

## JOB ADVERT

### Role details:

- **Job Title: Catering Manager**
- **Salary: Pay Scale 7, Spine Points 19-24. Actual Salary Range: £29,269.34-£32,464.40 PA. Annual Salary Range: £32,061.00-£35,412.00 PA.**
- **Hours: 37 hours per working week, term time + inset days + 2 weeks (working 41 weeks per year). Monday to Thursday 6am to 2.30pm and Friday 6am to 11.30am Friday.**
- **Contract Type: Permanent. Required: 5 January 2026.**

Are you an experienced catering professional with a passion for delivering high-quality food services in an educational setting? We are seeking a dynamic and organised Catering Manager to lead our school's catering provision, ensuring excellence in food preparation, service and team leadership.

### The Company

Ramsden Hall Academy is a residential special school for boys aged 10 to 16 who have an Education, Health and Care Plan (EHCP) for Social, Emotional and Mental Health (SEMH).

#### **Key Responsibilities**

- Oversee the operational efficiency of the school's catering service, including planning, preparation, cooking and presentation of food and beverages.
- Develop and manage catering provision for pupils, staff and special events.
- Maintain the highest standards of hygiene, health & safety and personnel management.
- Ensure compliance with recognised catering standards and school policies.
- Manage stock control, supplier relationships and budget adherence.
- Lead menu planning, implement promotions/theme days, and respond to feedback.
- Organise special functions and ensure timely service of meals and refreshments.

#### **Financial Management**

- Ensure compliance with school finance regulations.
- Collaborate with the HR Operations Manager to develop and monitor business and operational plans.
- Maintain fully costed menus and portion control systems.
- Monitor customer satisfaction and value for money.
- Review purchasing procedures to ensure best value.

#### **Communication & Leadership**

- Maintain regular contact with senior managers.
- Lead team briefings and staff meetings.
- Report staff absences promptly and manage performance, training and discipline.
- Recruit, induct and support catering staff development.

#### **Health & Safety**

- Ensure full compliance with health & safety legislation.
- Report accidents and food safety concerns.
- Maintain and follow cleaning schedules.

#### **Additional Duties**

- Promote and market the catering service.
- Ensure security of kitchen supplies, equipment and finances.
- Recommend service improvements and cost-saving measures.

#### **What We're Looking For**

- Proven experience in catering management, ideally within a school or similar environment.
- Level 3 Food Safety qualification.
- Strong leadership, organisational and financial management skills.
- Knowledge of food hygiene, health & safety and school catering standards.

- Ability to work independently and as part of a team.
- Commitment to delivering high-quality service and continuous improvement.

### **We will offer you:**

At Ramsden Hall Academy, we're proud to provide a supportive and rewarding working environment. As part of our team, you'll benefit from:

- A welcoming and collaborative atmosphere where your contributions are valued
- Automatic enrolment into the Local Government Pension Scheme
- Continuous Professional Development (CPD) opportunities to help you grow
- Access to the Blue Light Card scheme — offering over 15,000 discounts online and in-store for those in the NHS, emergency services, social care, armed forces, and education sectors
- Free provision of required PPE and uniform to wear whilst working
- Free onsite car and bicycle parking
- Access to our Employee Assistance Programme for wellbeing and support
- Excellent on-site facilities, including catering services when operational
- A chance to work in a Residential Academy dedicated to nurturing every pupil's potential

If you're ready to lead a dedicated team and make a meaningful impact in our school community, we'd love to hear from you.

Potential candidates are invited to contact us for an informal conversation, please contact Jane Quilter- HR Operations Manager on telephone: 01277 624580 or email: [jquilter@ramsdenhall.org.uk](mailto:jquilter@ramsdenhall.org.uk) We reserve the right to call applicants to interview and appoint, prior to the closing date.

To apply please complete the employment application form, which can be found on our website, or follow this link: <https://ramsdenhall.org.uk/careers/vacancies> This form must be fully completed and submitted to [jquilter@ramsdenhall.org.uk](mailto:jquilter@ramsdenhall.org.uk) (unaccompanied CVs or third party application forms will not be accepted) by the closing date stated.

Ramsden Hall Academy (RHA) is part of the Parallel Learning Trust (PLT), a Multi Academy Trust based in Carshalton and is committed to safeguarding and promoting the welfare of all pupils attending the Academy. As the duties of this post involves regular contact with children, any offer to the successful candidate will be conditional upon an Enhanced Disclosure being obtained via the Disclosure and Barring Service, medical clearance and satisfactory references. We will also carry out online searches on shortlisted candidates to help identify any incidents or issues that are publicly available online.

PLT is a Multi Academy Trust and Approved DfE Academy Sponsor; a forward thinking and innovative primary, special and alternative provision provider. PLT is committed to Safer Recruitment and aims for quality services and equal opportunities.

**Closing date for applications is 9<sup>th</sup> October 2025, 10am**

**Interviews will take place week commencing 13<sup>th</sup> October 2025**