



The Collegiate Trust  
Exceptional Education for All



# Catering Manager

## The Collegiate Trust Central Team



# Application Pack

# CATERING MANAGER

The Collegiate Trust  
Central Team



|                          |  |                                  |                           |
|--------------------------|--|----------------------------------|---------------------------|
| Role Location            | The Collegiate Trust Trading Ltd: Beaumont Primary School, Old Lodge Lane, Purley CR8 4DN                              |                                  |                           |
| Salary/Grade             | Full- time Equivalent: Scale P9 (£25,724) per annum<br>Pro rata salary (£17,063.17) per annum ( <b>actual salary</b> ) |                                  |                           |
| Details                  | Permanent  | Part-time (28.35 hours per week) | Term time only (38 weeks) |
| Start date               | As soon as possible  |                                  |                           |
| Application Closing Date | 12 <sup>th</sup> April 2024, 9am   |                                  |                           |

## 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 8 schools with c.6000 pupils and 800+ 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.

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

### A Message from the Director of Operations

Thank you for your interest in the post of *Catering Manager*. I hope that this information pack will help you to learn more about our fantastic team and that you will be excited about the prospect of joining us. We are looking for an experienced catering professional to provide support at Beaumont Primary School and will be responsible for supporting with the effective running of the catering outlet within the academy. I 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.

I look forward to hearing from you.

Mrs Kelly Livingstone  
Director of Operations

# 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 8 schools with c.6000 pupils and 800+ employees. The planned addition of a further secondary school in 2024 will bring 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 and it is our intention that pupils who attend a school in *The Collegiate Trust* will have the very best preparation to help them 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

|                             |   |
|-----------------------------|---|
| <b>Contract:</b>            | Permanent, Part-time  |
| <b>Pro rata Salary:</b>     | £17,063.17 per annum  |
| <b>Grade:</b>               | P9  |
| <b>Hours:</b>               | 28.35 hours per week, Term time only  |
| <b>Location:</b>            | The Collegiate Trust Trading Ltd: Beaumont Primary School, Old Lodge Lane, Purley CR8 4DN   |
| <b>Reporting to:</b>        | Deputy Director of Operations   |
| <b>Purpose of the Post:</b> | The post holder will be responsible for the effective operation of the day to day running of the catering outlets at Beaumont Primary School. |

### Main Responsibilities

#### Supervisory Responsibility for Catering Staff

- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- It will be necessary to work with information technology and associated systems in accordance with The Collegiate Trust policies.
- To co-operate with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with The Collegiate Trust equal opportunities policies.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.
- Ensure that the Health and Safety at Work Act as defined by the County Council is observed within the kitchen and report any accidents in the kitchen or complaints regarding staff welfare
- Report faults in equipment and request necessary day to day maintenance of premises
- Ensure that all staff work the required hours and that the correct break periods are observed.
- Ensure that no food is removed from the premises without prior permission.
- Be prepared to give practical help in any part of the kitchen should the need arise
- Carry out any other reasonable duties within the overall function of the job.

#### Dimensions of the role:

- Proven leadership ability
- Genuine interest in customer service excellence
- Ability to communicate at all levels
- Preparation of main meals for a busy school kitchen
- The supervision of staff and allocation of duties
- Ordering of Supplies both food and Chemical
- Carry out staff training.
- Carry out food lost control as required.
- The checking and recording of all food received, quantities of ingredients used, and the number of meals produced and serve
- Carry out all clerical duties as required including all cash related duties

- Stock taking
- Ensure the cleanliness of the kitchen, its equipment and surround
- Ensure the security of the kitchen, associated stores and surround
- Ensure the Food Hygiene and Health and Safety Regulations are adhered to at all times
- Ensure that the Health and Safety at Work Act as defined by the County Council is observed within the kitchen and report any accidents in the kitchen or complaints regarding staff welfare
- Report faults in equipment and request necessary day to day maintenance of premises
- Ensure that all staff work the required hours and that the correct break periods are observed.
- Ensure that no food is removed from the premises without prior permission.
- Be prepared to give practical help in any part of the kitchen should the need arise
- Carry out any other reasonable duties within the overall function of the job.
- Be prepared to assist other units if necessary.

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 |
| Effective working with young people of a range of ages and abilities   | Desirable |
| Evidence of making an effective contribution to a team   | Desirable |
| Catering: 1 year in a management role essential  | Desirable |
| Skills & Attributes  |           |
| Ability to deliver high quality food to students, staff and visitors   | Desirable |
| Ability to be an effective team member   | Desirable |
| Capacity to work alongside colleagues, contributing effectively to a team                                    | Desirable |
| Ability to quickly establish and maintain positive relationships with students and staff                     | Desirable |
| Understanding of safeguarding issues and promoting the welfare of children and young people                  | Essential |
| Well-developed communication skills, including high level of written and oral literacy and competent ICT use | Desirable |
| Ability to work unsupervised and on own initiative, self-motivating and with the ability to multi-task       | Essential |
| Ability to meet tight, conflicting deadlines when required, whilst maintaining attention to detail           | Desirable |
| Willingness to work flexibly and being proactive when suggesting change                                      | Desirable |
| Potential for professional progression   | Desirable |
| Suitability to work with children  | Essential |

All our staff **MUST** be able to fulfil the 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, attaching a statement of no more than two sides of A4, identifying clearly how you meet the person specification.

If you have any queries or would like an informal discussion about the role, please do not hesitate to contact us at [HR@tct-academies.org](mailto:HR@tct-academies.org).

***The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. 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*. Appointment will be dependent upon further health, medical, safeguarding and attendance checks.***