



The Collegiate Trust  
Exceptional Education for All



# CATERING SUPERVISOR

Riddlesdown Collegiate  
Catering



Application Pack



Role Location	Catering Supervisor		
Salary/Grade	£15.00 per hour		
Details	8-2.30	Part-time (30 hours per week, 6.5 hours per day, Monday to Friday with 30 minute unpaid break)	43.8 weeks per year (38 working weeks including 5.8 weeks paid annual leave plus bank holidays)
Start date	1 <sup>st</sup> February 2026		
Application Closing Date	17 <sup>th</sup> January 2026		

#### A message from the CEO

Thank you for your interest in joining *The Collegiate Trust (TCT)*. I hope that this information pack will help you to learn more about our fantastic family of schools and that you are excited by the prospect of joining us.

*The Collegiate Trust* is a dynamic place to work. Our mission is to collaborate to deliver an *exceptional education for all* and our culture of ambition is focussed clearly on our people and their learning. It is this culture which leads to the high academic standards and the enviable reputation that *The Collegiate Trust* is known for. I am very proud of what we do and what we have achieved at the Trust, and I hold the highest aspirations for what we will achieve in the future.

Since 2015, our Trust has been growing and, today, we are a family of 9 schools with c.7000 pupils and 1000 employees. We take our responsibility as an employer very seriously, always striving to do best by our staff and focusing on wellbeing, development and achievement.

Please do not hesitate to get in touch for an informal discussion if you feel that this role and our Trust may be right for you. We would be delighted to receive your application.

Yours sincerely

Mr Soumick Dey  
Chief Executive Officer



## Why work with us? The benefits

At TCT, we understand that your time, wellbeing, career opportunities and work-life balance are key things you will look for when choosing where to work. We work hard to continually develop what we offer, striving to be recognised as an employer who looks after all our employees.

On top of our proactive and supportive approach to employee wellbeing and development, we offer a range of additional employee benefits – please click [here](#) to see more details.

We have a comprehensive CPD programme, designed to ensure all staff in all roles have the opportunity to grow and develop in their career. Our approach to Performance Development ensures that each and every member of staff is flourishing. Whether you are at the very beginning of your career or are looking to develop your experience, *The Collegiate Trust* is a great place for professional growth. ECTs and Apprentices benefit from a focused induction period, prior to appointment, and a well-established programme of support throughout the year, whilst more experienced colleagues have many opportunities to develop skills and extend their professional learning through an extensive and varied programme of professional development.

We are an inclusive and supportive Trust who understands that our employees have commitments beyond work. We have a generous approach to flexible working, annual leave, compassionate leave and supporting our staff in times of difficulty. Your wellbeing is of utmost importance to us!

## An introduction to the role

The role of a Catering Assistant in a school kitchen is a vital part of ensuring students receive nutritious, well-prepared meals in a safe and welcoming environment. Working closely with the catering team, the Catering Assistant supports the preparation, cooking, and serving of food, as well as maintaining high standards of cleanliness and hygiene throughout the kitchen and dining areas. This role requires a strong sense of teamwork, attention to detail, and a commitment to providing a positive dining experience for children and staff alike. A Catering Assistant plays a key role in helping promote healthy eating habits and contributes to the overall wellbeing of the school community.

We would be delighted to receive an application from you if, upon consideration, you feel that this role and our Trust may be right for you. If you have any queries or would like an informal discussion about the role, please contact the catering department [catering@collegiate-trading.org](mailto:catering@collegiate-trading.org)

# About The Collegiate Trust

## “Exceptional Education for All”

TCT has grown out of *Riddlesdown Collegiate*, a large, **outstanding** (OFSTED, March 2023) secondary school in Croydon with a longstanding reputation for high standards and an exceptional education. Since 2015, our Trust has been growing and, today, we are a family of 9 schools. The new addition of a further secondary school in 2025 has brought our Trust to c.7000 pupils and c.1000 employees.

Each school within the Trust is supported by our Central Team who work with Principals and their teams on school improvement, teaching and learning, finance, facilities and operations, IT, HR and governance issues. This support allows the Principal and Local Governing Body (LGB) to focus on delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

Our strong culture of ambition is focussed clearly on **PEOPLE** and **LEARNING**. We ensure that the best interests of all those in our communities are always at the heart of our decision-making.

The work of *The Collegiate Trust* is informed by our core values of **Ambition** and **Collaboration** leading to the intended outcomes of **Achievement** and **Enjoyment**.

There are three particular themes that drive our work and can be described as our *keys to success*:

**Partnership** – We work hard to cultivate strong professional relationships with each other, with our pupils, with their families and the wider community as we see this as the foundation on which our Trust is built.

**Progress** – To us, progress means much more than academic improvement. We place a great focus on personal and professional growth for all members of our community and it is this emphasis on continuous improvement that enables our pupils to fulfil their potential.

**Preparation** – Whether for the next stage of education, for work or for a future that is uncertain, it is our view that the prime purpose of school is to prepare young people for the rest of their lives. It is our intention to prepare all pupils to achieve their goals and to go on to enjoy happy and successful futures.



