



## Assistant Catering Manager

**Band 6 NJC 7-11**

**Hours 7am – 2:30pm**

**Actual Salary starting at £22,707**

**Term Time Plus 1 week**

**Required: January 2026**

**Closing date: Wednesday 7<sup>th</sup> January 2026**

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**December 2025**

Dear Colleague

Thank you for taking an interest in joining our staff team here at Bradford Forster Academy. Bradford Forster has an excellent team of staff and this is an exciting time to join us.

Bradford Forster Academy is an 11-16 Church of England secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing Christian Multi-Academy Trust based in Bradford. The Academy opened on 1 September 2015 and now has approximately 1000 students on roll. Within BDAT there is an exciting opportunity to work across a variety of growing and diverse schools.

Bradford Forster Academy is a student-centered place of learning, fully committed to providing all the students in its care with the highest quality of education. Our goal here at Bradford Forster Academy is to provide the best education possible and our strapline underpins all we do: 'Everything is possible for one who believes' (Mark 9:23). The academy serves a multicultural community in which many of our students experience high levels of economic and social disadvantage. As Principal, I am fortunate to work with a talented staff team who demand the highest standards from themselves and our students and deliver this with great commitment and enthusiasm. We believe that valuing all members of staff is how we get the very best out of everyone. Every member of staff has their own part to play in ensuring that our school is a special place to be.

There is a strong emphasis on relationships between staff, students, and parents; the Form Tutor is the first point of contact with the family. The Christian ethos of the academy supports and encourages students and staff to explore their own and other faiths and develop their spiritual awareness. This is integral to life at Bradford Forster Academy.

We offer a comprehensive and personalised CPD (CONTINUED PROFESSIONAL DEVELOPMENT) programme consisting of internal and external courses and training, which are intended to develop staff expertise. We are committed to growing our own, and we know that excellent CPD for all staff will ensure that staff can progress within our own academy.

This is an exciting opportunity for a talented and ambitious professional to make a sustained and substantial contribution to the growth and development of the academy. If you share our enthusiasm for making a difference and would like to visit us, then please get in touch.

I hope the enclosed information is helpful and will encourage you to apply; I look forward to meeting you and reading your application.

With all good wishes

**Mrs Gemma Earles, Principal**

## Vision and Ethos

### **'Everything is possible for one who believes' (Mark 9:23)**

The vision for the Academy is to further raise the hopes, aspirations and ambition of our students, their families and the local community, by generating self-belief, self-esteem and confidence through:

- Focusing upon high quality teaching and learning, standards of attainment and achievement, the best student care and support to transform the education of the young people served by the Academy.
- Providing outstanding opportunities for young people to develop healthy and active lifestyles, enjoy their learning and achievement, act and behave safely and become well prepared for adult life in a rapidly changing society.
- Actively promoting self and mutual respect, good conduct and behaviour.
- Developing an educational organisation of which the students, staff and local community is both proud and feels part of and of which they make extended use.
- Creating a culture which celebrates success within and beyond the Academy, for example in securing greater numbers of students progressing to higher education or employment with training.
- Providing opportunities for students to explore their own and other faiths.

We set high standards and have high expectations for both learning and personal development. We strive to set our children on the best path for their future, by instilling self-belief and self-confidence in what they can achieve.

### **Ethos and Culture**

In creating a successful ethos, culture and climate in the Academy, the following are essential characteristics:

1. Student learning, attainment, achievement and well-being are at the centre of strategic thinking, planning and actions.
2. A 'can do' attitude is actively promoted and prevalent throughout the Academy. Staff work collaboratively in the best interest of the students in our care.
3. Underpinned by high aspirations and ambition for both students and staff, there is an expectation for everyone to be determined and have a desire and commitment to continuously improve.
4. The Academy is an inclusive organisation with shared facilities e.g. dining room, social spaces for students and staff. In addition, there are dedicated staff work and professional development facilities.

