

The journey starts here...



... at Clayton St. John

## Clayton St John C of E Primary School Recruitment Pack



### Assistant Catering Manager

**22.5 Hours a week – Monday – Friday 9:00am – 1:30pm**

**Term Time plus 5 days**

**Required September 2026**

**Band 3, Actual Salary £13,597 (National living wage uplift)**

**Closing date: 3:00pm, Monday 6<sup>th</sup> July 2026**

**Interview & Tasks: Friday 10<sup>th</sup> July 2026**

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**Dear Prospective Applicant,**

Thank you for taking an interest in this role, which will be required to start in September 2026. This is an exciting opportunity for an outstanding candidate who is highly motivated with successful catering experience.

The ideal candidate will have the skills, experience and knowledge to provide support to the school with aspirations to develop further. We are looking for someone with enthusiasm for all aspects of school life. In return we offer you the opportunity to contribute to the future of Clayton St John CofE Primary.

Clayton St John CofE Primary is a 2-form entry Church of England Primary School and part of the Bradford Diocesan Academies Trust (BDAT), a growing, Christian, Multi-Academy Trust based in Bradford.

Clayton St John is a pupil-centred place of learning, fully committed to providing all the children in its care with the highest quality of education. Our goal at Clayton St John CofE Primary is to become an outstanding school that delivers educational excellence. You will be fortunate to work with a leadership team that demands the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We are seeking to appoint an someone who has the drive and commitment to contribute to the success of our children.

Clayton St John is part of a Trust, a family of 21 schools. The 16 Primary schools have close working relationships supporting each other every day, you will become an integral part of the family. You will both support and be supported by the schools and the Trust central team both educationally and operationally, benefiting from the expertise within the Trust to challenge, support and give additionality.

This is an exciting opportunity for a talented and forward-thinking professional to make a sustained and substantial contribution to the growth and development of the school and the wider BDAT family.

We hope the enclosed information is helpful and encourages you to apply; we look forward to meeting you and reading your application.

*Gemma Emsley*

**Gemma Emsley**  
**Headteacher, Clayton St John CofE Primary School**

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## Clayton St John C of E Primary School

### Vision and Values

Our vision and values are at the core of everything we do. They underpin our teaching and learning and provide an environment which prepares our pupils as confident, happy citizens.

#### Vision

***'Growing together in God's Love'***

***"Give thanks to the Lord, for he is good; his love endures forever."***

***1 Chronicles 16:34***

#### Our Values

#### **"Growing Together in God's Love"**

To grow together we will follow Clayton St John's  
Be Ready Values:

- Be Kind and Friendly
- Be Safe and Wise
- Be Truthful and Forgiving
- Have Courage and Respect

***"Give thanks to the Lord, for he is good;  
His love endures forever."***

***1 Chronicles 16:-34***

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## About BDAT

Clayton St John CofE Primary School is an academy within Bradford Diocesan Academies Trust. The successful candidate will be employed by BDAT although their main place of work will be at Clayton St John CofE Primary school. BDAT strives to be diverse and inclusive employer a place where we can ALL be ourselves. We encourage and welcome applications from everyone.

### 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

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/>

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## Job Title: Assistant Catering Manager

**Actual Salary: £13,597, (national living wage uplift) Band 3**

**Hours: 22.5 hours per week, 9:00am – 1:30pm Term Time plus 5 days**

### Main duties and responsibilities

To prepare and cook nutritionally balanced meals in accordance with the dietary needs specified by the school foods standards, within the budget and within all the health and safety guidelines.

To assist the line manager with any office duties.

### Job summary:

As an Assistant Catering Manager, you will assist in overseeing all aspects of catering operations and step into the catering manager's role in their absence.

- To provide a professional, friendly and efficient service for the staff and children. Providing advice and assistance, maintaining product, whilst ensuring compliance with the academy's policies and current legislation.
- Liaise with the Catering Manager when planning new menus to provide balanced and nutritional meals.
- Manage inventory and do online ordering as needed. Processing invoices and inputting the end of week figures and end of month stock take using excel.
- Assist in budget management and cost control.
- Prepare, cook and serve hot and cold meals as and when required, considering the dietary requirements of the students as well as their preferences, whilst maintaining quality and budgetary constraints.
- Maintain accurate records of food supplies and cooking and storing temperatures.
- Ensure compliance with health and safety regulations.
- Supervise and train catering staff.
- Address any issues or concerns that may arise.
- Completing daily checks within the Safer Food better business manual and documenting any necessary information.

