



Catering Development Manager  
(East of England & Midlands)

# Application Pack



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## Welcome from the Chief Executive

Thank you for your interest in joining Academy Transformation Trust. Choosing the right next step in your career is an important decision, and I am delighted that you are considering doing so with us.

At ATT we are driven by a simple but profound belief: every child can and should become capable, competent, and confident. Our purpose is to transform lives through education, and our strategy, ATT2030, sets out how we will achieve this for every pupil, every colleague, and every community we serve.

We know that people are at the heart of everything we do. Our trust thrives because of the talent, dedication, and values of our colleagues. If you choose to join us, you will become part of a high-trust, high-accountability organisation where principals are empowered to lead, colleagues are supported to grow, and everyone is united in the moral purpose of education.

We are ambitious for our pupils and ambitious for our people. Across the trust you will find a culture of collaboration, professional excellence, and deep care for one another. We celebrate hard work, integrity, and teamwork, and we create opportunities for everyone to flourish.

I wish you every success with your application. Whether or not you go on to join us, I hope you will recognise that ATT is a community committed to excellence, to belonging and becoming, and to ensuring that all of us – pupils and adults alike – leave more capable, more competent, and more confident than when we arrived.

With best wishes,



**Mark McCourt**  
*Chief Executive Officer*



## About Academy Transformation Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person – able to take a rightful place in the community of educated people and to join what Robert Maynard Hutchins called “the Great Conversation.” An ATT education stresses history, the scientific mode of thinking, the disciplined use of language, a wide-ranging knowledge of the arts and religion, and the continuity of human enterprise. We aspire for everyone, regardless of their starting point, to leave us capable, competent, and confident.

## Our Values

ATT2030 sets a values-driven culture that is explicit about how we work and lead:

- **Belonging & Becoming:** we meet each child where they are and refuse to leave them there – giving them both roots and wings.
- **Integrity & Excellence:** we act ethically, celebrate excellence, and pursue high standards in all that we do.
- **High Trust, High Accountability:** decision-making sits close to pupils and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

## Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people – pupils and adults – we are forming:

- **Capable:** equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.
- **Competent:** possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.
- **Confident:** feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.



## Our Nine Aims (by 2030)

These goals translate into nine aims that define success for ATT by 2030:

### Capable

1. Professional Excellence – skilled professionals delivering consistently high standards.
2. Fluent Learners and Thinkers – confident, curious learners fluent in communication and technology.
3. Multiple Pathways to Success – diverse routes that recognise varied talents and passions.

### Competent

4. Purposeful, Knowledge-Rich Learning – rigorous, meaningful learning that enriches lives.
5. Unwavering Focus – purposeful use of time and energy on what matters most.
6. Strength Through Challenge – resilience built by tackling challenge and learning from it.

### Confident

7. Valued and Empowered Individuals – everyone known, valued, and supported to be their best.
8. Leading with Integrity, Celebrating Excellence – values-led leadership and cultures that recognise excellence.
9. Moments That Shape Us – deliberate rites of passage and significant experiences that foster growth and self-discovery.

## Our Approach to Working Together

We are building a high-trust, high-accountability organisation. Principals are empowered as strategic leaders of their academies; the central team provides expert challenge, support, tools, and evidence; accountability is reframed as professional dialogue aimed at continuous improvement, not blame. This is how we ensure that every child leaves us capable, competent, and confident.





# Job Description

## Regional Catering Operations Manager (East of England)

### Main Purpose of the Role:

The Catering Development Manager will support the Head of Catering in providing professional operational advice to Catering Managers in quality assurance and continuous improvement of catering services across a portfolio of academies within the East of England and the Midlands.

The postholder will provide advice and guidance to Academy Catering Managers, ensuring Trust-wide standards for food quality, compliance, financial performance and customer satisfaction are consistently met. While serving as the Trust's key technical advisor for catering operations, the postholder will ensure that Trust-wide standards and best practices are consistently implemented and maintained across all academies.

### Key Responsibilities:

#### Operational Management

- Provide day-to-day operational support and guidance to Academy Catering Managers across all located academies.
- Provide advice to implement projects and initiatives to improve the service provision.
- Monitor that Trust-wide catering policies, procedures and standards are followed and implemented consistently.
- Conduct regular site visits to monitor food quality, service standards, compliance and staff performance.
- Support Academies with Environmental Health inspections and ensure required actions are completed.

#### People Management

- Support the recruitment, induction and training of catering staff within academies.
- Identify training needs and support the delivery of Trust-wide catering development programmes.

- Promote a positive culture focused on teamwork, accountability and continuous improvement.

### **Menu Delivery & Food Standards**

- Support the implementation of Trust-wide menus, ensuring consistency and adherence to nutritional standards.
- Monitor portion control, presentation and food quality through audits and observations.
- Monitor that allergen information, special diets and care plans are correctly managed and communicated.
- Support pupil/student engagement and feedback activities relating to food provision.
- Advise and support with catering arrangements for special events and functions.