You can find out more information about our Trust on our website:

<https://tct-academies.org/>

# What will I be doing?

## Job Description and Details

**Contract:**

**Hours (may be flexible):** 30 hours per week.

**Salary:** £15.00 – per hour

**Location:** Riddlesdown Collegiate

**Reporting to:** Catering Supervisor

**Purpose of the Post:** The post holder will be responsible for supporting the operation of the day to day running of the catering outlets.

**Job Summary:**

The duties and responsibilities for this post are listed below. All duties are subject to periodic review and job descriptions can change according to the needs of the Academy.

A Catering Supervisor oversees the day-to-day operations of the school kitchen, ensuring the efficient preparation and service of nutritious meals for students. The role involves supervising kitchen staff, coordinating food preparation and service, and ensuring high standards of cleanliness, hygiene, and food safety are consistently maintained in line with regulations. The Catering Supervisor is responsible for organising the dining area, managing stock and basic records, and supporting the team to deliver a positive mealtime experience. Strong leadership, reliability, effective teamwork, and a friendly, approachable manner are essential to create a welcoming environment for children and staff.

**Dimensions of the role:**

- Demonstrate a genuine commitment to customer service excellence and lead by example in delivering a welcoming and efficient service.
- Communicate effectively with staff, pupils, school leadership, and external stakeholders at all levels.
- Supervise and support the preparation and cooking of meals in line with menus, dietary requirements, and food standards.
- Oversee meal service to ensure it is efficient, friendly, and well-organised.
- Ensure the kitchen, equipment, storage areas, and surrounding areas are kept clean, safe, and hygienic at all times.
- Maintain the security of the kitchen, associated stores, and surrounding areas.
- Ensure all Food Hygiene, Health and Safety, and statutory regulations are fully adhered to at all times.

**General Duties and Responsibilities:**

- Adhere to established working practices, methods, and procedures, while supporting the team through training, development, and the introduction of new or alternative systems.
- Ensure full compliance with health and safety legislation, policies, and procedures, reporting hazards, accidents, or unsafe practices promptly.
- Promote equality, diversity, and inclusion in line with The Collegiate Trust's equal opportunities policies, ensuring fair and respectful treatment of all staff and pupils.
- Maintain confidentiality and comply with data protection and associated guidelines when handling sensitive or personal information.
- Supervise staff welfare within the kitchen, ensuring the Health and Safety at Work Act is observed and reporting any accidents, incidents, or concerns.
- Monitor kitchen equipment and premises, reporting faults and arranging necessary day-to-day maintenance.
- Ensure that no food or supplies are removed from the premises without prior authorisation.

- Support staff deployment as required, including covering or transferring to other sites in line with business or Trust needs.
- Carry out any other reasonable duties consistent with the grading and level of responsibility of the post.
- **Be flexible:** You may need to help out at other sites if asked – depending on what the school or trust needs.

The above is not an exhaustive list, and the successful applicant may be required to carry out additional duties as required by the role.

Why am I right for this job?

We know that some applicants may not entirely meet all elements of the Person Specification but may still make an excellent addition to our team by bringing additional skills and experiences that add value to the role. If you think your skills and experience make you a good fit for this role, please do not be put off if you do not match 100% of the desired criteria. The notes below indicate whether a particular element is essential for you to be considered.

#### Person Specification

Qualifications	Notes
Maths and English GCSEs	Essential
Experience	
Previous Catering Assistant or Kitchen Experience	Essential
Experience of Working with young people of a range of ages and abilities	Essential
Experience of working in a Team	Essential
Skills & Attributes	
Ability to be an effective team leader	Essential
Capacity to lead colleagues, effectively contributing towards a team	Essential
Suitability to work with children	Essential
Ability to varied workload	Essential
Ability to work on own initiative and problem solve	Essential
Ability to meet tight, conflicting deadlines when required, whilst maintaining attention to detail	Essential
Willingness to work flexibly	Essential
Committed to safeguarding and promoting the welfare of children and young people	Essential
Be prepared to work across Trust Schools, as and when required	Essential

All our staff **MUST** be able to fulfil to following criteria:

- Undergo a full enhanced Disclosure and Barring Service check (which will confirm there had been no criminal activity that means you might be unsuitable to work with young people)
- Right to work in the UK
- Be medically suitable and safe to fulfil the role.

- Provide 2 references that support your application, one of which must be your most recent employer (unless this is your first ever job, in which case we can advise on alternatives)

## How to apply

If you feel that this role and our Trust may be right for you, we would very much like to receive your application.

To apply, please use the TES application form, identifying clearly how you meet the Person Specification.

## Safeguarding Statement

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the pupils is to adhere to and always ensure compliance with the school's safeguarding policies and procedures.

The post is exempt from the Rehabilitation of Offenders Act 1974, and the school is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent", unless they are "protected" under the DBS filtering rules) to assess their suitability to work with children. Please note that if you are added to a Barred List then it is against the law to work, apply for work or volunteer in Regulated Activity with children.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online searches and the *Disclosure and Barring Service (DBS)*. Appointment will be dependent upon further health, safeguarding and attendance checks.