## Personnel Specification

PLEASE NOTE: When completing your application please demonstrate evidence of impact for each of the attributes below as appropriate.

Qualifications	Essential	Desirable
A level 2 in professional catering equivalent qualifications or experience	✓	
Intermediate Food Hygiene certificate	✓	
First Aid at Work		✓
Experience & Skills	Essential	Desirable



Experience within all areas (main courses, vegetables and desserts) of a catering establishment.	✓	
Experience of planning and working with a menu cycle.		✓
Experience of managing staff.		✓
Understanding of and commitment to following all safeguarding procedures of the school.	✓	
Experience of working in an education setting.		✓
Experience of working within nutritional standards for schools.		✓
Experience of working with children.		✓
Good oral and written communication skills. Ability to communicate with both customers and colleagues at all levels of seniority and liaise effectively with other internal departments.	✓	
<b>Training</b>	<b>Essential</b>	<b>Desirable</b>
Willingness to undertake specific training relating to nutrition and legislative guidelines.	✓	
Willing to undertake any relevant school training and attend courses.	✓	
COSHH	✓	
<b>Special Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge of Health & Safety in the workplace.		✓
Ability to maintain confidentiality and understand data protection.	✓	
<b>Personal Circumstances</b>	<b>Essential</b>	<b>Desirable</b>
Ability to use Microsoft Office applications	✓	
Understanding of the practical implications of regulations and legislation in relation to health and safety and hygienic work within a catering service	✓	
Knowledge of government recommended nutritional guidelines		✓
Ability to maintain confidentiality and understand data protection.	✓	
<b>Disposition/Attitude</b>	<b>Essential</b>	<b>Desirable</b>
Able to work constructively as part of a team.	✓	
Able to work on own initiative.	✓	
Ability to drive and enthuse staff	✓	
Flexible, Reliable, dependable and calm in difficult circumstances.	✓	
Ability to relate well to pupils and adults	✓	
Demonstrate a commitment to achieving the goal of healthy eating for all pupils	✓	
Be willing to be supportive of the Christian Ethos and distinctive nature of our church school.	✓	



<b>Practical / Intellectual Skills</b>	<b>Essential</b>	<b>Desirable</b>
Punctual, reliable and trustworthy.	✓	
Able to manage time effectively.	✓	
To be thorough and pay attention to detail.	✓	
<b>Physical / Sensory</b>	<b>Essential</b>	<b>Desirable</b>
Must be able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate	✓	
<b>Equality &amp; Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>
Candidates should indicate an acceptance of, and a commitment to, <ul style="list-style-type: none"> <li>The principles of the school's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the community".</li> </ul>	✓	
Be committed to Safeguarding and promoting the welfare of children and young people	✓	

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THE CHURCH  
OF ENGLAND  
Diocese of Leeds

**bdot**  
Bradford Diocesan  
Academies Trust

## How to Find Us MAP



Clayton St John C of E Primary School, Bradford Rd, Clayton, Bradford BD14 6DD

T: 01274 815862

W: [www.claytonce.co.uk](http://www.claytonce.co.uk)

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## Selection Process Guidance

### Safeguarding

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) and an online check. We will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references.

### 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 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.

### Visits to the school

Visits to the school are warmly welcomed by prior arrangement, you will not be disadvantaged if you are unable to visit. Please contact Maryam Ahmed (Office Manager), via email: [office@claytonce.bdat-academies.org](mailto:office@claytonce.bdat-academies.org) to arrange a mutual appointment. The visit will give you an opportunity to ask questions about the role and the school to assess if this is somewhere you would like to work.

### Applications

Please ensure that all parts of the application are completed via MyNewTerm. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position.

### Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you via MyNewTerm with e-mail confirmation. If you are unsuccessful, you will also be informed.

### References

We request references for all candidates who are invited to interview. Requests will be made at the same time as candidates are invited to interview. Your first referee should be your current or last, employer. **References from immediate family members or wider relatives will not be accepted.**

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### **Interview Process**

The interviews will be held at the school and will consist of tasks and a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity with you.

### **Final Selection**

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

### **Offer of Employment**

We aim to make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

### **Induction and Probation**

All new staff will be part of an induction programme including Safeguarding Child Protection Training as soon as possible after their start date and at least once every academic year thereafter.

All new staff will be subject to a probation period which will be outlined in the employment contract.

### **Timeline**

**Closing date: 3:00pm, Monday 6<sup>th</sup> July 2026**

**Interview & Tasks: Friday 10<sup>th</sup> July 2026**