



Simon Langton Girls' Grammar School

Catering Manager



March 2025

Candidate Information Pack



Welcome

Thank you for your interest in applying for a position at our school.

We were founded in 1881, with a history that can be traced back as far as 1248, and the provision Simon Langton left for the 'perfection' of support for poor priests. Jump forwards nearly 800 years to a school that is striving to create the perfect environment for students and staff to work and learn together.

Today we are an exciting, vibrant, home to over 1300 students and staff. Set on a 14-acre site on the edge of Canterbury, and having completed a major rebuilding programme in 2021, we boast a modern campus to match our expectation and aspirations. From Years 7-11 we welcome girls, with external students competing to join our thriving mixed-sex sixth form. Together we strive for academic and pastoral excellence, supporting all students and staff to be:

- *ambitious in their dreams and thinking: driven to achieve their very best; focused on academic and personal self-improvement; achieving outstanding outcomes in any field*
- *confident in themselves and their abilities: stepping outside of their 'comfort zone'; demonstrating a willingness to show their capabilities to others; approaching difficult situations with careful planning and positivity*
- *independent in their mind and actions: original thinking; giving a voice and action to personal beliefs; making a positive difference to the lives of others*
- *creative in their problem-solving and imagination: producing work that demonstrates strong artistic accomplishment; navigating difficult problems or situations through preparation and planning; inventive and/or original in achieving outcomes*

If your drive and ambition matches ours, and you aspire to be a part of something very special, I invite you to apply to join the Langton Family.

Paul Pollard
Headteacher





Safeguarding

Simon Langton Girls' Grammar School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Simon Langton Girls' Grammar School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Simon Langton Girls' Grammar School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Please also be aware that all candidates invited for interview will be subject to online recruitment checks, in line with 'Keeping Children Safe in Education' recommendations.

Have you worked in the catering industry and would like a great work-life balance? Are you passionate about providing exciting, nutritious, fresh and delicious meals to children? Do you have experience in catering management and a flair for leading a team? If so, we invite you to apply for the role of catering manager at our school.

Here at Simon Langton Girls' Grammar School, we can offer you the opportunity to work term time plus one week in school holidays. You would not be working evenings, weekends or bank holidays...with the exception of the very occasional school event.

We are looking for a dedicated catering manager to lead our school kitchen, ensuring that students and staff are served healthy, balanced and tasty meals every day. You will oversee menu design, food preparation, manage stock and budgets, ensure compliance with health and safety standards and inspire a team of kitchen staff to deliver exceptional service.

Key responsibilities will be:

- Plan and prepare modern, exciting and nutritious meals in line with school/DfE meal guidelines, including breakfast, break time and lunch
- Lead and motivate the catering team, ensuring high-quality food service
- Manage stock, ordering and budgets efficiently
- Ensure compliance with food hygiene and health & safety regulations
- Cater for dietary requirements and special events within the school
- Work closely with school leadership to promote healthy eating

What we are looking for:

- Experience in a similar catering management role
- Knowledge of food hygiene and health & safety standards
- Strong management and organisational skills
- Passion for creating enjoyable and nutritious meals for children
- A relevant catering qualification
- Hold at least a Level 2 Food Safety Certificate. A Level 3 is desirable, however the school will support the training for this if required

Why join us?

- A rewarding role making a difference in children's health and wellbeing
- Supportive working environment within a vibrant school community
- Competitive salary and benefits package
- Term-time working hours for a great work-life balance

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, peripatetic teachers and volunteers to share this commitment. An online search check will be carried out on shortlisted candidates, this is not part of the shortlisting process itself and all candidates will be provided with the opportunity to address any issues of concern that come up during the search at interview.



Job Information



Job Specification

Job Title: Catering Manager

Job Purpose: To deliver an effective and cost efficient catering facility for all school stakeholders, encompassing menu planning, budgetary control, stock management and ensuring kitchen health and hygiene regulations are met. To deliver and progress the catering provision to deliver modern, healthy and high-quality meals that meet all DfE regulations. To support the aims of the school, ensuring that the philosophy of inclusion continues to be the experience of the students. To lead, manage and deploy a team of catering staff to ensure the efficient organisation of the catering provision.

Responsible to: HR Manager

Salary: KSF (previously Kent Range 8) £25,845 pro rata (£29,519 FTE)

Hours of Work: 37 hours p.w., 39 weeks p.a. (term time + 1 week in school holidays)

Specific Accountabilities, Key Duties and Responsibilities:

- To be accountable for leading, managing, evaluating and developing the catering menu to move the school's catering facilities forward
- To be responsible for whole school catering provision, including co-ordinating and overseeing in and out of school catering events e.g. conferences, evening events and school productions
- To plan, control and direct the production and service of school meals, to develop interesting termly menus, catering for all dietary requirements
- To manage and deploy all catering staff to ensure the efficient organisation of the catering service, and to deal with any staffing problems/issues that arise in consultation with the HR manager
- To oversee the preparation, cooking and service arrangements
- To ensure the catering team and provision adhere to nutritional legislation
- Make provision as appropriate for special food diets, and order stocks accordingly
- To maintain authorised food stock levels and complete stock returns by the date required
- To ensure and oversee cleaning to all catering and eating areas
- To undertake routine checks of equipment, cleaning materials, stationery and uniform

