Hurworth Primary School

Catering Manager

Pay Scale: Band 6 / SCP 9 - 12 (£15,432 - £16,194 actual salary)
Hours: 22.5 Hours per week, Term Time only plus 5 PD days
Contract: Permanent
Required: 23rd November or as close to this date

www.hurworthprimary.com
01325 720028

We are looking to appoint a Catering Manager withing our School Kitchen to lead our catering team here at Hurworth Primary School.

Are you looking for a once in a lifetime opportunity? Do you have a genuine desire to create something extraordinary for the children in our care? If so, Hurworth Primary School may just be looking for you…

This position is a cornerstone of our provision - we want children to eat well, to learn well and love their school dinners! This position will require you to be flexible and creative as well as a good team player. The successful candidate must also be reliable, trustworthy, quick, efficient and conscientious. If you are a highly motivated, well-organised person who shows attention to detail, and you are committed to the wellbeing of children we would like to hear from you.

If this sounds like you and a role that you would relish, please look carefully at the following materials and complete the application form.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

The post will be based in Hurworth Primary School, however, the Trust reserves the right to require you to work at other schools within the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Application packs are available from the school. Please email Rebecca Kukielka on rkukielka@hurworth.lingfieldtrust.org.uk or phone the school to request an application pack on 01325 720028. All completed application packs must be returned directly to the school or emailed and marked for the attention of Rebecca Kukielka, Office Manager.

Visits to the school are encouraged and can be arranged by contacting the office.

Closing Date: Friday 6th November
Shortlisting: Friday 6th November
Interviews: w/c 16th November

JOB DESCRIPTION

POST:	**Catering Manager**
GRADE:	Band 6 SCP 9-12
RESPONSIBLE TO:	Head Teacher/Office Manager
STAFF MANAGED:	To oversee two members of staff
JOB PURPOSE:	To prepare school meals ensuring that a high standard of food hygiene/handling and safe working practices are used along with the promotion of the school meal service.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

1. Responsible for the day to day running of the catering unit including:
   - Devise menus and recipes including allergen control
   - Upload created menus to School Grid, including individual recipe details
   - Order food and supplies, in line with the school menu from suppliers.
   - Preparation of food
   - Knowledge of Halal food
   - Knowledge of allergies/dietary requirements
   - Serving meals
   - Stock control
   - Temperature control
   - Assist with putting away of school deliveries
   - Issues relating to deliveries are to be logged on the Trust Catering portal
   - Checking and storage of fresh and frozen produce
   - Completion of COSHH Assessment forms and registers on an annual basis.
   - Washing up
   - Clearing and cleaning tables and equipment
   - Assist with the setting up and clearing away of tables and chairs.
   - Deep clean of tables and chairs and kitchen to be carried out as and when required.
   - Support school by catering for a small buffet of approximately 16 people for Little Wandle events, minimum of 6 times per year.
   - Support school by catering for events throughout the year, such as Christmas Dinner, Sports Day and Census Day
   - Conduct annual performance management reviews with the catering staff.

2. To ensure that all current Health and Hygiene Legislation requirements are maintained and to work within current department Safety Policies.

3. Daily and weekly control of staffing and food costs in the unit to meet departmental targets.

4. Undertake training when required.

5. Liaise with the Office Manager with regards to sickness and absence cover.

6. Undertake cooking activities for a full range of meals on the school menu.

	7. Monitor and implement nutritional standards for food in school in line with relevant national guidance and health & safety legislation. 8. Ability to work on their own and as part of a team. 9. Understanding of government guidelines for a primary school. 10. Liaise with the Office Manager/Headteacher and assist with the coordinator of promotional activities 11. Ensure that a high standard of work is maintained in accordance with the equality systems and current work practices. 12. Ensure equipment in the kitchen is working correctly and maintained. 13. Ensure a clean and presentable image at all times of all employees and areas under the post holder's control. 14. Be responsible for the day-to-day management of the school kitchen. 15. To assist with the promotion of the school meals service to the customer, visitors to school and to the community. 16. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures. 17. Behave according to the Employees' Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re conflicts of interest, gifts, hospitality and other matters covered by the Code. 18. Ensure that the Trust's Equality agenda is promoted and to carry out your duties as an employee in line with these. 19. To fulfil your Health and Safety management role and ensure a safe working environment for yourself and others who may be using the kitchen. 20. Any other duties of a similar nature related to this post that may be required from time-to-time.
Date of Issue:	October 2026

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

The post will be based in Hurworth Primary School however; the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Lingfield Education Trust

PERSON SPECIFICATION | Catering Manager

Essential upon appointment	**Desirable on appointment** (if not attained, development may be provided for successful candidate)
Knowledge & Experience • Approximately one years' experience of managing a catering establishment/section including menu planning and full range of cooking duties • Experience of preparing food for a range of people (AF,1) • Experience of food costing and budget control • Experience of stock control • Knowledge of food safety, hygiene and handling including HACCP • Good understanding of COSHH	• Previous experience within a school meal environment.
Occupational Skills • Ability to communicate both orally and in writing with a wide range of audiences. • Basic IT skills • Ability to demonstrate customer care skills. • Ability to demonstrate food display techniques • Ability to use own initiative • Ability to remain calm under pressure • Ability to demonstrate an interest in working with children	
Qualifications • Level 2 Basic Food Hygiene • Food Safety Level 2	• Level 3 Food Safety • Allergen Awareness • HACCP (Hazard Analysis and Critical Control Point)
Personal Qualities • A flexible approach to work with the ability to work additional hours if required • Motivation to work with children	

Essential upon appointment	**Desirable on appointment** (if not attained, development may be provided for successful candidate)
• Ability to form and maintain appropriate relationships and personal boundaries with children • Suitability to work with children	
Other Requirements • To be committed to the school's policies and ethos (AF, I, T) • To be committed to Continuing Professional Development (AF, I, R) • Motivation to work with children and young people (AF, R, I) • Ability to form and maintain appropriate relationships and personal boundaries with children and young people (AF, R, I) • Emotional resilience in working with challenging behaviours and attitudes (AF, R, I) • Ability to use authority and maintaining discipline (AF, R, I) • Enhanced DBS (D) • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post (I) • To have visited the school prior to applying for the position	

Key – Stage identified	
AF	Application Form
C	Certificates
O	Observation
I	Interview
T	Task
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview; all appointments are subject to satisfactory reference

Lingfield Education Trust

