphere where every child is valued. All the staff, parents, governors are committed to working together to ensure every child reaches their potential.

We have high hopes and aspirations for our children and we are continuously adapting and redesigning our curriculum to ensure that we interest all of our children and involve them as fully as possible in their learning. We want our children to be excited about coming to school and to love learning; to be motivated, enthusiastic, and challenged; to know that success is in each and every one of them and comes as a result of their own effort: this is paramount. We endeavour to provide our children with the belief that they can improve and learn, and to be delighted and proud of their many achievements.

We believe however, that in order for children to achieve their best, there needs to be a really positive co-operation between home and school. We really value the relationships that exist between home and school and seek to involve the parents and carers as much as possible, not just in their child's education, but in the work of the school in general.

Katie Adamski

Principal at Carrfield Primary Academy

Please visit our website for further details on our vibrant and diverse [school](#)



We can offer you:

Enthusiastic and caring children who are keen to learn.

An opportunity to be part of an inspiring team that plays a central role in the broad and diverse community it serves.

An opportunity to make a difference to the lives of the young people and families.

Commitment to your continuing professional learning and career development.

A hardworking team who are committed to promoting high achievement across the curriculum and school .

A good humoured, industrious, highly skilled and enthusiastic staff team.

Supportive and effective leadership.

Access to the Local Government Pension Scheme and our Employee Assistant Programme.

Astrea Academy Trust is fully committed to being diverse and inclusive workforce where together we can embrace each other's unique individuality, background and heritage. We believe that by reflecting and representing the communities and people we serve, we will better and further the life chances of our pupils.



Job Description

JOB TITLE:
Catering Manager

REPORTING TO:
Principal

SALARY RANGE:
£27,334 - £29,269 per annum full time equivalent salary
SCP 14-18

ACTUAL SALARY IF PRO RATA:
£15,841 - 16,962 per annum

CONTRACT TYPE:
Permanent

WORKING PATTERN:
25 hours per week – Monday to Friday
Term time contract – 39 weeks per year
Term time plus 5 INSET days per annum



Role Description

Role Purpose

Catering managers lead teams of Cooks and Catering Assistants. They are responsible for running the day-to-day catering operations and services in School. Catering managers are responsible for monitoring the quality of the food and service and for making sure that their outlets perform well. The most important part of the job is achieving good quality food, maintaining high standards of hygiene and customer satisfaction whilst working within a budget.

Main Duties and Responsibilities

A Catering Manager's main responsibilities and duties include:

- Planning menus in consultation with the central catering team.
- Ordering produce and supplies.
- Training, managing and motivating permanent and temporary staff.
- Organizing staff Rota's to ensure all daily responsibilities are completed.
- Ensuring that health and safety regulations are strictly observed and recorded.
- Monitoring and improving the quality of the product and service provided.
- Keeping to budgets and maintaining financial, administrative and HACCP records.
- Ensuring the kitchen is operating within budget.
- Developing the offering to provide the healthiest and tastiest meals while remaining in budget.
- Ensuring all staff are performing well through regular 1-1 meetings.

Person Specification

Experience

- Excellent organisational skills including the ability to multitask and organise workload.
- Great communication skills. Communicating effectively with different internal and external stakeholders.
- Has the ability to work to tight deadlines whilst paying excellent attention to detail.
- Excellent team working skills including communication and prioritisation.
- Helpful and positive approach to dealing with all stakeholders.
- Proactive approach to planning work and achieving deadlines.
- Able to work independently and as part of a team.
- Welcomes challenges and is flexible and adaptable to the needs of the trust.
- Experience preparing fresh food.
- Experience working in a similar chef's role.

Education and Qualification

Catering Managers require at the minimum to have 2 years experience working in professional kitchens. Professional catering qualifications are preferred; however, this training is not a mandatory requirement.

It will be important for Catering Managers to hold a higher level of training and qualifications than Cooks & Catering Assistants, but these can be provided through onsite and online training.

Skills and Knowledge

A successful candidate for a Catering Manager position will have the following prerequisite skills and qualifications to fulfil their duties effectively:

- Excellent communication and interpersonal skills.
- Strong organizational and time management skills.
- Good decision-making skills within a high-pressure environment.
- Ability to manage a diverse environment with a focus on client and customer service.
- Excellent attention to detail.
- Working knowledge of mathematical principles such as ratios and proportions.
- Excellent communication skills.
- Experience leading a team.
- Knowledge of food, food hygiene (including hazard analysis and critical control points) and food safety.
- Strong leadership and motivational skills including the ability to build strong relationships with customers and staff.

This is not exhaustive.

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. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy

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.



Leaders and governors are vigilant in their duty to keep pupils safe. The site is suitably secure, and policies and procedures have been regularly reviewed to ensure that they reflect the latest safeguarding guidance. Staff take care to manage risks for pupils, and assessments are in place for day-to-day activities. Staff have all been trained to identify pupils who may be at risk and have undertaken additional training to prevent pupils from being at risk of radicalisation. Pupils' case files show that timely actions and referrals are being made by the school. OFSTED November 2017

[OFSTED report](#)