- To achieve best value without compromising on quality
- To manage the whole school catering budget and be accountable for ensuring that the business turnover covers all associated costs commensurate with first class provision
- To maintain and keep accurate stock records for all provisions, light and heavy equipment
- To complete financial reports for the finance manager
- To ensure that the maintenance agreements for all equipment are current and arrange for the necessary checks at renewal
- To ensure that delivery notes are checked against requisitions and any identified discrepancies are reported immediately to the supplier

Health and Safety:

- To ensure adherence to all procedures related to health & safety and COSHH regulations with regard to food, equipment, materials and general safety.
- To ensure the safe operation of kitchen equipment at all times.
- To ensure that necessary repairs to kitchen equipment are reported immediately and repairs arranged, ensuring that unsafe equipment is taken out of use pending repair.
- To ensure that all kitchen areas are clean and free from hazards.
- To undertake regular risk assessments.
- To ensure that all accidents and incidents are reported, including notifiable diseases.
- To ensure the security of the catering areas at all times.
- To ensure that all catering personnel maintain high standards of cleanliness, personal hygiene and appearance.
- To be responsible for the regular inspection and maintenance of the first aid box and arrange replenishment as necessary.
- To be accountable for inspections undertaken by LA, Environmental Health Inspector and external verifiers, ensuring meeting the necessary Health, Hygiene & Safety requirements.
- To ensure the safety of all involved in the catering facilities.
- To inform the site manager of any defects in heavy equipment or of premises not meeting health & safety and/or food hygiene regulation standards.

General accountabilities for all support staff:

- To undertake any other duties that may be required that are for the effective operation of the catering establishment. This will include using the school's cashless catering system, stock rotation and stock control.
- To undertake other support duties such as may be agreed from time to time.
- Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network.
- Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy.
- To undertake first aid training.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- To contribute to overall ethos, work and vision statement of the school.
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.





Person Specification

- Passionate about great food and customer service
- Have a minimum of two years catering experience
- Have experience of leading a team in a catering environment
- Hold an NVQ Level 1 & 2 or City & Guilds 706/1 and 2
- Catering experience which includes menu planning
- A recognised food hygiene certificate
- A commitment to the principles of healthy eating and the ability to promote these principles
- Ability to plan and maintain a profitable catering budget
- Have excellent communication and organisational skills
- Be an ambitious and motivated person who is always willing to upskill

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.

We reserve the right to interview and appoint suitable candidates before the published closing date.

- Applications for this post must be made via Kent-Teach
- Applications must be made by midday on Thursday 27th March 2025

For further details please visit the school website or e-mail Mrs Elaine Wall (H.R. Manager) ewall@langton.kent.sch.uk

Working at our school

Simon Langton Girls' Grammar School holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our ethos, to ensure that all children and adults are given every opportunity to fulfil their potential and succeed in life.

At Simon Langton Girls' Grammar School we have pledged our commitment to the DfE Wellbeing Charter, declaring our support for and to a set of commitments, to protect, promote and enhance the wellbeing and mental health of everyone.

We can offer you:

- Local Government Pension Scheme for support staff – with a generous employer contribution
- Teachers Pension Scheme for teaching staff – with a generous employer contribution
- Commitment to the School Teachers Pay terms and conditions for teaching staff (STPCD) and the KCC Blue Book terms and conditions for support staff
- Access to the Educational Support Line – offering practical and emotional support
- Access to a Cycle to Work Scheme
- Kent Rewards Scheme – local and national retailer discounts
- Additional holiday entitlement for 5 years + service (for support staff)
- Access to annual flu vaccination programme
- Ample onsite parking
- Friendly, supportive colleagues
- A supportive induction programme
- Continuous professional development and training to support the development of your skills
- To be part of a team that is passionate about delivering expertise and best practice to empower all our students



Working at our school



Equal Opportunities:

We are committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work part-time positions.

Our recruitment process:

Applications will only be accepted from candidates completing the appropriate application form via Kent-Teach.com., or where used, other platforms. Please ensure you complete all sections of the form which are applicable to you as clearly and fully as possible.

Once the post has closed an interview panel will conduct the shortlisting process. Candidates are selected for interview based entirely on the contents of their application form; it is therefore important that you read all documentation provided alongside the advert prior to completing the form.

Once the shorting process has been completed, candidates who have been selected for interview will be informed. Once they have accepted the invitation to interview, they will be provided with full details of the interview programme. Candidates not selected for interview will be informed via email.

All candidates invited to interview will be required to complete a self-disclosure form and will be subject to an online search check. Please note the online search check will not form part of the shortlisting process and all candidates will be provided the opportunity to address any issues of concern that are identified when at interview.

All candidates who are invited to interview must bring the following original documents on the day of interview:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or photo driving licence
- Documentary proof of current name and address

- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Offer of post will be made to the successful candidate as soon as possible, all unsuccessful candidate will be informed by email as soon as possible. All offers of employment will be conditional upon a number of formalities, including, but not restricted to:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks
- Verification of qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment

