



**WE ARE** ASTREA

**CATERING OPERATIONS MANAGER  
APPLICANT BRIEF**

**ASTREA ACADEMY TRUST**





## 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

<b>SALARY</b>	£28,000 - £35,000
<b>CONTRACT TYPE</b>	Permanent
<b>WORKING PATTERN</b>	Full time
<b>HOURS PER WEEK</b>	37.5

### Purpose

Responsible for the successful day to day management of Astrea’s in-house kitchens. Reporting into the Executive Chef, main duties will include day to day support for our in-house provision ensuring kitchens are kept running efficiently

### Key Responsibilities

- Work with the Executive Chef and other internal teams to achieve catering objectives
- Work across the Trust to ensure continuous improvement of the day-to-day catering operations
- Keep up to date with catering operational development and contribute new ideas to drive and innovate approaches across Astrea.
- Support and develop in-house Catering staff, providing leadership support, development, and advice on delivering service objectives.
- Working with in-house managers on how to best deploy catering teams within the schools to meet daily requirements enabling maximum uptake of school meals.
- Support within kitchens if/when required
- Advice / support schools with cashless catering implementation / ongoing support of management systems and reports
- Support with the promotion and marketing of school food offers and one of catering events to help grow Astrea Food Service.
- Work with colleagues to develop a dashboard for reporting to ensure consistent processes and systems across both in-house and outsourced provision for reporting uptake, Free school meals funding and food provision costs.
- Advise and support in-house staff with the operation use of eFoods and Cater cloud solution
- Support in-house 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.
- Conduct regular reviews with ensuring quality of food and service from contract caterers.



# PERSONAL SPECIFICATION

## Skills, Capabilities & Experience

- Kitchen operational experience
- Proven leadership skills and ability to motivate staff
- Ability to work in challenging environments, while maintaining high standards
- Food hygiene and food preparation qualifications

### **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 or requested by emailing [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)*