The Academy is a faithful community, starting each day with two minutes of reflection time, where students can gather their thoughts before beginning their day. Whilst our student-centred learning is founded on a Christian ethos, Christian values and Christian principles underpin our work, our students are supported to explore their own spirituality and to recognise and understand the beliefs of others.

## **Application Process**

The closing date for all applications is **Wednesday 7<sup>th</sup> January 2026**  
Applications are to be made via [MyNewTerm](#)

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

### **References and Police Checks**

All offers of appointment will be subject to receipt of satisfactory references. Specified post, which involves substantial one to one access to children, will be subject to a search of police criminal records and appointment to these posts will be conditional upon confirmation by the police of information provided to us by the applicant.

**All appointments will be subject to an enhanced criminal records check.**

### **Inclusion**

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at the interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation, or disability. The person specification sets out the criteria used to assess candidates through the selection process.

## About BDAT

Bradford Forster Academy is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

### General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at [www.bdat-academies.org](http://www.bdat-academies.org).

### Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

### Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

### ICARE (Inclusion, Compassion, Aspiration, Resilience and Excellence)

At BDAT we have considered the importance, effectiveness, and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE." To download our ICARE consultation documents please [click here](#)

### BDAT People: Our Faculty of Professional and Career Development

The BDAT Faculty of Professional and Career Development brings together into a single entity all that we currently do to recruit, develop, and retain our staff. The faculty provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice. By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>

## Job Description

**Post title:** Assistant Catering Manager  
**Reporting to:** Catering Manager

The following information is furnished to assist staff joining the Academy to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below; in which case all the usual associated routines are naturally included in the job description.

### **Main purpose**

The Duty Catering Manager will play a pivotal leadership role in the smooth running of the school's kitchen and dining services. They will be responsible for, ensuring high-quality food preparation and efficient service delivery, assisting the Chef/Catering Manager, and maintaining strict health and safety and hygiene standards. They will also be responsible for supporting the break and lunchtime service.

### **Duties and responsibilities**

#### **PRIME OBJECTIVE OF THE POST**

Production of meals and dishes in line with Academy procedures

To work closely with the Chef Manager to meet the needs of all students and staff whilst ensuring that the highest standards of service are provided for all stakeholders

Deputise for the chef manager

Assist in the ordering and storage of goods from nominated suppliers

Assist in the management of the catering staff, including the delegation of duties, promotion of teamwork and to motivate staff to ensure effective working relationships and service.

Excellent customer service to all stakeholders

Assist in the management of all areas of all compliance of the catering operation, to include but not limited to Food Safety, hygiene, health and safety, food standards and COSHH regulations

#### **SUPERVISION AND GUIDANCE**

Responsible to the Chef/Catering Manager referring complex issues for guidance but expected to work with minimal supervision and be proactive.

## **RANGE OF DUTIES**

Produce meals and dishes as agreed through a production schedule

Work with the chef manager to create menus and dishes for both core and non-core business

Complete all relevant documentation relating to food safety and HACCP

Assist in the ordering of goods and store goods in line with stock holding procedures including stock counts

Management of production, stock, and waste control

Assist in the management the catering team

Liaise with students and staff alike in all aspects of the catering service and the maintenance of excellent customer care and service

Maintain Academy property and equipment to a safe standard and report all defects to the Academy or kitchen equipment contractor

Clean fixtures, fittings, and equipment in accordance with cleaning schedules  
Planning and organising events

Assist in the implementation of a marketing plan

Carry out duties and responsibilities as instructed by the chef manager to meet the changing needs of the academy

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## **Other Specific Duties:**

It is essential for all employees to demonstrate a flexible approach to undertaking tasks and responsibilities.

To contribute to the overall ethos and aims of the academy.

To participate in professional and personal development programmes as required, including training and performance review.

To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person.



To be aware of, and comply with all academy policies and procedures including health & safety; security; confidentiality; equality and data protection, reporting all concerns to an appropriate member of senior leadership team.

To appreciate and support the work of other professionals.

To undertake any other duties commensurate with the grade of the post.

