



Recruitment Pack

Kitchen Manager/Cook

JULY 2026

Scale 6, Point 18-22

35 hrs/week, TTO + 5 days.

Actual salary £26,160 - £27,953

<https://mynewterm.com/jobs/146367/EDV-2026-CHA-13065>



Vision

To achieve academic excellence, develop character, and raise aspirations for all at **Castle Hall Academy**



Academic Excellence



Develop Character



Raising Aspirations

Key Drivers



Heart

Developing a strong moral compass



Mind

Developing our capacity to think



Communication

Communicating with people and cultures outside of ourselves

Mission

To become an academy
‘where hearts and minds connect’



Academic Excellence



Developing Character



Raising Aspiration

At Castle Hall we work hard every day to deliver academic excellence, develop character and raise aspirations in everything we do. We exist to tackle educational disadvantage. We have high expectations of students and staff and strive to become better every day creating exceptional learners.

The Catering team is a high performing team with strong values, work ethic and mutual sense of purpose. The team care about the little things, enjoy collaborative working and share unrelentingly high standards.

We have invested significantly in our buildings and environment in recent years with upgrades to all teaching rooms, new heating and windows as well as refurbishment to our science block and a brand-new gymnasium. We have recently upgraded and modernised our Kitchen facilities.

We value staff wellbeing and are constantly seeking ways to support and develop our staff body. We have no staff meetings outside of the Academy Day and also, have a 1:25pm finish on a Friday.

I am proud to be Headteacher at Castle Hall Academy. I believe that all students deserve access to a world-class education. We have worked hard to improve the provision for our students and community and the students at Castle Hall are now making excellent progress. I tell students frequently how lucky I am to be part of such a fantastic Academy with amazing students, if you too would like to be able to say the same then Kitchen Manager/Cook could be the job for you!



Paul Brook
Headteacher



High expectations of students...

We have high expectations of our students and expect them to be displaying the characteristics of good learners at all times to ensure success in all aspects of their life at Castle Hall Academy.



Characteristics of Exceptional Learners



Reasoning

I ask questions about my learning and independently work things out for myself.



Resilience

When things get challenging, I never give up and learn from my mistakes.



Responsibility

I choose to do the right thing even when nobody is watching.



Respect

My behaviour is exceptional. I show respect for all in my community.



Reflection

I take every opportunity to review and develop my learning and behaviour.

Work hard, be kind and follow staff instructions - everybody, everyday



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Job Description

Post: Kitchen Manager/Cook

Purpose

The Kitchen Manager/Cook will lead and manage the catering provision at Castle Hall Academy, ensuring the delivery of a high-quality, cost-effective and efficient food service for students, staff and visitors. The postholder will be responsible for the day-to-day operation of the kitchen, leading a team of catering staff and ensuring full compliance with all food safety, health and safety, safeguarding and school food standards requirements.

Duties and Responsibilities

Leadership and Management

- Lead, train & develop the catering team to deliver a high-quality food service.
- Organise staff rotas and deploy staffing effectively to meet operational requirements.
- Foster a positive, collaborative and high-performing team culture.
- Ensure all catering staff receive appropriate induction, training and ongoing professional development.
- Monitor standards and drive continuous improvement across catering operations.

Catering Provision and Food Service

- Plan, prepare, cook and serve nutritious, balanced and appealing meals in accordance with School Food Standards.
- Ensure meals meet the dietary, medical, cultural and religious requirements of students and staff.
- Develop menu ideas and themed events to encourage uptake and promote healthy eating.
- Maintain high standards of food presentation and customer service.
- Coordinate hospitality and catering requirements for academy events, meetings and special occasions.

Food Safety and Compliance

- Ensure full compliance with Food Safety legislation, School Food Standards, Natasha's Law, Benedict's Law, COSHH and Health and Safety requirements.
- Maintain a robust food safety management system and HACCP procedures.
- Ensure accurate completion and maintenance of all statutory records, including temperature monitoring, cleaning schedules and allergen information.
- Lead preparation for Environmental Health inspections and implement any recommendations.
- Undertake risk assessments and ensure appropriate control measures are implemented.

Financial and Resource Management

- Manage catering budgets effectively and seek best value in all purchasing decisions.
- Monitor food costs, wastage and income.
- Order food, consumables and equipment through approved suppliers.
- Maintain effective stock control systems and undertake regular stock takes.
- Ensure appropriate storage, rotation and security of all stock and supplies.
- Provide reports and information regarding catering performance when required.



Health, Safety and Facilities

- Ensure all equipment is safe, maintained and fit for purpose and report defects promptly.
- Maintain exceptionally high standards of cleanliness throughout the kitchen and associated areas.
- Ensure deep cleaning schedules are completed and recorded.

Communication and Engagement

- Build positive relationships with students, staff, parents, suppliers and external partners.
- Support our Catering partners with Internal Audit and statutory requirements.
- Seek and respond to feedback regarding menus and service quality.
- Promote healthy eating initiatives and support whole-school wellbeing priorities.
- Communicate effectively with school leaders regarding operational matters, performance and development opportunities.

General Duties:

- Maintain confidentiality and comply with the academy's Equal Opportunities Policy.
- Ensure health and safety practices are followed.
- Attend meetings/training and carry out tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.

Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.



Person Specification

Post: Kitchen Manager/Cook

Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths (Grade 4/C or above) or equivalent. Food Hygiene Level 3 qualification (or willingness to achieve within six months). 	<ul style="list-style-type: none"> NVQ Level 3 Catering, Professional Cookery or equivalent. First Aid qualification. IOSH or Health & Safety qualification. 	<ul style="list-style-type: none"> Application Certification
Experience	<ul style="list-style-type: none"> Significant experience working in a busy catering environment. Experience preparing and serving large volumes of food. Experience supervising or leading staff. Experience of stock control, ordering and budget management. Experience maintaining food safety records and compliance systems. 	<ul style="list-style-type: none"> Experience managing a team of 5+ staff. Experience within a school or public sector catering environment. Experience delivering hospitality or event catering. Experience working in an educational setting 	<ul style="list-style-type: none"> Application Interview References
Knowledge and skills	<ul style="list-style-type: none"> Knowledge of School Food Standards. Knowledge of food safety legislation, allergens and Natasha's Law. Understanding of HACCP and COSHH. Strong organisational and prioritisation skills. Ability to monitor budgets and control costs. Good written and verbal communication skills. Competent IT skills. 	<ul style="list-style-type: none"> Knowledge of educational settings and safeguarding responsibilities. Experience contributing to menu development and healthy eating initiatives. 	<ul style="list-style-type: none"> Application Interview References
Character	<ul style="list-style-type: none"> Values-driven and committed to providing excellent service. Positive and approachable leadership style. Ability to motivate and develop others. High standards and attention to detail. Resilient and calm under pressure. Flexible and solution-focused. Commitment to safeguarding and promoting the welfare of children. Commitment to equality, diversity and inclusion. Ability to work flexibly to support academy events when required. 	<ul style="list-style-type: none"> Experience leading service improvement initiatives. Passion for promoting healthy lifestyles amongst young people. 	<ul style="list-style-type: none"> Application Interview References





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