### **Compliance, Health & Safety**

- Support compliance with Food Safety, Food Information Regulations, COSHH and Health & Safety legislation.
- Conduct annual Food Safety and Health & Safety audits, identifying risks and non-compliance, and providing effective recommendations and solutions to address findings and enhance compliance.
- Support catering managers with their kitchen documentation, risk assessments, and safe systems of work (HACCP) are up to date.
- Monitor food hygiene standards, staff uniform compliance and personal hygiene.
- Advise Catering managers with investigations and follow-up actions for any incidents or non-compliance issues.

### **Financial & Stock Control**

- Support Academy Catering Managers with budget control, stock management and ordering processes.
- Assist with audits of invoices, receipts and catering financial records.
- Support income maximisation initiatives and cost control measures, including waste management

### **Equipment & Facilities**

- Monitor the condition and safe use of catering equipment across academies.
- Contribute to recommendations for kitchen improvements or investment.

### **General**

- Attend meetings, training and development activities as required.
- Represent catering services positively within academies and across the Trust.
- Support the Head of Catering with projects, new kitchen setups and service improvements.
- Undertake any other duties commensurate with the role.



# Person Specification

## Regional Catering Operations Manager (East of England)

	Essential	Desirable	How will this be demonstrated
Professional Qualifications and learning	<ul style="list-style-type: none"> <li>GCSEs (or equivalent) including English &amp; Maths</li> <li>Relevant catering qualification</li> <li>Level 3 Food Hygiene Certificate</li> </ul>	<ul style="list-style-type: none"> <li>Level 4 Food Safety</li> <li>Leadership or Management qualification (e.g. ILM Level 3/5)</li> </ul>	<ul style="list-style-type: none"> <li>Application Form/Checking and Original Copy evidence</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience working in an academy or large-scale catering</li> <li>Multi-site catering experience</li> <li>Experience supporting or managing catering teams</li> <li>Budget monitoring and cost control experience</li> </ul>	<ul style="list-style-type: none"> <li>Experience working with children or young people</li> </ul>	<ul style="list-style-type: none"> <li>Application Form/Interview</li> </ul>
Knowledge that supports the role	<ul style="list-style-type: none"> <li>Strong knowledge of food safety and catering compliance</li> <li>Understanding of the Academy food standards and nutrition</li> <li>Good financial awareness and stock control</li> <li>Strong IT skills (email, spreadsheets, catering systems)</li> <li>Ability to analyse data and identify improvement actions</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Application Form/Interview</li> </ul>



Expectations of Role	<ul style="list-style-type: none"> <li>• Passion for high-quality Academy food and pupil wellbeing</li> <li>• Calm, practical and solutions-focused approach</li> <li>• Able to work independently across multiple sites</li> <li>• Strong communication and relationship-building skills</li> <li>• Resilient, flexible and adaptable</li> <li>• Commitment to safeguarding and child welfare</li> </ul>	•	• Application Form/ Interview
Other requirements	<ul style="list-style-type: none"> <li>• Full UK driving licence and access to a car</li> <li>• Willingness to travel across the East of England and occasionally to Birmingham</li> <li>• Right to work in the UK</li> <li>• Enhanced DBS check</li> </ul>	•	• Application Form/ Interview



## Recruitment & Selection

You can expect the following from the Recruitment & Selection process:

### Prior to Interview

- Adverts & Candidate packs that give the full detail of the role (responsibilities, pay, development etc)
- A point of contact for the vacancy within the Trusts recruitment team to advise on each step of the recruitment process
- A full and comprehensive vetting process, that meets and exceeds the requirements of Keeping Children Safe in Education 2025 [Keeping children safe in education 2025](#)
- An applicant tracking system that allows you to enter details with ease and receive updates to the progress of you application and or pre-employment checks
- Selection for Interview based upon the Job Description and Person Specification

### Interviews

- The opportunity to prepare with enough notice for interview processes
- A meet and greet at the place of work (Academy or Office) with members of the panel. If the Interview is held on Teams an opportunity to meet at later date
- The opportunity to ask questions and have a full interview with discussion around the role

### Following the Interview

- You will receive notification as to whether you were or were not successful
- You will be given an opportunity to obtain feedback
- If successful further safer recruitment checks will take place
- You will receive a conditional offer of employment and contracts of employment will not be issued until all checks are received and are satisfactory

### Induction

- You will receive a Trust Induction and a localised induction which will give you further information on policies, process and procedures that impact your role
- You should expect regular opportunities to meet with your line manager to address any issues or concerns you may have or to plan any required training you may need
- You should expect to have all the equipment you need to begin your role
- You will have access to the Trusts benefit platform VivUp from day one of employment



## What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

## Personal Development (PD) Opportunities for our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

## Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise





## Regional Catering Operations Manager (East of England & Midlands)

### Applying:

For all our Trust Vacancies, please follow the link here: [Vacancies - Academy](#)



### Status:

37 hours per week  
All year round

### Salary:

NJC Point 24 – Point 28 FTE (£35,412 - £39,152  
NJC Point 24 – Point 28 FTE (£36,141 - £39,881) NJC Fringe Scale if applicable



### Closing Date:

9am on Tuesday 10<sup>th</sup> February 2026

### Start Date:

As soon as possible



### Interviews:

Week commencing 23<sup>rd</sup> February 2026

We utilise an application tracking system which will require data from you in order to complete the application process. If you are struggling to access this system or wish to have an informal conversation regarding the role, please reach out to the contact on the advert and they will be able to support you.



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