**NOTE**

As an equal rights employer we are committed to make any necessary reasonable adjustments to the job role and working environment that enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## Person Specification

### Post Title: Assistant Catering Manager

	Essential	Desirable	Evidence base
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A* - C GCSEs (including English and Maths) or equivalent</li> <li>• 706 (i) or (ii) or both or NVQ equivalent (or equivalent experience)</li> <li>• Basic Food Hygiene Certificate or higher</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 Food Hygiene certificate</li> </ul>	Application form Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in high-volume sites</li> <li>• Experience of supervising staff</li> <li>• Experience of industrial or commercial catering operations</li> <li>• Experience of working with a menu cycle</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an education setting</li> <li>• Experience of working with children</li> </ul>	Application form Interview
<b>Training</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in development and training opportunities</li> <li>• Willingness to undertake specific training relating to nutrition and legislative guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant safeguarding training</li> </ul>	Application form Interview
<b>Specialist knowledge and experience</b>	<ul style="list-style-type: none"> <li>• A sound understanding of industrial and commercial catering</li> <li>• Knowledge, understanding and commitment to safeguarding and promoting the welfare of students</li> </ul>	<ul style="list-style-type: none"> <li>• A sound understanding of current school food guidelines</li> <li>• A sound understanding of current labelling legislation</li> </ul>	Application form Interview

<b>Disposition and Adjustment</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to pupils and adults</li> <li>• Work constructively as part of a team</li> <li>• Ability to remain calm under pressure</li> <li>• Self-motivated individual</li> <li>• Able to work without supervision</li> <li>• Able to make decisions within established guidelines</li> <li>• Demonstrate a commitment to achieving the goal of healthy eating for all pupils</li> <li>• Good literacy, numeracy, and IT skills. Experience of using Microsoft Office applications</li> <li>• Flexibility and willingness to accept change</li> <li>• Approachable, courteous, and able to present a positive image of the school to callers and visitors</li> <li>• Maintain confidentiality in matters relating to the school, its pupils, staff, parents, and carers</li> </ul>		Letter of Application, Interview and reference
<b>Physical and Sensory</b>	<ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010.</li> </ul>		Interview and reference
<b>Christian Ethos</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting the Christian ethos, values and truths in all elements of Academy life and education.</li> </ul>		Application form and interview

### **This Personnel Specification**

This personnel specification describes the job requirements on which the short listing and selection decision will be based. To be selected for an interview you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.

## **Assistant Catering Manager**

**Band 6 NJC 7-11**

**Actual Salary starting at £22,707**

**Term Time Plus 1 Week**

**Required: January 2026**

**Bradford Forster Academy is an 11-16 Church of England secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing Christian Multi-Academy Trust based in Bradford. The Academy opened on 1 September 2015 and now has approximately 1000 students on roll. Within BDAT there is an exciting opportunity to work across a variety of growing diverse schools.**

We are seeking to appoint a highly motivated, approachable, and aspiring leader to be our Assistant Catering Manager a true Culinary Co-Pilot! You will promote and help manage a professional, delicious, and courteous service that is consistent with the academy's ethos (and maybe their collective sweet tooth!).

The successful person will be supporting the Catering Manager in overseeing all kitchen operations, from supervising the team and ensuring perfect portion control to guaranteeing our hygiene standards are rigorously maintained and sparkle-clean. You will be self-motivated, exceptionally well organised (especially when faced with a lunchtime rush!), and a fantastic team player. If you are looking to join an academy with a culture of professional learning and reflection, where your efforts fuel the future generation, then please step up to the plate—we want to hear from you!

### **The successful candidate will:**

- A good level of general education
- Knowledge of basic food preparation
- An ability to understand oral instructions and an ability to read and write in English
- A willingness to undertake training in relevant areas (full training will be provided)
- A caring approach and willingness to work with students

### **We can offer you:**

- An attractive, very well resourced working environment
- Effective and supportive colleagues
- Friendly and well behaved students

Opportunities for personal and professional development

**Closing Date: Wednesday 7<sup>th</sup> January 2026**

For full details, application form with information pack, please visit the [MyNewTerm](#) website

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS).